

# OHS ROLES, RESPONSIBILITIES AND COMMITTEES PROCEDURE

## SCOPE

This procedure applies to workers of Monash University.

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 Occupational Health and Safety structure, roles and responsibilities at each function and level within the University. It ensures that the requirements of Victorian OHS legislation and relevant Australian standards and the Monash University Occupational Health and Safety Policy are met.

### 1. Abbreviations

<b>ECO</b>	Emergency Control Organisation
<b>MUOHSC</b>	Monash Occupational Health & Safety Committee
<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health & Safety
<b>OHSMS</b>	Occupational Health and Safety Management System
<b>SARAH</b>	Safety and Risk Analysis Hub

### 2. OHS Responsibilities

#### 2.1 Workers

Each worker at Monash University is responsible for ensuring that:

- 2.1.1 Their conduct, whilst participating in Monash University related activities, protects their own health and safety together with the health and safety of any other persons.
- 2.1.2 They comply with any reasonable health and safety related direction given by someone with the appropriate authority to do so.
- 2.1.3 Health and safety related hazards and incidents have been reported in a timely manner to the most appropriate manager/supervisor in accordance with the [Managing OHS Hazards and Incidents Procedure](#).
- 2.1.4 They complete all OHS related training in accordance with the [OHS Training Requirements Matrix](#) as directed by their Performance Manager.

## 2.2 Operational Managers/Supervisors

In addition to their responsibilities as a worker, Operational Managers/Supervisors must also ensure that they comply with all relevant requirements of the Occupational Health and Safety Management System (OHSMS) including:

- 2.2.1 Adequate direct supervision is provided to any worker under their direction in accordance with the [OHS Monitoring Procedure](#).
- 2.2.2 Relevant OHS related records are kept in accordance with the [OHS Records Management Procedure](#).
- 2.2.3 Adequate consultation, in accordance with the [OHS Consultation Procedure](#), has been undertaken with all affected workers for changes to their working environment that may potentially impact upon their health and safety.
- 2.2.4 Effective communication in relation to health and safety matters is provided in accordance with the [OHS Communication Procedure](#).
- 2.2.5 Risks that arise from any Monash University related activities under their management control have been identified, evaluated, and controlled in accordance with the [OHS Risk Management Procedure](#) and [Management of OHS Actions Procedure](#).
- 2.2.6 Risks that arise as a result of any space under their management control have been identified, evaluated, and controlled in accordance with the [OHS Management of Work Areas Procedure](#).
- 2.2.7 That tasks requiring specialised training (e.g. hazardous manual handling, dangerous goods and hazardous substances, radiation, biosafety or laser related risks) are covered by at least one (1) Safety Officer who:
  - Has completed relevant specialised training in accordance with the OHS Training Requirements Matrix.
  - Is accessible in that workplace for enquiries relating to the hazard group.
- 2.2.8 Where functions or processes are being outsourced to an external provider, any potential health and safety impacts for Monash University must be identified, evaluated and controlled in accordance with the [OHS Risk Management Procedure](#).

## 2.3 Performance Managers/Supervisors

In addition to the responsibilities of workers, Performance Managers/Supervisors must also ensure that they comply with all relevant requirements of the OHSMS including:

- 2.3.1 Adequate direct supervision is provided to any worker under their direction in accordance with the [OHS Monitoring Procedure](#).
- 2.3.2 Health and safety related hazard and incidents raised by workers under their performance supervision are addressed or otherwise escalated in accordance with the [Health and Safety Issue Resolution Procedure](#).
- 2.3.3 Adequate training, in accordance with the [OHS Induction and Training Procedure](#), is provided to workers and completed within 4 months of commencing the role.
- 2.3.4 Adequate resources are made available to ensure local practices comply with legislative requirements and the requirements of the OHSMS.
- 2.3.5 That any Safety Officer who they have appointed has been granted appropriate decision-making authority and can act as their representative.

