

USE, DESIGN AND MODIFICATION OF MACHINERY AND EQUIPMENT AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to provide guidance to staff, students, visitors and contractors who use machinery/equipment at Monash University in accordance with the requirements of 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 guidance, procedures and processes outlined in this document are available on the Australian campuses of Monash University and for Monash controlled entities.

3. ABBREVIATIONS

JSA	Job safety analysis
MSDS	Material safety data sheet
OHSE	Occupational Health, Safety & Environment unit
OHS	Occupational health and safety
SWI	Safe work instructions
HSR	Health & safety representative

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, school, department, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.2 HIERARCHY OF CONTROL

The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness. These are:

- *Elimination*

Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.

- *Substitution*
- *Isolation*
- *Engineering controls*

If a risk to workplace health and safety remains after the above control measures have been used, administrative controls (information, training and procedures) should be applied or, if these are still not adequate, personal protective clothing and equipment worn. These methods of risk control are not preferred because the source of the risk is not eliminated or reduced.

4.3 MACHINERY/EQUIPMENT

For the purposes of this document, machinery/equipment is defined as a system or device for doing work together with a power source and any associated auxiliary equipment. This includes pressure equipment, powered equipment, hoists, powered mobile plant, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment in laboratories, studios and workshops.

For the purposes of this document:

- machinery/equipment does not include lifts and cranes, as the processes required for these machines are covered in the document *OHS monitoring, measurement & registration at Monash University*.
- personal computers and office equipment are excluded from these procedures.

4.4 MACHINERY/EQUIPMENT ISOLATION (LOCK OUT)

Machinery/equipment isolation is defined as the isolation and safe removal of the energy source from an item of equipment in such a way as to prevent the possibility of inadvertent energising of the whole or specified section of the equipment. Each energy source must be isolated and locked out at each isolation point along the energy source route where practicable.

The Monash University *Procedures for the isolation of machinery and equipment* can be found at <http://www.adm.monash.edu.au/ohse/documents> .

4.5 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.

4.6 OHS HAZARD

An OHS hazard is a situation with the potential to cause injury or illness to people or damage to property.

4.7 OHS RISK

An OHS risk is the likelihood that exposure to a hazard will result in injury or illness to people or damage to property.

4.8 OHS RISK CONTROL

OHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property.

4.9 OHS RISK MANAGEMENT

OHS risk management is the process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for staff, students, visitors and contractors at Monash University.

4.10 SAFE WORK INSTRUCTIONS

Safe work instructions are written instructions for tasks that outline the preferred method of undertaking a task whilst emphasising ways to minimise any risk(s) of harm.

4.11 SUPERVISOR

4.11.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.11.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

4.12 TESTING AND TAGGING

All electrical equipment or must go through a safety inspection, testing and tagging procedure. This procedure includes both low voltage single phase and polyphase equipment, which is to be entered into service for the first time, or which is already in service, has been serviced, or is available for hire or resale. Electrical equipment refers to any electrical equipment or appliance bought onto a Monash University site, or used as part of a Monash University sanctioned activity by staff or students of Monash University, contractors, visitors, hire companies or any other person or agency.

The Monash University *Procedures for in-service inspection, testing and tagging of electrical equipment* can be found at <http://www.adm.monash.edu.au/ohse/documents> .

5. SPECIFIC RESPONSIBILITIES

5.1 OHSE

The responsibilities of OHSE include:

- development, maintenance, review and audit of the university's policies, procedures and systems related to machinery/equipment management;
- providing monitoring of personal exposures and the environment where there is significant risk of physical exposure;
- providing information, instruction and training on machinery/equipment safety.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS OR CONTROLLED ENTITIES

It is the responsibility of the head of academic/administrative unit or controlled entity to ensure that procedures and systems are in place in their unit/entity to manage machinery/equipment effectively ensuring:

- a healthy and safe environment for staff, students, visitors and contractors;
- that local standards and practices comply with legislative requirements and university policy;
- that staff and students undertake recommended OHS training in the use of machinery/equipment.

5.3 SUPERVISORS

It is the responsibility of supervisors to ensure that procedures and systems are in place in the areas of their responsibility to manage machinery/equipment effectively to ensure:

- a healthy and safe environment for staff, students, visitors and contractors;
- that local standards and practices comply with legislative requirements and university policy;
- that staff and students undertake recommended OHS training in the use of machinery/equipment.

