

OHS RECORDS MANAGEMENT AT MONASH UNIVERSITY

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TABLE OF CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. ABBREVIATIONS	2
4. DEFINITIONS	2
4.1 MONASH CONTROLLED ENTITY	2
5. OHS RECORDS MANAGEMENT AT MONASH UNIVERSITY	2
5.1 RECORDS TO BE KEPT BY ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY	2
5.2 RECORDS TO BE KEPT BY FACILITIES & SERVICES	4
5.3 RECORDS TO BE KEPT BY OHSE	4
5.4 RECORDS TO BE KEPT BY OHSE HEALTH TEAM (CONFIDENTIAL FILES)	6
5.5 RECORDS TO BE KEPT BY RESEARCH, ETHICS & COMPLIANCE, RESEARCH OFFICE	6
6. DESTRUCTION OF OHS RECORDS	6
6.1 CONFIDENTIAL DOCUMENTS	6
6.2 NON-CONFIDENTIAL DOCUMENTS	7
7. REFERENCES	7
7.1 LEGISLATION	7
7.2 MONASH UNIVERSITY OHS DOCUMENTS	7
7.3 AUSTRALIAN STANDARDS	8

1. PURPOSE

This document provides a summary of the requirements for OHS records management at Monash University in accordance with the requirements of the Accident Compensation (Occupational Health and Safety) Act 1996, the Dangerous Goods Act 1985, the Gene Technology Act 2000, the Health Act 1958, the Quarantine Act 1908 and the Occupational Health and Safety Act (2004) and associated regulations and with AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

2. SCOPE

The procedures for OHS records management outlined in this document are a requirement on the Australian campuses of Monash University and for Monash controlled entities.

3. ABBREVIATIONS

OGTR	Office of the Gene Technology Regulator
OHS	Occupational health and safety
OHSE	Occupational Health, Safety & Environment unit
OHSPC	Occupational Health & Safety Policy Committee
Zone OHS&E committee	Zone OHS & environmental committee

4. DEFINITIONS

4.1 MONASH CONTROLLED ENTITY

Monash controlled entities (eg companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this policy, a Monash controlled entity will be referred to as a controlled entity.

5. OHS RECORDS MANAGEMENT AT MONASH UNIVERSITY

A summary of the requirements for OHS records management is provided in the table below.

5.1 RECORDS TO BE KEPT BY ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY

Records	To be kept for	Reference Document
Minutes of zone OHS&E committee meetings	Indefinitely	OHS management at Monash University: Structure, functions, roles & responsibilities
Risk assessments	Until review, or at least 5 years	OHS risk management at Monash University
Copies of completed hazard and incident report forms	Indefinitely	Procedures for hazard & incident reporting, investigation & recording
Minutes of OHS consultation meetings, eg regarding changes to work place, construction, renovation and maintenance, new equipment, risk assessments	5 years	Procedures for OHS consultation
Provisional improvement notices issued by health & safety representatives	5 years	Procedures for issue resolution

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
Training records of OHS training provided by unit/entity, including: <ul style="list-style-type: none"> Attendees Short description of training content 	Indefinitely	OHS induction and training at Monash University
Records of completion of workplace inspections	5 years	OHS Monitoring, measurement and registration at Monash University
Records of audits, including: self-audits <ul style="list-style-type: none"> self audits internal audits external audits certification audits 	5 years	OHS audits at Monash University
Records of corrective actions taken and controls used to address system or procedural deficiencies and non conformances	5 years	OHS audits at Monash University
List of registered plant and equipment	5 years	OHS Monitoring, measurement and registration at Monash University
Records of inspection and testing of electrical equipment, including: <ul style="list-style-type: none"> a register of all electrical equipment; 	5 years	Procedure for in service inspection, testing and tagging of electrical equipment
<ul style="list-style-type: none"> a record of formal inspection and tests; and 	5 years	
<ul style="list-style-type: none"> records of repair. 	Life of the equipment	
Records of isolated machinery/equipment	Until machinery/equipment returned to service	Procedures for the isolation of machinery/equipment
PC2/PC3 certifications and inspection reports	For the duration of validity of certificates	Monash OGTR Licence as Accredited Organisation
Active OGTR dealings	As long as they are active	OHS Monitoring, measurement and registration at Monash University Monash OGTR Licence as accredited organisation
Inactive OGTR dealings	3 years from when they become inactive	OHS Monitoring, measurement and registration at Monash University Monash OGTR Licence as accredited organisation
Use of scheduled carcinogens: <ul style="list-style-type: none"> scheduled carcinogens used; time periods each scheduled carcinogen used 	30 years	Using chemicals at Monash University
EPA prescribed waste transport certificates for chemicals, biologicals	5 years	Using chemicals at Monash University
Laboratory/unit/entity records of purchases of ionising radiation sources	2 years after disposal of the ionising radiation source	Using ionising radiation at Monash University
Surveys of laboratories for ionising	5 years	Using ionising radiation at Monash

