

OHS MANAGEMENT AT MONASH UNIVERSITY: STRUCTURE, FUNCTIONS, ROLES AND RESPONSIBILITIES

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TABLE OF CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. ABBREVIATIONS	2
4. DEFINITIONS	2
4.1 DESIGNATED WORK GROUP	2
4.2 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT	2
4.3 MONASH CONTROLLED ENTITY	2
4.4 SUPERVISOR	3
4.5 ZONE	3
5. OHS MANAGEMENT STRUCTURE: FUNCTIONS, ROLES AND RESPONSIBILITIES	3
5.1 OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE	3
5.2 ZONE OHS&E COMMITTEES	4
5.3 DESIGNATED WORK GROUPS	6
5.4 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT	6
5.5 SAFETY OFFICERS	6
5.6 SPECIAL ROLE OFFICERS	7
5.6.1 Radiation safety officers	7
5.6.2 Biosafety officers	8
5.6.3 First aid coordinators	9
5.6.4 First aiders	9
5.6.5 Emergency wardens	9
5.7 HEALTH & SAFETY REPRESENTATIVES	10
6. ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES: OHS ROLES AND RESPONSIBILITIES	11
6.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS AND CONTROLLED ENTITIES	11
6.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES	11
6.3 SUPERVISORS	11
6.4 INDIVIDUALS (STAFF MEMBERS, STUDENTS)	12
6.5 STAFF WHO ENGAGE OR MANAGE CONTRACTORS	12
6.6 CONTRACTORS	13
7. REFERENCES	13
7.1 LEGISLATION	13
7.2 MONASH UNIVERSITY OHS DOCUMENTS	13
7.3 AUSTRALIAN STANDARDS	13

1. PURPOSE

The purpose of this document is to identify occupational health and safety roles and responsibilities at each function and level within the university in accordance with the requirements of the Occupational Health and Safety Act (2004), the Monash University Occupational Health & Safety Policy, the document Occupational Health, Safety and Environment at Monash A Strategic Approach 2004 – 2006 and to meet the requirements of the Australian standards AS/NZS 4360:2004 *Risk management* and AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

2. SCOPE

The roles, structure and responsibilities outlined in this document provide guidance for the management of OHS on the Australian campuses of Monash University and for Monash controlled entities.

3. ABBREVIATIONS

DWG	Designated work group
RAC	Radiation Advisory Committee
OGTR	Office of the Gene Technology Regulator
OHSE	Occupational Health, Safety & Environment unit
OHS	Occupational health and safety
OHSPC	Occupational Health & Safety Policy Committee
PIN	Provisional improvement notice
RPO	Radiation Protection Officer
Zone OHS&E committee	Zone OHS & environmental committee

4. DEFINITIONS

4.1 DESIGNATED WORK GROUP

4.1.1 A designated work group (DWG) consists of all staff in:

- a particular work area, department, school or centre; or
- a building or series of buildings.

4.1.2 A DWG may cover staff:

- at one or more workplaces on a campus; and/or
- at one or more campuses, or
- staff of more than one employer at one or more workplaces.

4.2 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.

4.3 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 SUPERVISOR

4.4.1 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.

4.4.2 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.

4.5 ZONE

A zone is a group of people who work in a faculty, division, school, etc or a building or a group of buildings located in the same area. A zone can extend to an entire campus.

5. OHS MANAGEMENT STRUCTURE: FUNCTIONS, ROLES AND RESPONSIBILITIES

5.1 OCCUPATIONAL HEALTH & SAFETY POLICY COMMITTEE

5.1.1 The OHSPC has been established in accordance with the consultation arrangements set out in the Victorian Occupational Health and Safety Act 2004.

5.1.2 Membership

5.1.2.1 The committee is chaired by a nominee of the vice-chancellor, normally a deputy vice-chancellor or a dean.

5.1.2.2 Committee members must include evenly balanced representation from the following groups:

- senior academic staff (deans, heads of academic/administrative units and controlled entities);
- senior general management staff (divisional directors, directors, managers);
- academic staff;
- general staff;
- postgraduate and undergraduate student representatives.

5.1.2.3 As far as is reasonably practicable, committee membership must include:

- equal numbers of management and employee members; and
- general representation from all campus and off-campus areas.