5.4 STAFF AND STUDENTS

Staff and students using machinery/equipment must comply with OHS instructions, policies and procedures using control measures and/or personal protective equipment to ensure their own health and safety as well as the health and safety of others.

6. INFORMATION REGARDING THE USE, DESIGN AND MODIFICATION OF MACHINERY AND EQUIPMENT

6.1 MACHINE SAFETY WEBSITE

(<http://www.adm.monash.edu.au/ohse/safety-topics/workshop>)

- The Machine Safety website has been developed to provide staff with a guide for the completion of risk assessments, JSA's and safe work instructions by providing them with a starting template for their own assessments.
- The site is designed to streamline the process of risk assessment and to be used as a constantly updated resource, whereby staff are encouraged to post their assessment documents and instructions for use by the university.
- General requirements of safety in workshops are also described at this web site.

6.2 OTHER SAFETY INFORMATION FOR MACHINERY/EQUIPMENT

6.2.1 OHSE has developed a range of documents that also need to be consulted and understood by users of machinery/equipment, which are available at the OHSE website (<http://www.adm.monash.edu.au/ohse/documents>). These include:

- OHS procedures for work and study during times when emergency response is limited
- Procedures for the health and safety of students undertaking studies in laboratories, studios, workshops or clinical activities
- Guidelines for the development of safe work instructions
- Procedures for in-service inspection, testing and tagging of electrical equipment
- Risk Management for new and modified machinery and equipment
- Procedures for the isolation of machinery and equipment
- Information Sheet no. 10: Asbestos
- Information Sheet no 7: Wood Dust Exposure
- Information sheet no. 13: Use of local exhaust ventilation systems: fume cupboards

6.2.2 For more detailed information, contact your safety officer or the OHSE consultant of the area (<http://www.adm.monash.edu.au/ohse/contacts>).

7. COMMENCING NEW WORK/STUDY OR MODIFYING EXISTING PRACTICES

7.1 Complete a new risk assessment or review and update an existing risk assessment

See 9. Risk management

7.2 Consult your safety officer

Contact your safety officer to ensure all university and regulatory requirements are met.

7.3 Complete training in the use of the machinery/equipment

See 10. Training

7.4 Develop safe work instructions

Following risk management of machinery/equipment or processes that use machinery/equipment, safe work instructions must be developed by supervisors of laboratories/studios/workshops or incorporated into workshop, laboratory procedures or safety manuals.

8. PURCHASE, DESIGN AND MODIFICATION OF MACHINERY/EQUIPMENT

8.1 NEW MACHINERY/EQUIPMENT

Before purchasing new machinery/equipment, check with your safety officer and health & safety representative (HSR) to determine:

- requirements for licenses, permits or notification to use the machinery/equipment;
- availability of appropriate storage and infrastructure for the machinery/equipment;
- whether risk identification has been undertaken for the proposed machinery/equipment. A manufacturer's risk assessment may be supplied;
- availability of adequate isolation points are available;
- whether the machinery/equipment complies with relevant Australian Standards.
- whether training is provided on the use of machinery/equipment (if required).
- design/modification of machinery/equipment

8.1.1 A designer of machinery/equipment must ensure that all hazards associated with the use of machinery/equipment are identified and controls integrated within the design where practicable, having regard to the state of knowledge of the hazards.

8.1.2 The process for the risk management for the design, installation, commissioning, operation and maintenance of new and modified machinery and equipment is described in the flow chart and checklist provided in *Risk Management for new and modified machinery and equipment*, which is available at <http://www.adm.monash.edu.au/ohse/documents> .

8.1.3 A designer of machinery/equipment must assess the risks associated with identified hazards, taking into account:

- any risk factors associated with the use of the machinery/equipment; and, so far as is practicable,
- risk factors associated with the use of the machinery/equipment which are specific to the workplace in which the machinery/equipment is to be used; and
- the range of environmental and operational conditions in which the machinery/equipment is intended to be used; and
- any ergonomic considerations in relation to people who may use the machinery/equipment.

8.1.4 A designer of machinery/equipment must ensure that any risks associated with the use of the machinery/equipment:

- is eliminated; or if not practicable to eliminate the risk;

- reduced so far as is practicable by altering the design of the machinery/equipment using the hierarchy of controls.