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
radiation contamination		University

5.2 RECORDS TO BE KEPT BY FACILITIES & SERVICES (in addition to the records listed in 5.1)

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
Contractor registration forms	5 years	Contractor OHS management at Monash University
Certificates of currency of contractors, eg workers compensation, public liability, professional indemnity	5 years	Contractor OHS management at Monash University
Contractor safety induction records	5 years	Contractor OHS management at Monash University
Evidence of contractor competency (trade or academic references)	5 years	Contractor OHS management at Monash University
Completed Job Safety Analysis	5 years	Contractor OHS management at Monash University
Completed work permits	5 years	Contractor OHS management at Monash University
Cooling tower registration, test, inspection & maintenance records	5 years	OHS Monitoring, measurement and registration at Monash University
List of registered plant and equipment	5 years	OHS Monitoring, measurement and registration at Monash University
Records of isolated machinery/equipment	Until machinery/equipment returned to service	Procedures for the isolation of machinery/equipment
Elevator database	5 years	OHS Monitoring, measurement and registration at Monash University
Essential Services register	5 years	OHS Monitoring, measurement and registration at Monash University
Minutes of OHS consultation meetings, eg re changes to work place, construction, renovation and maintenance	5 years	Procedures for OHS consultation
Copy of plans and correspondence containing recommendations	5 years	Procedures for OHS consultation
EPA prescribed waste transport certificates for chemicals, biologicals	5 years	Using chemicals at Monash University

5.3 RECORDS TO BE KEPT BY OHSE

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
Results of monitoring and measurement programs, corrective actions and control plans, including:		OHS Monitoring, measurement and registration at Monash University
– Cooling tower risk management plan	5 years	
– Use of carcinogens	Indefinitely	
– Ionising radiation dose results	Indefinitely	
– NATA test results for fume cupboards	5 years	
– Registration documentation for ionising radiation sources	2 years after disposal of the	

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
	ionising radiation source	
– Unsealed sources licence documentation managed by OHSE	Indefinitely	
– Noise assessment records	Indefinitely	
– Non-ionising radiation survey reports	5 years	
– Asbestos register	Indefinitely	
– Confined spaces register	Indefinitely	
Records of workplace inspections	5 years	OHS Monitoring, measurement and registration at Monash University
Records of audits, including: <ul style="list-style-type: none"> • self-audits • self audits • internal audits • external audits • certification audits 	5 years	OHS audits at Monash University
OHS training records of training provided by OHSE, including: <ul style="list-style-type: none"> • Attendees • Short description of training content 	Indefinitely	OHS audits at Monash University
Training course evaluation sheets	5 years	OHS induction and training at Monash
Policy documentation	Indefinitely	OHSE procedures for document control and retention
Working documents (electronic files)	5 years	OHSE procedures for document control and retention
Email	Indefinitely	OHSE procedures for document control and retention
Copies of completed hazard and incident report forms	Indefinitely	Procedures for hazard & incident reporting, investigation & recording
Improvement notices	Indefinitely	Procedures for issue resolution
WorkSafe entry reports	Indefinitely	Procedures for issue resolution
Minutes of OHS consultation meetings, eg regarding changes to work place, construction, renovation and maintenance, new equipment risk assessments	5 years	Procedures for OHS consultation
Copies of plans for construction, renovation and maintenance and correspondence containing recommendations	5 years	Procedures for OHS consultation
Exam results for OHSE managed assessments	Indefinitely	Using ionising radiation at Monash University
Personal radiation dosimetry results	50 years	Using ionising radiation at Monash University
Registration documentation for ionising radiation sources	2 years after disposal of the ionising radiation source	Using ionising radiation at Monash University

5.4 RECORDS TO BE KEPT BY OHSE HEALTH TEAM (CONFIDENTIAL FILES)

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
Health surveillance results	Indefinitely	Health surveillance at Monash University
Pre-employment medical records: – successful applicants – unsuccessful applicants	Indefinitely 3 months	Health surveillance at Monash University
Medical consultation records	Indefinitely	Procedures for protecting unborn and breast-fed children from the effects of maternal exposure to chemical and biological agents and animals
Immunisation histories	Indefinitely	Using biologicals and animals at Monash University Procedures for immunisation
Bioassay and internal exposure results (where collected by OHSE)	Indefinitely	Using ionising radiation at Monash University