5.1.2.4 A single alternate can be nominated by each committee member for emergency situations.

5.1.2.5 The term of office of each of the members is three years.

5.1.3 The terms of reference of the OHSPC are to:

- promote and facilitate cooperation between staff, students and management in the development and implementation of OHS programs, policies and procedures at the university;
- ensure that a uniform approach, based on best practice and continuous improvement, is adopted by the university and all its operations, both within Australia and overseas, in all matters of OHS;
- review 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;

- monitor and continuously improve university compliance with OHS legislation, standards, codes of practice, policies and procedures;
- review the OHS performance of faculties, divisions, schools, departments, centres, and Monash controlled companies to ensure that all areas consistently achieve a high standard;
- engage with affiliated organizations to ensure a high standard of OHS is provided to all Monash staff and students;
- promote OHS awareness and appropriate behavioural and cultural change of staff and students throughout the university;
- co-ordinate the development and implementation of planning processes that are consistent and aligned with the university's broader strategic planning in order to ensure a proactive approach to OHS management across the university and all its operations;
- provide advice to OHSE on priorities and to review and provide recommendations to the vice-chancellor on OHS budgets.

5.1.4 OHSPC meetings are held quarterly with a special meeting held annually to review the Monash University OHS management system.

5.1.5 The minutes of OHSPC meetings are available on the OHSE website (<http://www.adm.monash.edu.au/ohse/committees/>).

5.2 ZONE OHS&E COMMITTEES

5.2.1 In each area of the university, OHS and environmental issues are managed by a zone OHS&E committee, providing a consultative forum for the discussion, resolution and implementation of OHS and environmental issues.

5.2.2 OHSE, in consultation with work areas, will establish zone OHS&E committees as appropriate for the area.

5.2.3 Membership

5.2.3.1 A zone OHS&E committee should ideally have no more than 12 members, including:

- a chairperson who is a senior academic or general staff equivalent;
- the safety officer(s) located in the zone;
- the environmental officer(s) located in the zone;
- one laboratory manager (in laboratory/studio-based faculties);
- the health and safety representative(s) in the area;
- a postgraduate student representative; and, where appropriate
- one radiation safety officer; and /or
- one biosafety officer.

5.2.3.2 A zone OHSE committee should comprise representatives drawn from the major activities and work groups in an area to achieve a balanced committee.

5.2.3.3 The heads of academic/administrative units and controlled entities that the committee covers shall nominate the members of the committee, except for the health and safety representatives who are elected by the staff.

5.2.3.4 Appointment to the committee is for a term of three years.

5.2.3.5 Other special officers such as the first aid coordinator, radiation and biosafety officers, emergency building wardens, etc, who are not appointed to the committee, should either report to the committee via the safety officer or be invited to report directly to the committee on at least an annual basis.

5.2.4 **The functions of a zone OHS&E committee include:**

- 5.2.4.1 Formulation and implementation of OHS and environmental improvement strategies for the zone including consideration and implementation of university OHS and environmental policies and procedures;
- 5.2.4.2 Promotion of a strong OHS and environmental culture in the zone through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents;
- 5.2.4.3 Review and analysis of injury/incident reports and data, implementation and effectiveness of recommended preventive action of incidents and development of injury/incident prevention strategies for the zone;
- 5.2.4.4 Formulation and implementation of local zone OHS and environmental programs, policies and procedures;
- 5.2.4.5 Monitoring the zone OHS and environmental performance with regard to:
 - conducting regular workplace inspections (minimum 2 per year required);
 - conducting regular trial evacuations (minimum 2 per year required with at least one in semester with student involvement);
 - induction of new staff and students;
 - training staff and students in the zone;
 - conducting annual environmental assessments of the workplace and activities.
- 5.2.4.6 Auditing and analysing the OHS and environmental legislative compliance of the zone and, in particular:
 - ensuring that a risk management approach is taken to hazardous tasks, new activities, research and equipment;
 - ensuring that emergency procedures are developed and implemented for the zone;
 - trade and hazardous waste management; and
 - monitoring the implementation of the recommendations of audits.
- 5.2.4.7 Supporting and assisting the work of:
 - Safety officers
 - Health & safety representatives
 - Environmental officers

5.2.5 **Zone OHS&E committee meetings**

- 5.2.5.1 Zone OHS&E committees are required to meet at least quarterly.
- 5.2.5.2 Before each meeting, notice of the next meeting must be circulated to the staff and students in the zone, requesting agenda items and/or issues for discussion. Items submitted must be included on the agenda of the next meeting and the proposer invited to the meeting for the discussion of the item.
- 5.2.5.3 Minutes of meetings must be:
 - kept;
 - made accessible to all staff and postgraduate students (eg copies on safety notice boards and in the lunch room);
 - minutes may be circulated electronically;
 - only accessible to Monash staff and students when posted on web sites;

- sent to OHSE or the area OHSE consultant as soon as possible after the meeting.
- 5.2.6 Staff and students of each unit must be informed of the zone OHS&E committee, its purpose and membership.
- 5.2.7 A list of zones and the zone OHS&E committee chairpersons is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/committees/>).