8.1.5 A designer of machinery/equipment must ensure that following documentation is developed and handed over with the machinery/equipment:

- completed risk assessment;
- operation manual;
- servicing information and requirements;
- schematics/plant diagrams;
- safe work instructions;
- training documents.

8.2 MODIFIED OR DONATED MACHINERY/EQUIPMENT

8.2.1 Once a machine's operation or components have been significantly modified the responsibility of risk assessment and control falls under point 6.2 Design/modification of machinery/equipment where those modifying the equipment take on the responsibilities of the designer.

8.2.2 Where machinery/equipment is donated to the university the department who is the recipient or main stake holder assumes the responsibility of risk assessment and control under point 6.2 Design/modification of machinery/equipment, once the machinery/equipment is to be commissioned.

8.3 COMMISSIONING MACHINERY/EQUIPMENT

Commissioning of machinery/equipment includes:

- ensuring that OHS risk assessment and OHS risk controls are in place for the installation and commissioning phases;
- induction of any contractors under the control of the unit/entity during installation and commissioning;
- consulting with any personnel who may be effected in immediate area, eg with noise, vibration, dust, access & egress during installation and commissioning;
- ensuring that OHS risk assessment and OHS risk controls are in place for: the safe operation, isolation, maintenance and emergency procedures,
- development of safe work instructions;
- all machinery/equipment or electrical equipment associated with the machinery/equipment is tested and tagged.

8.4 DECOMMISSIONING OF MACHINERY/EQUIPMENT

Decommissioning of machinery/equipment includes:

- ensuring that risk assessment and controls are in place for the decommissioning and removal;
- induction of any contractors under the control of the unit/entity during decommissioning and removal;
- consulting with any personnel who may be effected in immediate area, eg with noise, vibration, dust, access & egress;
- recycling of machinery/equipment (scrap) through local scrap merchants, where possible.

9. RISK MANAGEMENT

(See *OHS Risk Management at Monash University*,
<http://www.adm.monash.edu.au/ohse/documents>)

9.1 REQUIREMENT FOR RISK MANAGEMENT

- 9.1.1 Risk management must be completed:
- on all processes/procedures/activities that involve the use of machinery/equipment;
 - on all machinery/equipment used at the university (whether designed within the university, or whether existing machinery/equipment) where there is an assessed risk to harm.
- 9.1.2 It is the responsibility of the unit/entity who uses the machinery/equipment to ensure that the machinery/equipment is safe for use.

9.2 TIMING OF RISK MANAGEMENT

Risk management must be completed:

- before activities using machinery/equipment commence;
- before the introduction of new procedures or processes that use machinery/equipment;
- when procedures or processes that use machinery/equipment are modified;
- when machinery/equipment is designed, installed and/or commissioned.

9.3 RISK MANAGEMENT OF MACHINERY/EQUIPMENT

- 9.3.1 Risk management of machinery/equipment which has the potential to harm must include consideration of:
- design to remove or isolate hazards within the machinery/equipment
 - emergency stop devices
 - isolation devices (for all energy sources)
 - adequate guarding
 - ergonomic considerations
- 9.3.2 The end users/operators must be consulted during the risk management process.
- 9.3.3 Guarding
- All machinery/equipment which has the potential to harm must be adequately guarded according to AS 4024.1:1996.
 - Risks associated with machinery/equipment must be eliminated or reduced through the isolation or engineering (guarding) controls where reasonably practicable.
 - Where removal or isolation of hazards is not practicable practices such as safe guarding, cut out devices (light curtains, proximity sensors) or activation devices (dead man handles or double initiation switches) should be incorporated

9.4 RISK MANAGEMENT TOOLS

A range of tools has been developed for staff and students to undertake risk management at the university. At Monash, the emphasis of these processes is to ensure that identified risks are controlled effectively.

- 9.4.1 **Risk control program** (<http://www.adm.monash.edu.au/ohse/documents>)

- 9.4.1.1 The risk control program has been designed to allow assessment teams in each unit to quickly and comprehensively:
- identify and assess the hazards in the workplace;
 - rank them in terms of priority; and
 - provide guidance for the development of appropriate risk control measures.

9.4.1.2 Machinery/equipment risk management

- Manual handling hazards are covered in Reference sheet 1. Manual handling hazards.
- Hazards associated with the use of machinery/equipment are covered Reference sheet 2. Equipment & Processes.
- Hazards associated with exposure to hazardous substances are covered in Reference sheet 3. Chemical exposure hazards. Note: poisons are generally hazardous substances.