## 2.4 Heads of Academic/Administrative Units

In addition to the responsibilities of Performance Managers/Supervisors and Operational Managers/Supervisor, Heads of Academic/Administrative units must also ensure that:

- 2.4.1 Adequate resources are made available for all OHS programs and initiatives within their area of control.
- 2.4.2 Local OHS committees are formed with the agreement of workers and that they, or their delegate, are appointed as the OHS Committee Chair.
- 2.4.3 Adequate numbers of safety roles and the provision for emergency preparedness are made available.
- 2.4.4 That any OHS Committee Chairperson who they appoint has been granted appropriate decision-making authority and can act as their representative.
- 2.4.5 Emergency Control Organisations (ECO) are established in accordance with AS 3745:2010 and that a Building Warden has been appointed to act as the overall controller in accordance with the [Emergency Management Procedure](#).

- 2.4.6 First Aid Coordinators are appointed to oversee the suitable provision of First Aid roles and equipment in accordance with the [First Aid Procedure](#).
- 2.4.7 Event Managers are appointed to oversee all events under their management control and that any Event Risk Management Plan has been approved before the events is conducted.

## 2.5 Senior Executive

In addition to the responsibilities of Heads of Academic/Administrative Units, Senior Executives must ensure that:

- 2.5.1 Their accountability for OHS matters is clearly articulated to all workers within their Faculty/Division.
- 2.5.2 Align OHS related strategic objectives for their area with broader Monash University Strategic Plans.
- 2.5.3 All areas within their portfolio are covered by at least one (1):
- Safety Officer;
  - First Aid Coordinator; and
  - ECO.

## 2.6 Vice-Chancellor

In addition to the responsibilities of Senior Executives, the Vice Chancellor is ultimately accountable for the provision of a healthy and safe working environment for all Monash University related activities and is the designated legal authority. The Vice-Chancellor must ensure that:

- 2.6.1 The Monash University OHS Committee (MUOHSC) is chaired by a nominee of the Vice-Chancellor, normally a Deputy Vice-Chancellor or a Dean;
- 2.6.2 They have signed off on a current Monash University OHS&W (Occupational Health Safety & Wellbeing) Policy, endorsed by MUOHSC, that identifies the overarching OHS&W goals of the OHSMS and the subsequent:
- Commitment from senior management; and
  - Systems and resources required.
- 2.6.3 Major changes to the OHSMS, in particular the OHS&W Policy and OHS Procedures, have been endorsed by the MUOHSC and subsequently approved.
- 2.6.4 The Vice-Chancellor has delegated the Principal Employer Representative and the position of Executive Secretary to the MUOHSC, to the Health, Safety and Wellbeing Manager, who is responsible for:
- The provision of OHS related advice and assistance to Monash University;
  - The appointment of the:
    - Radiation Protection Officer to ensure compliance with Ionising Radiation related legal obligations; and
    - Minute Secretary to the MUOHSC.
      - Ensuring that adequate resources are provided to maintain the effective operation of the OHSMS. Where an aspect of the OHSMS has been outsourced, the Health, Safety and Wellbeing Manager shall ensure that this has been recorded on the Register of Outsourced OHSMS Activities (to be hyperlinked).
      - Managing changes to the OHSMS in accordance with the [Management of OHS Actions Procedure](#).

## 3. Protection

All workers, prospective workers and others must be allowed to perform legitimate safety-related functions or activities and to raise health and safety issues or concerns without fear of reprisal; including dismissal, discrimination, or treating a worker less favourably.

## 4. Consultation

All workers must be consulted, so far as is reasonably practicable, if they are, or are likely to be, directly affected by health and safety matters, including when:

- identifying, assessing, and making decisions on controlling hazards or risks;
- making decisions about welfare facilities;
- deciding on procedures to resolve health and safety issues, or provide information and training;

- deciding the membership of any health and safety committee in the workplace; and
- proposing changes that may affect workers' health or safety.