5.3 DESIGNATED WORK GROUPS

- 5.3.1 Within each zone there are one or more DWGs. A DWG consists of all the employees in a particular work area, academic/administrative unit or a building or series of buildings. A DWG may cover staff at one or more workplaces on a campus and/or at one or more campuses, or staff of more than one employer at one or more workplaces.
- 5.3.2 DWGs have been set up by the university together with staff and relevant staff associations, through the OHSPC, to represent the OHS interests of staff.
- 5.3.3 The staff of each DWG can elect a health & safety representative and a deputy health & safety representative.
- 5.3.4 Health and safety representatives are employee representatives whose primary role is to represent the health and safety interests of the members of their work area (see section 5.7) using the procedures outlined in the Monash University *Procedures for health and safety issue resolution*. Employees with day to day experience of particular work processes are a valuable source of information and can advise on situations with the potential to cause injury or illness. These employees can also offer ideas on how the hazards can be best addressed.
- 5.3.5 The list of DWG's, the names of the elected health and safety representatives and the procedures for the election of health and safety representatives are available on the OHSE web site (<http://www.adm.monash.edu.au/ohse/committees/health-safety-rep-role.html>).

5.4 OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT

- 5.4.1 The university has established an OHSE unit to provide a source of expertise to the university on all facets of OHS and environmental matters.
- 5.4.2 Initiation, development and oversight of the university's overall OHS program is carried out by OHSE in conjunction with the OHSPC. The Manager, OHSE is deemed to be the employer's representative (as required by the OHS Act) at the corporate level.
- 5.4.3 The functions of OHSE with regard to OHS include:
- development of strategies and programs to minimise the risks of injury and damage and to achieve OHS legislative compliance;
 - provision of information and advice on OHS risk management and legislative compliance;
 - monitoring of personal exposures and the environment;
 - provision of OHS training for staff and students;
 - conducting assessments, inspections and audits of workplaces;
 - liaison with, and reporting to, statutory and external authorities;
 - providing rehabilitation services to staff who have suffered non-occupational injuries or disease and to students injured while studying at Monash;
 - maintaining records relating to the occupational health and safety of staff and students.

5.5 SAFETY OFFICERS

- 5.5.1 The main role of a safety officer is to act as a focal point for all OHS matters arising in a unit or controlled entity. Deputy safety officer(s) may also be appointed to share the responsibilities of the role and to act in the absence of the safety officer.
- 5.5.2 Heads of academic/administrative units and controlled entities are responsible for appointing suitable safety officers and deputy safety officers for the areas under their control. In the absence of an appointed safety officer, the relevant head of academic/administrative unit or controlled entity shall assume the responsibilities of the safety officer.
- 5.5.3 The safety officers are the employer's representative as required by the OHS Act 2004 at the local level.
- 5.5.4 In laboratory/studio-based units with diverse research interests it may be appropriate to appoint several part-time safety officers each with responsibility for a particular OHS aspect, eg general safety, radiation safety and biological safety. Deputy safety officers may also be appointed for each of these roles.
- 5.5.5 **Safety officers and deputy safety officers must:**
- be free to devote sufficient time to OHS issues;
 - be provided with the resources and time to attend OHS training;
 - be accessible to staff;
 - have some delegated authority in OHS issues.
- 5.5.6 **The responsibilities of the safety officer and deputy safety officer include:**
- providing advice, information, instruction and training on local OHS issues;
 - formulating and implementing OHS policies and procedures;
 - assisting with risk management of hazards and risks in the area;
 - investigating and reporting of all incidents, injuries and hazards;
 - liaising with OHSE and the head of unit or controlled entity;
 - consulting with local health & safety representatives on OHS issues;
 - reviewing and analysing injury and incident reports and data;
 - developing injury and incident prevention strategies for the unit or controlled entity;
 - monitoring OHS standards and compliance with OHS policies and procedures at a local level, including workplace inspections, building evacuations and induction and training of staff and students;
 - auditing and analysing the department/school OHS legislative compliance in regard to risk, emergency and hazardous waste management;
 - assisting with the promotion of OHS awareness;
 - liaising with environmental and green officers.