9.4.2 **Job safety analysis** (<http://www.adm.monash.edu.au/ohse/documents>)

9.4.2.1 The job safety analysis (JSA) tool has been developed to assist Facilities & Services staff to assess and control the risks of their activities that may impact the health and safety of staff, students, visitors and contractors.

9.4.2.2 The JSA has been designed to allow staff performing medium and high risk activities to critically examine a work task to identify the hazards of the job and to work out ways to eliminate or control the hazards.

9.4.2.3 Following completion, the JSA must be checked by a supervisor/foreman prior to commencing the project.

9.5 ACTIONS TO BE TAKEN FOLLOWING ASSESSMENT OF RISK

9.5.1 Risks assessed as extreme:

- do not proceed or, if commenced, stop the activity/process immediately;
- consult with your safety officer or OHSE consultant to determine appropriate risk control measures to decrease the risk;
- implement risk controls;
Implementation of the risk controls must decrease the risk of the activity to medium or low. If not, contact your supervisor or safety officer before commencing the activity.
- record and date actions taken on the risk control worksheets.

9.5.2 Risks assessed as medium or high:

- review the activity/process to determine appropriate measures to decrease the risk;
- consult with your safety officer or OHSE consultant to determine appropriate risk control measures if necessary;
- implement risk controls;
Implementation of the risk controls must decrease the risk of the activity to medium or low. If not, contact your supervisor or safety officer before commencing the activity.
- record and date actions taken on the risk control worksheets;

- develop safe work instructions (guidelines are provided by OHSE at <http://www.adm.monash.edu.au/ohse/documents>).

9.5.3 Risks assessed as low:

- further risk control measures are not required, but if additional control measures will decrease the risk, these should be implemented;
- record and date actions taken on the risk control worksheets;
- develop safe work instructions (guidelines are provided by OHSE at <http://www.adm.monash.edu.au/ohse/documents>).

9.6 CONTROLLING RISKS

9.6.1 The OHS Act 2004 requires risk control measures to be selected based on the hierarchy of control.

9.6.2 Throughout the risk control program, examples of control measures based on the hierarchy of control are provided following the assessment table for each hazard type.

9.6.3 The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness with the preferred control measures being elimination, substitution *or* engineering controls.

The hierarchy of control includes:

Elimination

Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.

Substitution

Substitution of a less hazardous alternative.

Isolation

Enclosing or isolating the hazard.

Engineering controls

Changing processes, equipment or tools, eg:

Machinery/equipment guards

Ventilation

Mechanical aids

If a risk to workplace health and safety remains after the above methods have been used, administrative controls should be applied or, if these are still not adequate, personal protective clothing and equipment worn. These methods of risk control are not preferred because the source of the risk is not eliminated or reduced.

Administrative controls

Information, training and procedures, eg

Job rotation

Limiting access

Permit systems

Safe operating procedures

Training

Signage

Personal protective equipment, eg

Laboratory/dust coat, safety glasses, closed shoes/boots, hearing protection

9.7 RISK ASSESSMENTS

9.7.1 Risk assessments must include assessment of:

- the effects on the local environment such as other processes, personnel or external environmental impacts;
- types and quantities of wastes generated and their storage, handling, treatment and disposal methods;
- emergency situations which may arise from the task, procedure or equipment, eg from a spill, a fire or an explosion;
- the level of risk associated with the task, procedure or equipment outside of the normal operating hours of the unit, ie during times when the immediate emergency response, eg first aid, is limited. Examples of recommended conditions for work or study at these times are provided in *OHS procedures for work and study during times when emergency response is limited*, which is available at <http://www.adm.monash.edu.au/ohse/documents> .

9.7.2 Generic tasks, procedures and equipment

9.7.2.1 Generic risk assessments may be developed for tasks, procedures and equipment:

- at more than one work place, or
- at more than one work area within a workplace.

9.7.2.2 Generic risk assessments must include modifications specific to each work area.

9.7.2.3 Where used, a copy of the generic risk assessment must be available to staff and students of the unit/entity.

9.8 UPDATE AND REVIEW OF RISK ASSESSMENTS

9.8.1 Risk assessments must be reviewed:

- when significant changes are made to the task, procedure; or equipment that use chemicals; or
- at least every 5 years.