Management must respond to workers' concerns and questions, before any final decision is made.

Refer to the [OHS Consultation Procedure](#) for additional information.

## 5. Delegation

Managers or supervisors may choose to delegate specific OHS responsibilities to a worker under their management control.

Managers or supervisors who have chosen to delegate their OHS responsibilities remain accountable for the provision of a healthy and safe working environment that is under their management control.

Managers or supervisors may transfer an assigned OHS responsibility to a more suitable manager or supervisor only when both parties have agreed to do so.

## 6. Appointed Health and Safety Roles

### 6.1 OHS Committee Chairpersons

OHS Chairpersons must ensure that:

- 6.1.1 OHS committee meetings are scheduled and then conducted in accordance with their agreed Terms of Reference.
- 6.1.2 Membership of the committee is regularly reviewed to ensure that adequate representation of all workers is provided.
- 6.1.3 Members are empowered to raise OHS related items to the committee's attention.
- 6.1.4 Engagement with workers encourages issues and concerns to be raised to the Committees attention.
- 6.1.5 Discussions within committee meetings are recorded and minutes communicated to workers.
- 6.1.6 Recommendations arising from meetings are actioned in accordance with the [Management of OHS Actions Procedure](#).
- 6.1.7 Adequate resources are available to effectively conduct meetings including the appointment of Deputy OHS Committee Chair and/or OHS Committee Secretary roles who can assist in the executive functions of the committee.

### 6.2 Safety Officers

Safety Officers provide OHS related advice and support to workers as appropriate and must ensure that:

- 6.2.1 Investigations of hazards and incidents are conducted in accordance with the [Managing OHS Hazards and Incidents Procedure](#).
- 6.2.2 OHSMS Self-assessments, OHS Workplace Inspections and OHS Spot Checks are conducted in accordance with the [OHS Monitoring Procedure](#).
- 6.2.3 They are aware of relevant OHS procedures that apply to their workplace including:
  - [Using Chemicals Procedure](#)
  - [Using Biologicals and Animals Procedure](#)
  - [Using Ionising Radiation Procedure](#)

Information on the allocation of appropriate duties for Safety Officers is available in the [OHS Performance and Development Procedure](#).

## 7. Authorised Persons

The Health, Safety and Wellbeing Manager, must appoint an Authorised Person to approve and issue a certificate in relation to a specific type of OHS Prescribed Activities request as described by the [OHS Prescribed Activities and Permit-to-Work Procedure](#).

### 7.1 Radiation Protection Officer

The Radiation Protection Officer ensures compliance with legislated Ionising Radiation obligations as described by the [Using Ionising Radiation Procedure](#).

## 7.2 Chief Pilot

The Chief Pilot ensures compliance with legislated remotely piloted aircraft obligations as described by the [Drone Safety Management Procedure](#).

## 7.3 Permits Officer

The Permits Officer ensures compliance with obligations as described by:

- [Confined Space Risk Management Procedure](#)
- [Earthworks Risk Management Procedure](#)
- [Hot Works Risk Management Procedure](#)
- [Working from Heights Risk Management Procedure](#)

# 8. Event Related Roles

## 8.1 Event Managers

8.1.1 Event Managers are:

- Operational Managers of any spaces utilised during an event unless agreed otherwise.
- Performance Managers for any workers who are performing work for the event unless agreed otherwise.

8.1.2 Event Managers must ensure that:

- An Event Risk Management Plan has been approved before events they manage are commenced;
- The number of Event Safety Safety Marshalls (ESMs) is identified in the Event Risk Management Plan with
- At least 1 ESM on duty at all times for any events with more than 10 participants; and
- Additional on duty ESMs:
  - For each 500 participants; and
  - To adequately monitor all event spaces and activities.

## 8.2 Event Safety Marshals

8.2.1 An Event Safety Marshal (ESM) is a Monash University worker who is trained and competent in identifying and assessing risks that arise during events and who is authorised to take immediate action to address the risk and/or escalate the issue to the appropriate authority.

