

OHS MONITORING, MEASUREMENT & REGISTRATION AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to provide details of OHS monitoring, measurement and registration requirements at Monash University including workplace inspection programs 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

This procedure addresses the criteria 4.5.1 of AS/NZS4801:2001 Monitoring and Measurement and the risk assessment and control requirements of the OHS Act 2004 and associated legislation.

3. ABBREVIATIONS

| | |
|--------------|--|
| GMO | Genetically modified organism |
| MPM | Monash Property Management |
| OGTR | Office of the Gene Technology Regulator |
| OHSE | Occupational Health, Safety & Environment unit |
| OHSPC | Occupational Health & Safety Policy Committee |
| OHS | Occupational health and safety |
| RPO | Radiation protection officer |

4. DEFINITIONS

4.1 COOLING TOWER RISK MANAGEMENT PLANS

4.1.1 Under the Building (Legionella) Act 2000, all cooling tower systems must be registered with the Building Control Commission. Risk management plans are completed within 12 months of the registration.

4.1.2 The risk management plans specify activities that are to be carried out at predetermined intervals, including:

- regular inspections;
- regular servicing;
- monthly testing to identify bacterial levels in system; and
- Legionella testing.

4.2 IONISING RADIATION SOURCE

For the purposes of this document, ionising radiation source means radioactive material, an ionising radiation apparatus, a sealed source or a sealed source apparatus. Further details are provided in the document *Using radiation at Monash*.

4.3 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 document, a Monash controlled entity will be referred to as a controlled entity.

4.4 NON-IONISING RADIATION

Non-ionising radiation is radiation of electromagnetic form which does not have a high enough energy level to ionize (i.e., remove electrons from) material with which it comes in contact. Examples of non-ionising radiation include lasers, microwaves, extremely low frequency electromagnetic fields, infrared and ultraviolet light, ultrasound.

4.5 PLANT

4.5.1 Plant is defined in the OHS (Plant) Regulations 1995 to cover machinery and equipment such as lifts, cranes, pressure equipment, machinery, hoists, powered mobile plant, lasers, turbines, explosive-powered tools, scaffolds and temporary access equipment. The regulations do not apply to hand-held plant and plant which relies exclusively on manual power for its operation.

4.5.2 The OHS (Plant) Regulations prescribe specific duties for the designers, manufacturers and operators of such plant. Maintenance, testing, inspection and registration apply to specific plant.

4.6 WORKPLACE INSPECTIONS

4.6.1 Workplace inspections are planned, systematic appraisals of physical aspects of the workplace that identify OHS hazards and non-compliances with Monash University policies, procedures and practices and legal requirements.

4.6.2 Audits differ from workplace inspections in that the underlying OHS systems are not examined during inspections. Audits examine an entire process from start to finish, and include reviews of written procedures and observation of tasks as well as an inspection of the equipment and processes to which the written procedures apply. Audits evaluate whether written procedures meet legislative requirements and include interviews with employees to ensure that procedures are being followed.

5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. The responsibilities with respect to OHS monitoring, measurement & registration are summarised below.

5.1 DIVISIONAL DIRECTOR, FACILITIES & SERVICES

The responsibilities of the Divisional Director, Facilities & Services include:

- implementation of plant registration and preventative maintenance programs,
- development and maintenance of the cooling tower management program.

5.2 RESEARCH COMPLIANCE OFFICER, RESEARCH, ETHICS & COMPLIANCE, RESEARCH OFFICE

The responsibilities of the Research Compliance Officer, Research, Ethics & Compliance include:

- coordination of approval of teaching and research activities involving genetically modified organisms via the Monash University Biosafety committee and the OGTR;
- coordination of laboratory registration, inspection and maintenance programs required by the OGTR;
- provision of training required by the OGTR.

5.3 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS/CONTROLLED ENTITIES

It is the responsibility of the head of the academic/administrative unit/controlled entity to:

- ensure that all unit/entity plant and equipment is registered and that appropriate preventative maintenance programs are in place;
- maintain plant and equipment registers, risk assessments and maintenance records for unit/entity plant and equipment;
- ensure that staff and students undertaking workplace inspections are trained;
- ensure that the areas under their control undertake 2 workplace inspections per year.

5.4 OHS POLICY COMMITTEE

The responsibilities of the OHSPC include:

- review of existing OHS policies at least every three years to determine whether they meet the prevailing needs of the university including all its campuses and centres both within Australia and overseas, and to identify and formulate any new policies that may be required;
- monitoring and continuously improving university compliance with OHS legislation, standards, codes of practice, policies and procedures;
- review of the OHS performance of faculties, divisions, schools, departments, centres, and Monash controlled companies to ensure that all areas consistently achieve a high standard.