9.8.2 Units/entities that undertake research using machinery/equipment may need to update their risk assessments frequently, even daily, to ensure that their risk assessments are up to date.

10. TRAINING

(See *OHS Induction & training at Monash University*; <http://www.adm.monash.edu.au/ohse/documents>).

10.1 RISK MANAGEMENT

Training in the use of the risk control program and the job safety analysis is provided by OHSE both centrally and in work areas.

10.2 USE OF MACHINERY/EQUIPMENT

Training in the use of machinery/equipment must be provided at a range of levels. Including: laboratory/studio/workshop supervisors, safety personnel and manufacturers/designers of the machinery/equipment.

10.2.1 Supervisors at a local laboratory/studio/workshop level

Supervisors of each must provide induction and training in the use of machinery/equipment to those using the machinery/equipment in the laboratory/studio/workshop that they supervise. This training must include:

- the location of SWI's and risk assessments for the machinery/equipment and processes where the machinery/equipment is used in the area;
- the use and location of personal protective and emergency equipment;
- emergency procedures for the safe shutdown of the machinery/equipment.

10.2.2 Safety personnel and experts at a unit/entity level

10.2.2.1 In faculties/divisions/entities with a range of similar risks, training in machinery/equipment use can be provided at faculty/divisional level by local safety personnel.

10.2.2.2 Unit/entity OHS training in machinery/equipment use can be provided by local safety personnel or experts with specific knowledge of the machinery/equipment used in the area.

10.2.3 OHSE at a university level

10.2.3.1 OHSE conducts training courses in risk assessment and provide advice locally on workplace safety instruction development for staff, postgraduate and honours students across all campuses and centres.

10.2.3.2 Information regarding the content and scheduling of OHSE courses offered at Monash University is:

- provided at the OHSE web site; (<http://www.adm.monash.edu.au/ohse/training/>), and
- in the OHSE Training Course booklet, which is available from OHSE (9905 1016, ohsehelpline@adm.monash.edu.au).

10.3 TRAINING RECORDS

10.3.1 In order for units/centres and supervisors to demonstrate effectively that they have provided comprehensive OHS training for the staff and students that they supervise, the training undertaken on machinery/equipment used must be recorded.

10.3.2 OHSE has a developed a proforma to use to record attendance at OHS training in each unit/entity, which is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/documents>).

10.3.3 A short description of the points covered in the training should also be documented for all machine based training provided in the unit/entity. The description will act as both a reminder regarding the areas that should be covered in the training and as a record of the areas covered in the training.

10.3.4 OHS training by supervisors

- When a supervisor provides training in machinery/equipment operation or procedures, the completion of the training should be recorded.

- Records of machinery/equipment operation or procedures training should be maintained in a folder in each area, eg laboratory/workshop/studio where training is provided.
- The student or staff member being trained should be able to demonstrate competence in the task(s) before the supervisor completes the record of training.

11. HEALTH SURVEILLANCE AT MONASH UNIVERSITY

Health surveillance of machine users, eg audiometry is conducted at Monash on a risk basis. Details of the Monash University health surveillance program are outlined in the document *Health surveillance at Monash University*, which is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/documents>).

12. RECORDS

<u>Record to be kept by</u> Academic/administrative unit/controlled entity	<u>Records</u>	<u>To be kept for:</u>
	Risk assessments	5 years
	OHS training records of training provided by unit/entity, including: <ul style="list-style-type: none"> • Attendees; • Short description of training content 	Indefinitely
OHSE	OHS training records of training provided by OHSE, including: <ul style="list-style-type: none"> • Attendees • Short description of training content 	Indefinitely
	Course evaluation sheets	5 years
OHSE health team (confidential files)	Health surveillance results	Indefinitely

13. REFERENCES

13.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety (Plant) Regulations 1999 (Vic)