8.2.2 ESMs must:

- Conduct site safety inspections in accordance with the [OHS Monitoring Procedure](#);
- Perform incident response in accordance with the requirements of the [Managing OHS Hazards and Incidents Procedure](#);
- Report hazards and incidents on behalf of visitors who are attending a Monash University event in accordance with the requirements of the [Managing OHS Hazards and Incidents Procedure](#);
- Respond to emergencies in accordance with the appropriate Emergency Management Plan/s.

## 8.3 Communications Officer

Communication Officers are an optional role to act as the primary contact after an event has commenced and where a critical incident has occurred. This role defaults to the person approving the event (Head of Academic/Administrative Unit).

# 9. Emergency Roles

## 9.1 First Aid Coordinators

9.1.1 First Aid Coordinators must adhere to the requirements of the [First Aid Procedure](#).

9.1.2 First Aid Coordinators must ensure there is adequate coverage of First Aid roles by:

- Discussing the recruitment of staff with the relevant Head/s of Academic/Administrative Unit/s; and
- Ensuring First Aiders and Defibrillator Coordinators are appointed by the relevant Head of Academic/Administrative Unit with the consent of the appointee's Performance Manager/Supervisor.

## 9.2 First Aiders

First Aiders must adhere to the requirements of the [First Aid Procedure](#).

### 9.3 Defibrillator Coordinators

Defibrillator Coordinators must adhere to the requirements of the [First Aid Procedure](#).

### 9.4 Building Wardens

9.4.1 Building Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

9.4.2 Building Wardens must ensure there is adequate Floor warden coverage by:

- Discussing the recruitment of staff with the relevant Head/s of Academic/Administrative Unit/s; and
- Ensuring Floor Wardens are appointed by the relevant Head of Academic/Administrative Unit with the consent of the appointee's Performance Manager/Supervisor.

### 9.5 Deputy Building Wardens

Deputy Building Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

### 9.6 Floor Wardens

Floor Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

## 10. Health & Safety Representatives

A Health & Safety Representative (HSRs) or Deputy HSR is an employee representative who is elected by the members of a Designated Work Group (DWG) to represent their health and safety interests. Information on DWGs and HSRs is available in the [Designated Work Group \(DWG\) & Health and Safety Representative \(HSR\) Procedure](#).

## 11. Monash Occupational Health & Safety Committee (MUOHSC)

11.1 MUOHS Committee membership consists of:

- Equal numbers of employer and employee representatives; and
- Representation from each Faculty/Division.

11.2 The Executive Secretary must ensure that the [minutes](#) are taken, in accordance with the [OHS Records Management Procedure](#), and are made accessible.

11.3 The Committee must:

11.3.1 Adhere to the MUOHSC [Terms of Reference](#).

11.3.2 Review all major changes to the requirements of the OHSMS and vote to endorse these changes before approval is sought from the Vice Chancellor or their delegate.

11.3.3 Identify and endorse the Monash University's OHS Objectives in conjunction with the OHSMS Management Review. This involves the completion of a University wide OHSMS Action which is distributed to Faculties and Divisions.

## 12. Local OHS Committees

Local OHS committees must:

- Be comprised of members drawn from a representative selection of activities and work groups from within the area;
- Agree upon and adhere to a Terms of Reference. A [template ToR](#) is available for Local OHS Committees;
- Ensure that Terms of Reference are accessible to all stakeholders of the Committee;
- Ensure that the Health, Safety and Wellbeing Manager or their delegate is invited to attend Committee meetings in an advisory capacity;
- Ensure that minutes are taken, in accordance with the [OHS Records Management Procedure](#), and are communicated to workers and remain accessible;
- Ensure that stakeholders of the Committee are notified in advance of upcoming meetings;
- Follow the "OHS Committee Meeting Agenda" template; and

- The first meeting in each year, must monitor and evaluate the effectiveness of remedial actions identified in OHS-related audits conducted in the previous year.