5.5 OHSE

The responsibilities of OHSE include:

- coordination of the university's monitoring, measurement and registration program;
- maintaining records of assessment, monitoring and registration programs according to the *OHS records management at Monash University*;
- coordination of corrective actions and controls applied to adverse monitoring results;
- conducting university level risk assessments according to legislative requirements;
- maintenance of databases and registers as required by legislation, eg carcinogen register.;
- provide training in the conduct of workplace inspections to staff and students.

5.6 OCCUPATIONAL HEALTH TEAM, OHSE

The responsibilities of the occupational health team, OHSE include:

- coordination of the university's health surveillance program;
- maintaining records of assessment according to the *OHSE procedures for OHS document control & retention*; and
- applying corrective actions and controls to address and to prevent recurrences of adverse monitoring results.

5.7 OCCUPATIONAL HYGIENISTS, OHSE

The responsibilities of the occupational hygienists at OHSE include conducting workplace assessments according to the Monash University monitoring, measurement and registration matrix, as outlined on Section 6, using Australian Standard approved methodology, eg noise assessments.

5.8 RADIATION PROTECTION OFFICER, OHSE

The responsibilities of the radiation protection officer, OHSE include:

- coordination of the university's personal monitoring program for users of radiation sources, including follow-up of cases of exposure exceeding specified action/legislative limits;
- arranging the calibration of monitoring instruments;
- maintaining site wide licenses and records for ionising radiation sources to ensure compliance with statutory requirements.

6. REQUIREMENTS FOR MONITORING, MEASUREMENT & REGISTRATION

The monitoring, measurement and registration requirements at Monash University are determined regularly via:

6.1 REVIEW OF OHS LEGISLATIVE COMPLIANCE

Monitoring and review of OHS legislative compliance occurs via:

- quarterly review of the OHS risk and legal compliance register, followed by submission of compliance reports to Audit & Risk Management and to Audit Committee of Council;
- regular review of regulatory websites by OHSE staff

6.2 OHSPC MEETINGS

Quarterly meetings and an annual review meeting of the OHSPC are held to monitor and review of the Monash University OHS management system, including:

- OHS performance indicators;
- OHS policy documentation;
- OHSE planning documentation
- OHS risk and legal compliance register;
- WorkSafe Victoria interventions;
- Results of audits;
- Management reviews.

6.3 INTERNAL & EXTERNAL REVIEWS

Internal & external reviews of the Monash University OHS management system, are conducted regularly, including:

- Quarterly compliance reports to Audit & risk Management and Audit Committee of Council
- Quality reviews
- Compliance audits
- Weekly OHSE staff meetings
- OHSE planning meetings

7. OHS MONITORING, MEASUREMENT & REGISTRATION AT MONASH UNIVERSITY

Monitoring of the work environment (for chemical, physical and biological hazards), registration of plant and maintenance of plant, equipment and services is conducted according to the table below and the related databases.

Monash University will ensure that all monitoring, measurement and registration activities are conducted by qualified and competent persons.

| | Frequency of measurement | Responsible area | Areas | Animal facilities | Laboratory areas | Laboratory areas that use GMO | Maintenance/workshop areas | Roofs |
|---|--------------------------|--|-------|--|------------------|-------------------------------|----------------------------|-------|
| MONITORING/ REGISTRATION | | | | | | | | |
| TEACHING & RESEARCH ACTIVITIES | | | | | | | | |
| ASSESSMENT OF RADIATION BADGE RESULTS – PREGNANT LADIES & EXTREMITY RESULT BADGES | Monthly | RPO, OHSE | | | ✓ | | | |
| ASSESSMENT OF RADIATION BADGE RESULTS - OTHER | At least quarterly | RPO, OHSE | | | ✓ | | | |
| CARCINOGEN REGISTER | 5 years | OHSE | | | ✓ | | ✓ | |
| FUME CUPBOARDS | Annual | Occupational Hygiene, OHSE | | | ✓ | | ✓ | |
| NUCLEAR NON-PROLIFERATION LICENCE | Annual | RPO, OHSE | | | ✓ | | | |
| OGTR CERTIFICATION OF FACILITIES | Annual | Monash University Biosafety committee/ Research Office | | | | ✓ | | |
| TELECOMMUNICATIONS RADIATION MAPS | After change | MPM, telecommunication companies, RPO, OHSE | | | | | | ✓ |
| BUILDING SERVICES & STRUCTURES | | | | | | | | |
| ASBESTOS REGISTER | 5 yearly | Occupational Hygiene, OHSE | | Refer to the Asbestos Register | | | | |
| CONFINED SPACE RISK ASSESSMENTS | 5 yearly | Occupational Hygiene OHSE | | Refer to the Confined Spaces Register | | | | |
| COOLING TOWERS | Monthly | Facilities & Services, OHSE | | Refer to the Cooling Tower Management Plan | | | | |
| ESSENTIAL SERVICES (FIRE & EMERGENCY EQUIPMENT) | Various | Facilities & Services | | Refer to Essential Services | | | | |
| LIFTS (PASSENGER & GOODS) | Annual | Facilities & Services | | Refer to the elevator (lift) records | | | | |
| PERMIT TO WORK SYSTEMS | Each job | Facilities & Services | | All jobs involving excavation, confined space, hot work, roof access | | | | |
| PRESSURE VESSELS | Various | Facilities & Services, units/entities | | Refer to list of registered plant | | | | |
| NOISE ASSESSMENT | 5 years | Occupational Hygiene, OHSE | | All areas identified as high risk by noise survey | | | | |
| SCAFFOLD & STAGING APPARATUS | Various | Monash University Arts Centres | | Refer to Monash University Arts Centres | | | | |

