

HEALTH SURVEILLANCE PROCEDURE

SCOPE

This Procedure relates to all activities under the management and control of Monash University and applies to affected staff, students, contractors and visitors.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

This procedure sets out the requirements of the Health Surveillance program at Monash University to:

- Ensure the early detection and prevention of any adverse health effects on staff/students; and
- Assist in the evaluation of risk control measures.

1. Abbreviations

OH&S	Monash Occupational Health and Safety
OHS	Occupational Health and Safety

2. Health Surveillance Process

- 2.1 A risk assessment must be undertaken to determine if Health Surveillance is required for any given hazard using the [Risk management program](#). Health Surveillance must not be used as an alternative to the implementation of risk control measures. Health Surveillance should be carried out where a risk assessment shows that the following criteria apply:
- There is an identifiable disease or adverse health condition relevant to the work performed;
 - Valid techniques are available to detect indications of the disease (e.g. spirometry, audiometry);
 - There is reasonable likelihood that the disease or condition may occur under the particular work conditions; or
 - It is required by legislation.
- 2.2 Where higher order controls are not reasonably practicable and therefore lower order controls such as PPE are used, the correct implementation is subject to human error, and as such the effectiveness of these in eliminating the risk cannot be guaranteed. When Health Surveillance is required, the area must consult with their local safety personnel, OHS Consultant/Advisor and the OHS Health Team, to make the appropriate arrangements. Typical hazards that may require Health Surveillance include:
- Hazardous substances (especially carcinogens)
 - Biologicals
 - Noise

3. Who Pays for Health Surveillance?

- 3.1 The cost of any investigations or interventions required for Health surveillance will be met by the academic/administrative unit.

4. Hazardous Substances

- 4.1 Health Surveillance is necessary when it has been determined through a risk assessment that a person is exposed to any of the substances listed in the Guidelines to Health Surveillance [NOHSC: 7039(1995)] as below.

- acrylonitrile
- inorganic arsenic
- benzene
- cadmium
- inorganic chromium
- creosote
- isocyanates
- inorganic mercury
- 4,4' – methylene bis 2–chloroaniline (MOCA)
- organophosphate pesticides
- pentachlorophenol (PCP)
- polycyclic aromatic hydrocarbons (PAH)
- crystalline silica
- thallium
- vinyl chloride

5. Responsibility for Implementation

- 5.1 A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#). A summary of the specific responsibilities relevant to Health Surveillance is provided below.

- 5.1.1 **Occupational Health Team, OH&S:** The responsibilities of the Occupational Health team, OH&S include:

- Coordinating the University's Health Surveillance program;
- Maintaining records of assessment according to the [OHS Records Management procedure](#); and
- Liaising with OHS Consultants and management regarding corrective actions and controls to address and to prevent recurrences of adverse monitoring results.

- 5.1.2 **Staff & Students:** It is the responsibility of staff and students to follow the direction of the University in relation to Health Surveillance requirements and participate in the OHS risk management process including reporting of hazards that they identify in their workplace.

- 5.1.3 **Heads of Academic/Administrative Units:** It is the responsibility of the head of the academic/administrative unit to ensure that procedures are in place in their area to identify staff or students who require Health Surveillance.

- 5.1.4 **Supervisors:** It is the responsibility of supervisors to ensure staff or students who require Health Surveillance are identified and provided with access to Health Surveillance processes, including baseline and exit medicals, as required.

6. Records

- 6.1 For OHS Records document retention please refer to:

[OHS Records Management Procedure](#).

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Key word	Definition
Health Surveillance	Health Surveillance is the systematic monitoring of ‘at risk’ staff for any adverse effects of work on their health as it relates to their duties. It is delivered through medical assessment and testing (e.g. hearing tests, lung function tests, biological monitoring)

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Monash University OHS Documents Noise Management Procedure OHS Roles, Responsibilities and Committees Procedure OHS Records Management Procedure Using Biologicals and Animals Procedure Using Chemicals Procedure
Supporting schedules	N/A
Associated procedures	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems
Related Legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Guidelines to Health Surveillance [NOHSC: 7039(1995)]. National Model Regulations for the Control of Workplace Hazardous Substances.
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 16 July 2019
Endorsement	Monash University OHS Committee 18 June 2019
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	July 2019
Review date	2022
Version	5.3 (<i>Minor amendments effective 17 December 2021</i>)
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
2	November 2010	Health Surveillance procedure at Monash University, v2
3	November 2013	1. Simplified title to “Health Surveillance procedure” 2. Reference to “controlled entities” was removed from the Scope.

		<ul style="list-style-type: none"> 3. Updated Definitions and Specific Responsibilities sections to include only terms relevant to procedure. 4. Simplified Section 6 to include only the general process for determining Health Surveillance requirements. Removed guidance table.
4	November 2016	<ul style="list-style-type: none"> 1. Inserted criteria for assessing Health Surveillance requirements. 2. Include hazardous substances requiring Health Surveillance. 3. Removed reference to Laser Safety and Ionising Radiation as these are not subject to Health Surveillance.
4.1	August 2017	<ul style="list-style-type: none"> 1. Updated logos in header 2. Updated OHS Regulations to 2017
5.0	July 2019	<ul style="list-style-type: none"> 1. Added statement regarding responsibility of payment of Health Surveillance requirements. 2. Updated Scope to reflect that only Australian campuses are covered by the certification to OHS AS 18001 and AS 4801.
5.1	July 2021	<ul style="list-style-type: none"> 1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy
5.2	October 2021	<ul style="list-style-type: none"> 1. Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre.
5.3	December 2021	<ul style="list-style-type: none"> 1. Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). 2. Updated title of Procedure owner in Governance table.