5.5 RECORDS TO BE KEPT BY RESEARCH, ETHICS & COMPLIANCE, RESEARCH OFFICE

<u>Records</u>	<u>To be kept for</u>	<u>Reference Document</u>
Training records of training provided by Research Compliance Officer, including: <ul style="list-style-type: none"> Attendees Short description of training content 	3 years	OHS induction and training at Monash University
Training course evaluation sheets	3 years	OHS induction and training at Monash University
PC2/PC3 certifications and inspection reports	For the duration of validity of certificates	Monash OGTR Licence as accredited organisation
Active OGTR dealings	As long as they are active	OHS Monitoring, measurement and registration at Monash University Monash OGTR Licence as accredited organisation
Inactive OGTR dealings	3 years from when they become inactive	OHS Monitoring, measurement and registration at Monash University. Monash OGTR Licence as accredited organisation
Institutional Biosafety Committee minutes	Indefinitely	Using biologicals and animals at Monash University Records Disposal Authority v.01

6. DESTRUCTION OF OHS RECORDS

6.1 CONFIDENTIAL DOCUMENTS

6.1.1 The following types of documents must be disposed of by shredding or by placing in confidential waste bags or bins to be shredded:

- Confidential documents;
- Documents that contain any identifying details of staff and/or students;
- Financial documents.

6.1.2 Shredded documents may then be placed in the paper recycling bin.

6.2 NON-CONFIDENTIAL DOCUMENTS

All types of documents other than those listed in 6.1.1 may be disposed of via paper recycling bins.

7. REFERENCES

7.1 LEGISLATION

Accident Compensation (Occupational Health and Safety) Act 1996
Dangerous Goods Act 1985 (Vic)
Dangerous Goods (Storage and Handling) Regulations 2000
Gene Technology Act 2000
Gene Technology Regulations 2001
Health Act 1958 (Vic)
Health (Infectious Diseases) Regulations 2001
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety (Asbestos) Regulations 2003 (Vic)
Occupational Health and Safety (Confined Spaces) Regulations 1996 (Vic)
Occupational Health and Safety (Hazardous Substances) Regulations 1999 (Vic)
Occupational Health and Safety (Manual Handling) Regulations 1999 (Vic)
Occupational Health and Safety (Noise) Regulations 2004 (Vic)
Occupational Health and Safety (Plant) Regulations 1995 (Vic)
Occupational Health & Safety (Prevention of Falls) Regulations 2003 (Vic)
Quarantine Act 1908
Quarantine Regulations 2000

7.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents/#policies>)

Contractor OHS management at Monash University
Health Surveillance at Monash University
OHS audits at Monash University
OHS induction & training at Monash University
OHS management at Monash University: Structure, functions, roles & responsibilities
OHS monitoring, measurement and registration at Monash University
OHS risk management at Monash University
OHSE procedures for document control & retention
Procedures for first aid
Procedures for hazard & incident reporting, investigation & recording
Procedures for immunisation
Procedure for in-service inspection, testing & tagging of electrical equipment
Procedures for isolation of machinery/equipment
Procedures for OHS consultation
Procedures for OHS issue resolution
Procedures for protecting unborn and breast-fed children from the effects of maternal exposure to chemical and biological agents and animals
Use, design and modification of machinery and equipment at Monash University
Using biologicals and animals at Monash University
Using chemicals at Monash University
Using ionising radiation at Monash University

7.3 AUSTRALIAN STANDARDS

AS/NZS 1894: 1997 Storage and handling of non-flammable cryogenic and refrigerated liquids

AS/NZS 1940: 1993 Storage and handling of flammable and combustible liquids

AS/NZS 2243.1: 2005 Safety in Laboratories - Planning and operational aspects

2243.2: 1997 Safety in Laboratories - Chemical aspects

2243.3: 2002 Safety in Laboratories - Microbiological aspects & containment facilities

2243.4: 1998 Safety in Laboratories - Ionizing radiations

2243.5: 2004 Safety in Laboratories - Non-ionizing radiations – Electromagnetic, sound and ultrasound

2243.6: 1990 Safety in Laboratories - Mechanical aspects

2243.7: 1991 Safety in Laboratories - Electrical aspects

2243.8: 2001 Safety in Laboratories - Fume cupboards

2243.9: 2003 Safety in Laboratories - Recirculating fume cabinets

2243.10: 2004 Safety in Laboratories - Storage of chemicals

AS/NZS 2982.1: 1997 Laboratory Design and Construction - General Requirements

AS/NZS 3760:2003 In-service safety inspection and testing of electrical equipment

AS/NZS 3000:2000 Electrical Installations (known as the AUS/NZ Wiring Rules)

AS/NZS 3100:2002 Approval and test specification - General requirements for electrical equipment

AS/NZS 4360:2004 Risk management

AS 3745: 2002 Emergency control organization and procedures for buildings, structures and workplaces

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.