### 13. Tools

The following [Agenda](#) and [Minutes](#) templates should be utilised by Local OHS committees and be amended to suit each particular committee.

[Terms of Reference template](#)

### 14. Records

For OHS Records document retention please refer to: [OHS Records Management Procedure](#)

## DEFINITIONS

Key word	Definition
Event	<p>A gathering of people at specific times and locations that present risks outside business-as-usual controls due to the:</p> <ul style="list-style-type: none"> <li>• Types of activities being performed during the event (e.g. outdoors activities, provision of food and alcohol, travel).</li> <li>• Number of people gathering at the event;</li> <li>• Changes in the use of spaces (e.g. changes to egress, the installation of temporary structures and equipment);</li> <li>• Access limitations for emergency services (e.g. remoteness, disruption to roads and pathways).</li> </ul>
Event Manager	A worker assigned to manage an event. This is referred to as the 'Event Risk Management Plan leader' in SARAH.
Workers	<p>Person performing work or work-related activities that are under the control of Monash University. These include:</p> <ul style="list-style-type: none"> <li>• Staff - A worker employed under a contract of employment who is actively participating in Monash University related activities (e.g. employee, fixed term, tenured, casual).</li> <li>• Student - A person engaged through a student contract who is actively participating in Monash University related activities (e.g. undergraduate, postgraduate).</li> <li>• Contractor - A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole employer (e.g. tradesperson, temporary staff).</li> <li>• Visitors - A person from another organisation who is actively participating in Monash University related activities at no cost or on mutually agreed terms.</li> </ul>
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).
Performance Manager/Supervisor	A worker assigned to manage the performance of a worker or group of workers.
Head of Academic/Administrative Units	A worker assigned to manage the overall function and performance of an organisational unit or units.
Senior Executive	A worker assigned to manage the overall function and performance of a division or faculty (e.g. President, Vice-Presidents, Deans, Divisional Executive Directors).

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.
Delegation	To entrust a task or responsibility to another person.
Transfer	The process whereby another party partially or totally accepts a task or responsibility from another person.
Management Control	The capacity for a Manager or Supervisor to instruct workers on the methodology with which to perform work within a work area.

## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting procedures	<a href="#">Confined Space Risk Management Procedure</a> <a href="#">Designated Work Group (DWG) &amp; Health and Safety Representative (HSR) Procedure</a> <a href="#">Drone Safety Management Procedure</a> <a href="#">Earthworks Risk Management Procedure</a> <a href="#">Emergency Management Procedure</a> <a href="#">First Aid Procedure</a> <a href="#">Health and Safety Issue Resolution Procedure</a> <a href="#">Hot Works Risk Management Procedure</a> <a href="#">Managing Hazards and Incidents Procedure</a> <a href="#">Management of OHS Actions Procedure</a> <a href="#">OHS Communication Procedure</a> <a href="#">OHS Consultation Procedure</a> <a href="#">OHS Contractor Management Procedure</a> <a href="#">OHS Induction and Training Procedure</a> <a href="#">OHS Management of Work Areas Procedure</a> <a href="#">OHS Monitoring Procedure</a> <a href="#">OHS Performance and Development Procedure</a> <a href="#">OHS Prescribed Activities and Permit-to-Work Procedure</a> <a href="#">OHS Records Management Procedure</a> <a href="#">OHS Risk Management Procedure</a> <a href="#">Using Chemicals Procedure</a> <a href="#">Using Biologicals and Animals Procedure</a> <a href="#">Using Ionising Radiation Procedure</a> <a href="#">Working from Heights Risk Management Procedure</a>
Supporting schedules	N/A
Associated procedures	<b>Australian and International Standards</b> ISO 45001:2018 Occupational Health and Safety Management Systems AS 3745:2010 Planning for Emergencies in Facilities
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 March 2021
Endorsement	Monash University OHS Committee 18 March 2021
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	March 2021
Review date	2024