13.2 MONASH UNIVERSITY OHS DOCUMENTS

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

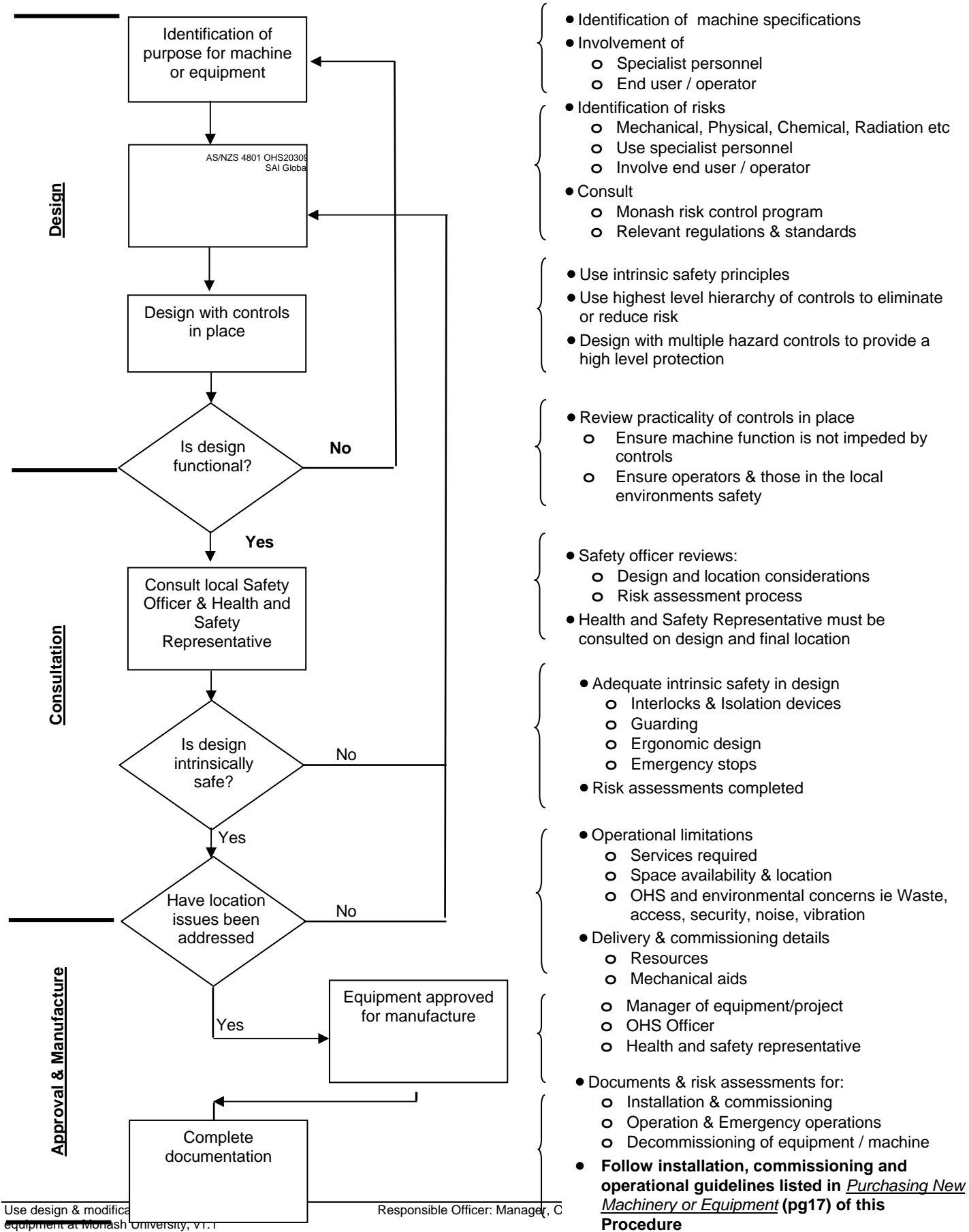
Guidelines for the development of safe work instructions
Health surveillance at Monash University
Job Safety Analysis
Information Sheet no. 10: Asbestos
Information Sheet no 7: Wood Dust Exposure
Information sheet no. 13: Use of local exhaust ventilation systems: fume cupboards

Machinery Safety Handbook: Guarding and safe operation of machinery and Powered Equipment at Monash University
OHS induction and training at Monash University
OHS procedures for work and study during times when emergency response is limited
OHS risk management at Monash University
OHSE training course booklet
OHSE training calendar and enrolment forms
Procedures for the health and safety of students undertaking studies in laboratories, studios, workshops or clinical activities
Procedures for in-service inspection, testing and tagging of electrical equipment
Procedures for the isolation of machinery and equipment
Risk Control Program
Risk Management for new and modified machinery and equipment
Training records

