

HEALTH, SAFETY AND WELLBEING POLICY

SCOPE

This policy applies to all staff, students, contractors and visitors who are participating in, or are affected by Monash University (Monash) related activities.

For the purpose of this policy, references to 'Monash' include the activities of Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre, Monash College and the World Mosquito Program Ltd (and its subsidiaries) unless indicated otherwise.

POLICY STATEMENT

In Monash's pursuit of education and research excellence, Monash is committed to providing its people, including staff, students, contractors and visitors, with a healthy, safe and supportive environment.

Monash takes an integrated and systematic approach to identify, assess and control risks; to help us build a thriving Monash community.

Monash communicates and consults to promote the Health, Safety and Wellbeing (HSW) of its people engaged in Monash activities. Innovation related to HSW is encouraged. A systematic approach is taken by Monash to identify, assess and control HSW hazards and to identify HSW opportunities.

1. General Principles

- 1.1 Monash's approach to the health, safety and wellbeing of its people is guided by the following general principles. Monash:
 - 1.1.1 Acknowledges that the health, safety, and wellbeing of its people is paramount;
 - 1.1.2 Provides and supports an environment for work and study where its people can thrive and flourish;
 - 1.1.3 Aims to demonstrate leadership in health, safety and wellbeing and is working towards global consistency across all sites using best practice frameworks in HSW;
 - 1.1.4 Provides HSW information, instruction and training for its people relevant to their work and study;
 - 1.1.5 Provides and supports services, programs and initiatives to empower staff and students to contribute to fostering an inclusive, participative and consultative culture of positive health, safety and wellbeing;
 - 1.1.6 Communicates and consults with staff, students and employee representatives on organisational activities impacting their physical and mental health, safety and wellbeing;
 - 1.1.7 Commits to fulfil its regulatory and other compliance requirements, and strives to lead best practice in HSW in learning, teaching and research;
 - 1.1.8 Commits to reducing HSW risks, including the risk of injuries, diseases, ill health, and those relating to psychosocial hazards, resulting from organisational activities; and
 - 1.1.9 Monitors and reviews its performance at all levels to continuously improve the management of HSW.

2. Occupational Health and Safety Management System

- 2.1 Monash's [Occupational Health and Safety Management System](#) (OHSMS) is certified to an internationally-recognised standard (ISO 45001:2018), which provides the framework for HSW risk management, setting measurable HSW objectives and ensuring continual improvement.
- 2.2 The OHSMS sets out an organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining this policy.

3. Strategic Objectives for Health Safety Wellbeing

- 3.1 Monash continues to set strategic HSW objectives that are measurable and visible across Monash's people and operations, including [Health Safety & Wellbeing Objectives 2024-2026](#).
- 3.2 The Monash framework for health and wellbeing is aligned with World Health Organisation principles that address mental health, physical health, food for health, and environmental, community and work health.

- 3.3 Direction and strategy for HSW programs and services are evidence based, utilising data derived from relevant local and international sources, including the [Thrive@Monash program](#).
- 3.4 Monash's HSW programs and initiatives are culturally diverse and inclusive, and encourage healthy lifestyle choices and active participation.

4. Roles and Responsibilities

- 4.1 Responsibility for fostering a healthy, safe and supportive environment is shared between management, staff, students, contractors and visitors.
- 4.2 All staff, students, contractors and visitors must participate in making Monash a safe and healthy place for work and study, and will support and facilitate active participation in these matters.
- 4.3 The [Occupational Health and Safety Committees at Monash](#) (including MUOHSC in Australia, OHSW in Malaysia, and OWNSafe at Monash College) facilitate cooperation and consultation between management and staff and help ensure a coordinated approach on matters relating to the health and safety of the Monash community.

DEFINITIONS

HSW	Health, Safety & Wellbeing
MUOHSC	Monash University OHS Committee (Australia)
OHSMS	Occupational Health and Safety Management System. <i>Note: Some jurisdictions refer to 'Occupational' Health and Safety, while others use terms including 'Work' Health and Safety. For the purposes of this policy, these terms are interchangeable.</i>
OHSW	Occupational, Health, Safety and Wellbeing Committee (Malaysia)
OWNSafe	Occupational, Health, Safety and Wellbeing Committee (Monash College)
Psychosocial hazard	Any factor in the design, management or systems of work that may cause an individual to experience one or more negative psychological responses that create a risk to their health and safety

GOVERNANCE

Supporting procedures	<p>Health and Safety</p> <ul style="list-style-type: none"> All OHS Procedures on the Policy Bank. <p>Wellbeing</p> <ul style="list-style-type: none"> Mental Health Procedure
Supporting schedules	<p>Health and Safety Issue Resolution Schedule – Monash University Malaysia</p> <p>Health Surveillance Schedule – Monash University Malaysia</p>
Associated policies	Mental Health Policy
Related Legislation	<p>Higher Education Standards Framework (Threshold Standards) 2022</p> <p>Occupational Health and Safety Act 2004 (Vic)</p> <p>Work Safety Act (Law No 1, 1970) (Indonesia)</p> <p>Occupational Safety and Health Act 1994 (OSHA) (Malaysia)</p>
Category	Operational
Approval	<p>Vice-Chancellor</p> <p>7 May 2024</p>
Endorsement	<p>Chief Operating Officer</p> <p>6 May 2024</p>
Policy owner	Group Manager, Health, Safety and Wellbeing
Date effective	8 May 2024



Review date	8 May 2027
Version	4.1 (Administrative amendment effective 22 August 2024)
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
3.0	May 2021	New format to comply with Policy Bank requirements. Revised policy to incorporate wellbeing in title and content.
3.1	July 2021	Updated certification logo in footer to ISO 45001
3.2	December 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries). 2. Updates to Governance table: <ol style="list-style-type: none"> a. Changes to reflect updated Policy template b. Updated effective year of the Higher Education Standards Framework to be 2021 c. Removed reference to Health and Wellbeing procedure d. Updated title of Policy owner e. Revised role title of the Chief Operating Officer
3.3	April 2022	<ol style="list-style-type: none"> 1. Added OHS policy requirements set out under section 5.2 of ISO 45001 2. Added explanatory statement to definition of OHSMS in the Definitions section 3. Updated 'Related Legislation' in Governance table to include Malaysian and Indonesian legislation
4.0	May 2024	<ol style="list-style-type: none"> 1. Updated language from OHS to HSW throughout 2. Updated Policy Statement to include vision of and reference to HSW Objectives 2024-2026 3. Changed 'the University' to Monash 4. Added Monash College to the Scope 5. Updated certification logo in footer
4.1	August 2024	Updated language to align with new Enterprise Agreement including psychosocial hazards, and the role of the Occupational Health and Safety Committees at Monash.