8. WORKPLACE INSPECTIONS

8.1 GENERAL REQUIREMENTS

- 8.1.1 The Monash University OHSPC requires all units/entities to undertake 2 workplace inspections each year.
- 8.1.2 The number of completed inspections per area is recorded by OHSE and reported as a key performance indicator to the quarterly meetings of the OHSPC and to zone OHS&E committees.

8.2 WORKPLACE INSPECTION PROGRAM

OHSE has developed a workplace inspection control program, which is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/assets/docs/others/workplace-inspections-prog.pdf>) that includes:

8.2.1 Guidelines for completing workplace inspections:

- Each zone/department/school/area is divided into sections to be inspected;
- A team is nominated to inspect each section;
- A timetable is developed to complete two inspections in the year.

8.2.2 Reference sheets which provide guidance for staff undertaking the inspections. The reference sheets cover:

- public areas
- offices
- laboratories
- workshops
- studios

8.2.3 Inspection worksheets to record the outcomes of the inspections, including instructions for completion, which include:

- describing any hazard/problem(s) identified for each room inspected;
- outlining the preventative/corrective action (Actions);
- nominating the person responsible for follow up (Responsibility);
- providing a realistic date by which the actions should be completed/implemented.

8.2.4 Following completion, copies of the inspection worksheets are then provided to those responsible for follow up actions.

8.2.5 When all actions have been completed, a copy of the form is then returned to the Safety Officer of the unit/entity.

8.2.6 Following each round of inspections, the *Summary of inspections* form must be completed and forwarded to the local safety officer, zone OHS&E committee and OHSE.

8.3 TRAINING FOR WORKPLACE INSPECTIONS

8.3.1 Practical training in the use of the workplace inspections program is provided by OHSE both centrally and in work areas.

8.3.2 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); and
- in the document *OHS Induction & training at Monash University* (<http://www.adm.monash.edu.au/ohse/documents>).

9. RECORDS

| <u>Record to be kept by</u> | <u>Records</u> | <u>To be kept for:</u> |
|---|--|---|
| Facilities & Services | Cooling tower registration, test, inspection & maintenance records | 5 years |
| | List of registered plant | 5 years |
| | Completed work permits | 5 years |
| | Elevator database | 5 years |
| | Essential Services register | 5 years |
| OHSE | Results of monitoring and measurement programs, corrective actions and control plans, including: | 5 years |
| | • Cooling tower risk management plan | 5 years |
| | • Use of carcinogens | Indefinitely |
| | • Radiation dose results | Indefinitely |
| | • NATA test results for fume cupboards | 5 years |
| | • Registration documentation | 2 years after disposal of the ionising radiation source |
| | • 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 |
| Research, Ethics & Compliance, Research Office | OGTR records | 5 years |
| Units/entities | Lists of registered plant | 5 years |
| | Records of workplace inspections | 5 years |
| Monash University Arts Centres | List of registered plant | 5 years |

10. REFERENCES

10.1 LEGISLATION

Building (Legionella) Act 2000 (Vic)
 Gene Technology Act 2000
 Gene Technology Regulations 2001
 Occupational Health and Safety Act 2004 (Vic)
 Occupational Health and Safety Regulations 2007 (Vic)

10.2 MONASH UNIVERSITY OHS DOCUMENTS

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

Legionella notification procedures

Monash University Workplace Inspection Program
OHSE internal procedures
Permit to work forms and procedures

10.3

AUSTRALIAN STANDARDS

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

AS/NZS 2243.4:1998 Safety in Laboratories - Ionising radiations