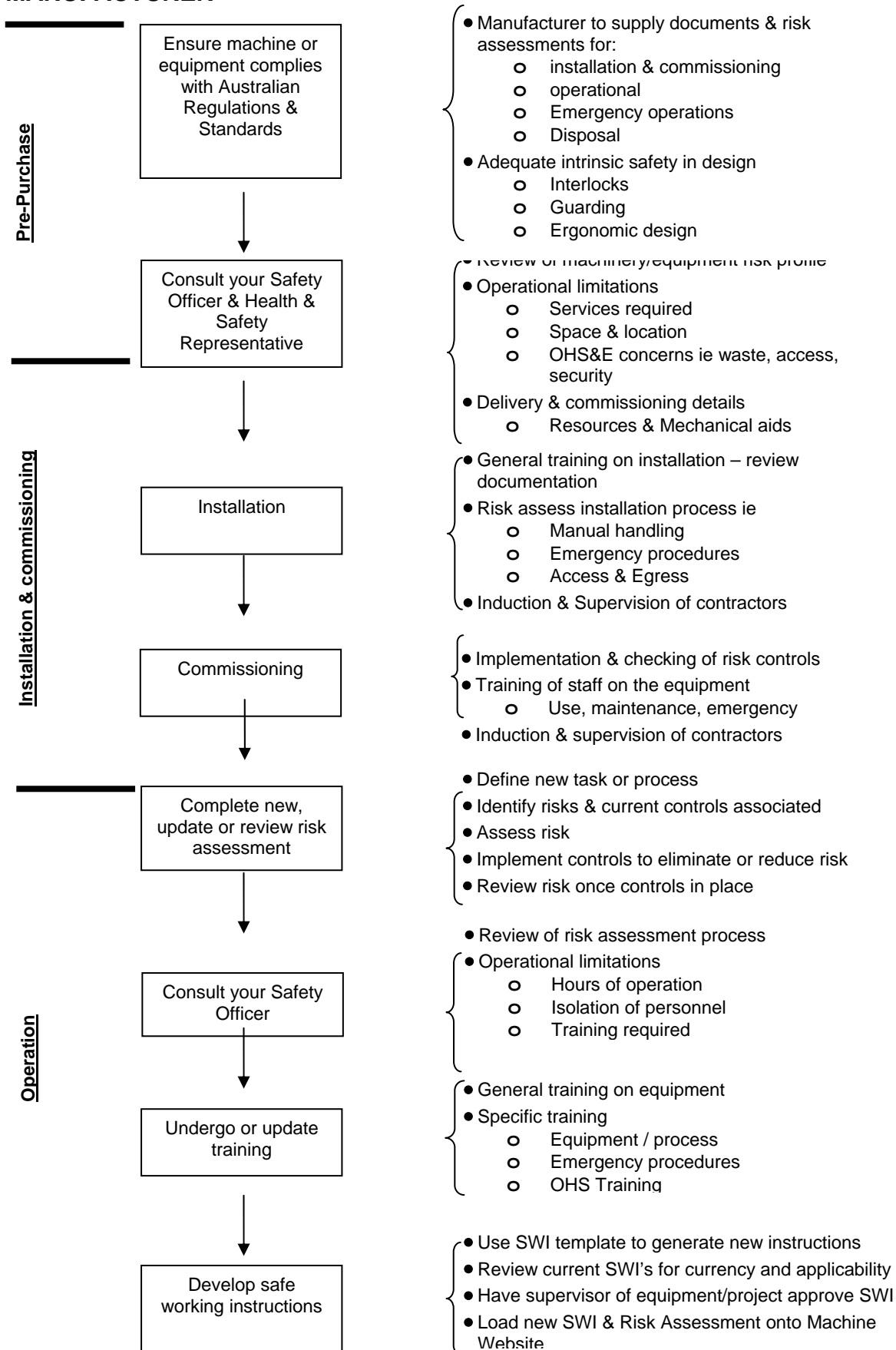
13.3 AUSTRALIAN STANDARDS

AS/NZS 4360:2004 Risk management
AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.
AS/NZS 4024.1:1996 Safeguarding of machinery/equipment

APPENDIX 1: DESIGN AND MODIFICATION OF MACHINERY OR EQUIPMENT



APPENDIX 2: PURCHASING NEW MACHINE OR EQUIPMENT FROM A SUPPLIER MANUFACTURER



APPENDIX 3: COMMENCING NEW WORK / STUDY OR MODIFYING EXISTING PRACTICES