Version	9.3 (Minor amendments effective 17 December 2021)
Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
<b>4</b>	March 2013	OHS Roles, Committees and Responsibilities procedure
<b>5</b>	September 2014	<ul style="list-style-type: none"> <li>Removed definitions and provided link to "Definitions tool".</li> <li>Re-arranged order of document sections as follows:               <ul style="list-style-type: none"> <li>OHS responsibilities</li> <li>OHS roles</li> <li>OHS committees</li> </ul> </li> <li>Simplified OHS committee structure to:               <ul style="list-style-type: none"> <li>Monash University OHS committee (MUOHSC)</li> <li>Local OHS committee</li> </ul> </li> <li>Updated MUOHSC terms of reference</li> <li>Added 'OHS chairperson' to Roles.</li> </ul> <p>Added Compliance section.</p>
<b>6</b>	September 2017	<ul style="list-style-type: none"> <li>Corrected grammatical errors associated with titles and lists throughout the entire document.</li> <li>Modified the wording of the responsibilities of:               <ul style="list-style-type: none"> <li>Safety Officers;</li> <li>First Aiders and Coordinators;</li> <li>Wellbeing and Ergonomics Champions.</li> </ul> </li> <li>Added information related to Health and Safety Representatives and the use of PINs;</li> <li>Added additional information related to the formation of Designated Work Groups.</li> <li>Updated information noted in Compliance and References.</li> </ul> <p>Updated all links to external documentation.</p>
<b>7</b>	December 2018	<ul style="list-style-type: none"> <li>Clarified the role of OH&amp;S in relation to monitoring non-conformances against the University's OHS Management System.</li> <li>Added section on Laser Safety Officers' responsibilities</li> <li>Updated Emergency Warden section to bring it in line with the Emergency Management Procedure</li> <li>Removed requirement for First Aid Coordinators to have First Aid training and Hepatitis B immunisation.</li> <li>Deleted the Ergonomics Champion role due to the implementation of the online Ergonomics tools.</li> </ul> <p>Deleted SCBA coordinator role due to rescission of the guidelines and incorporation of the requirements into Using Chemicals Procedure.</p>
<b>8</b>	March 2020	<ul style="list-style-type: none"> <li>Improved distinction between workers (formally staff, students, contractors and visitors) and managers/supervisors.</li> <li>Added section to articulate the delegation and transfer of OHS responsibilities.</li> <li>Removed Occupational Health and Safety Team (OH&amp;S) section</li> <li>Clarified the role of Safety Officers.</li> </ul> <p>Removed overlapping procedural requirements between Roles and Responsibilities, Emergency Management Procedure and First Aid Procedure.</p>
<b>8.1</b>	May 2020	Added hyperlink for Terms of Reference template.
<b>9.0</b>	March 2021	<ul style="list-style-type: none"> <li>Added sections on Protection and Consultation.</li> <li>Outsourcing requirements added for the faculty/divisional and central levels.</li> <li>Added section on event related roles and associated responsibilities.</li> </ul>
<b>9.1</b>	July 2021	1. Updated certification logo in footer to ISO 45001



		<ol style="list-style-type: none"><li>2. Updated the Standard to ISO 45001 under “Associated procedures” in the Governance table</li><li>3. Updated OHS Policy under ‘Parent Policy’ to OHS&amp;W Policy</li></ol>
<b>9.2</b>	October 2021	<ol style="list-style-type: none"><li>1. Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre.</li></ol>
<b>9.3</b>	December 2021	<ol style="list-style-type: none"><li>1. Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries).</li><li>2. Changed ‘Manager, OH&amp;S’ to ‘Health, Safety and Wellbeing Manager’ throughout.</li><li>3. Updated title of Procedure owner in Governance table.</li></ol>