

OHS MONITORING 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 for undertaking monitoring of Monash University related activities and spaces to ensure, as far as reasonably practicable, that controls applied to identified health and safety risks are maintained.

1. Abbreviations

MUOHSC	Monash Occupational Health & Safety Committee
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
OHSMS	Occupational Health and Safety Management System
RPO	Radiation Protection Officer

2. Requirements for Monitoring

2.1 Operational Managers/Supervisors must ensure that:

- Monitoring is performed regularly to ensure that all controls established through risk management are present and effective;
- Relevant workers are notified of monitoring activities as necessary in accordance with the [OHS Communication Procedure](#);
- Monitoring and supervision is undertaken by a suitably competent worker in accordance with the [OHS Induction and Training Procedure](#);
- The requirements of the [Managing OHS Hazards and Incidents Procedure](#) are followed where a hazard or incident is identified as part of monitoring;
- Appropriate actions are implemented to address recommendations arising from monitoring in accordance with the [Management of OHS Actions Procedure](#);

2.2 Workers conducting monitoring must ensure that:

- They notify relevant operational managers of any new hazard or incident identified during monitoring in accordance with the [Managing OHS Hazards and Incidents Procedure](#);

- Any equipment used to take measurements as part of monitoring is calibrated to a standard commensurate to the level of the risk or to satisfy any legislative obligation;
- Reasonable steps are taken so that information and measurements have been verified as being accurate;
- Records of monitoring are kept in accordance with the [OHS Records Management Procedure](#).

3.OHS Monitoring Programs

3.1 Occupational Health and Safety Management System (OHSMS) Management Review

- 3.1.1 The OHSMS must be regularly reviewed in accordance with the [OHSMS Management Review Procedure](#). This includes the requirement to conduct annual OHSMS self-assessments.

3.2 Monitoring Work Areas

- 3.2.1 Work Areas must be regularly inspected in accordance with the OHS Management of Work Areas Procedure. This includes the requirement to conduct OHS Workplace Inspections.

3.3 OHSMS Audits

- 3.3.1 Audits are governed by the [OHS Management System Audit Procedure](#).

3.4 Health Surveillance

- 3.4.1 Health surveillance is governed by the [Health Surveillance Procedure](#).

3.5 Prescribed Activities

- 3.5.1 Prescribed activities are governed by the [OHS Prescribed Activities and Permit to Work Procedure](#).

3.6 Essential Services and Life Safety Measures

- 3.6.1 Essential Services and Life Safety Measures must be monitored in accordance with the OHS Management of Work Areas Procedure.

3.7 Evacuation drills

- 3.7.1 Evacuation drills/Emergency response exercises are governed by the [Emergency Management Procedure](#).

3.8 OHSMS requirements monitoring

- 3.8.1 The requirements placed upon the OHSMS related legal and other obligations are incorporated into the OHSMS where warranted through the [OHS Legal and Other External Requirements Procedure](#).

4.Responsibility for Implementation

- 4.1 It is the responsibility of the Health, Safety and Wellbeing Manager to ensure that this procedure is implemented

5.Records

- 5.1 Records must be kept as specified by each relevant procedure.

DEFINITIONS

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

Key word	Definition
Essential Services	Services as described by a qualified building surveyor, by whomsoever rendered, that the interruption of which would endanger the life, health or personal safety of any person.
Life Safety Measures	Services as determined by the Manager, OH&S, by whomsoever rendered, that the interruption of which would endanger the life, health or personal safety of any person.
Workers	Person performing work or work-related activities that are under the control of Monash University.

Operational Manager/Supervisor	A worker assigned to manage a set of activities grouped around an operational requirement (e.g. lab manager, event manager, course convener).
OHS Monitoring	A systematic process of observing how activities are being performed and assessing whether this is consistent with documented OHS risk management practices, standards and legislative requirements.
Direct Supervision	The act of monitoring the activities being performed by workers and taking steps, where necessary, to ensure the safety of all potentially affected people.
Acceptable level of risk	A level of risk that under the circumstances, is reasonably practicable to accept.
Occupied workplaces	Areas where work in relation to Monash University is regularly conducted.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Emergency Management Procedure Health Surveillance Procedure Management of OHS Actions Procedure Managing OHS Hazards and Incidents Procedure OHS Communication Procedure OHS Induction and Training Procedure OHS Legal and Other External Requirements Procedure OHS Management System Audit Procedure OHSMS Management Review Procedure OHS Prescribed Activities and Permit to Work Procedure OHS Records Management 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)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 1 December 2020
Endorsement	Monash University OHS Committee 17 November 2020
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	December 2020
Review date	2023
Version	6.3 (<i>Minor amendments effective 17 December 2021</i>)
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
2.1	June 2006	OHS Monitoring, Measurement & Registration Procedure
3	November 2013	<ol style="list-style-type: none"> 1. Purpose – further detail provided for clarification. 2. Scope – Removed reference to AS/NZS 4801 and OHSAS18001. 3. Abbreviations – replaced OHSPC with MUOHSC 4. Definitions – Added audits definition 5. Section 5 updated, merged responsibilities of Occupational Hygienists into the OH&S Unit as part of the same division. 6. Section 6 – Removed Section 6.3 reference to internal and external reviews as incorporated into section 6.1. Added new sections 6.3 – Plant and 6.4 – Self Audit. 7. Section 7 – Removed Table and created updated register that is accessible via the tools section on the OHS website. 8. Previous Section 8 – Workplace inspection documentation removed as this information is in the OHS Audit procedure. 9. Records - list removed & replaced with OHS Monitoring, Measurement and Registration Register. 10. Section 10 - Reference section was updated. 11. Section 11 -Document history added.
3.1	June 2015	<ol style="list-style-type: none"> 1. Updated hyperlinks throughout procedure to new OH&S website.
4	September 2017	<ol style="list-style-type: none"> 1. Updated Facilities & Services to Buildings & Properties Division 2. Updated OHS Regulations to reference the updated 2017 Regulations 3. Updated Definitions to include OHS Monitoring 4. Updated Audit and Risk Management office to Risk and Compliance Office 5. Added link to the Compliance Register 6. Added the Compliance Section as Section 10 7. Updated references to various Regulations 8. Removed section 4.5 (Plant)
5	March 2020	<ol style="list-style-type: none"> 1. Incorporated Spot checks and Workplace inspections into the procedure. 2. Self-audit questionnaire tool renamed to OHSMS Self-assessment tool. 3. Removed the associated monitoring register tool.
6.0	December 2020	<ol style="list-style-type: none"> 1. Moved workplace inspections/spot checks and essential services and life safety measures requirements into the OHS Management of Work Areas Procedure 2. Moved OHSMS Self-assessment into the OHSMS Management Review Procedure
6.1	July 2021	<ol style="list-style-type: none"> 1. Updated certification logo in footer to ISO 45001 2. Added the Standard ISO 45001 under “Associated procedures” in the Governance table 3. Updated OHS Policy under ‘Parent Policy’ to OHS&W Policy
6.2	October 2021	<ol 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.
6.3	December 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). 2. Changed ‘Manager, OH&S’ to ‘Health, Safety and Wellbeing Manager’ throughout. 3. Updated title of Procedure owner in Governance table.