5.6 SPECIAL ROLE OFFICERS

5.6.1 Radiation safety officers

The responsibilities of radiation safety officers include:

- overseeing the purchase of radioactive substances for the unit;
- maintaining registrations of sources of ionising radiation;
- maintain personal monitoring programs for users of radioactive substances;
- providing advice, information, instruction and training on the local use, storage, transport and disposal of radioactive substances;
- assisting with risk management of hazards and risks associated with radioactive substances;
- formulating and implementing OHS policies and procedures with regard to radioactive substances;

- reviewing the radiation safety aspects of new research projects and teaching activities;
- providing the initial response to, and investigation of, accidents and emergencies involving radioactive substances, including reporting to the Radiation Protection Officer (RPO), OHSE and assisting with the development of corrective actions;
- liaising with the RPO, OHSE, the zone OHS&E committee and the head of unit or controlled entity;
- consulting with local health & safety representatives on OHS issues regarding radioactive substances;
- maintaining records related to the purchase, use, storage, transport and disposal of radioactive substances;
- monitoring OHS standards and compliance with OHS policies and procedures at a local level with regard to radioactive substances;
- auditing and analysing the OHS legislative compliance of the unit or controlled entity with regard to radioactive substances, including reporting breaches of compliance to the RPO;
- assisting with the promotion of ionising radiation safety awareness.

5.6.2 Biosafety officers

5.6.2.1 The responsibilities of the biosafety officer include:

- providing advice, information, instruction and training on the local use, storage, transport and disposal of biological substances, including appropriate equipment, facilities, immunisation requirements and work practices for protecting laboratories, staff, and the environment from contamination and infectious organisms;
- providing advice, information, instruction and training on the local OGTR matters, including requirements for licensing, certification of facilities and classification of activities under the Gene Technology Act 2001 (Vic);
- assisting with risk management of hazards and risks associated with biological substances;
- formulating and implementing OHS policies and procedures with regard to biological substances;
- reviewing the biosafety aspects of new research projects and teaching activities;
- providing the initial response to, and investigation of, accidents and emergencies involving biological substances, including the development of corrective actions;
- liaising with the university OGTR Compliance Officer, OHSE, the zone OHS&E committee and the head of unit or controlled entity;
- consulting with local health & safety representatives on OHS issues regarding biological substances;
- monitoring OHS standards and compliance with OHS policies and procedures at a local level with regard to biological substances;
- auditing and analysing the legislative compliance of the unit with regard to the OHS and gene technology aspects of biological substances, including reporting breaches of compliance to Institutional Biosafety Committee and OHSE;
- assisting with the promotion of biological safety awareness.

5.6.2.2 A biosafety officer may be requested to hold a position on the Institutional Biosafety Committee on a rotational basis.

5.6.3 **First aid coordinators**

The responsibilities of first aid coordinators include:

- acting as focal point for communication between first aiders in the work area and OHSE;
- assisting with the first aid assessment of the unit/controlled entity;
- allocating specific duties to first aiders;
- ensuring that first aid kits, supplies and equipment are maintained;
- monitoring the record keeping associated with first aid kits, supplies equipment;
- liaising with the zone OHS&E committee and OHSE.

5.6.4 **First aiders**

It is the responsibility of the first aiders to:

- complete, or have completed, a hepatitis B immunisation course. This requirement applies to all new first aiders and first aiders renewing their first aid training who act as Monash University first aiders;
- respond promptly to provide an emergency service for injury/illness as required, while always working within their level of competence;
- arrange prompt and appropriate referral as required;
- keep confidential all information received in the course of their duty (medical information must only be released to medical staff);
- record **all** treatment (however minor) on the First Aid Injury Report form;
- encourage staff who have had an occupational injury/illness to record this on a Hazard and Incident Report form;
- access information from an SOS bracelet or similar in order to attend to a casualty;
- attend training as required;
- maintain first aid facilities, including first aid equipment, checking and restocking of first aid kits as necessary;
- report any deficiencies in the first aid service to their first aid co-ordinator.

5.6.5 **Emergency wardens**

5.6.5.1 Building wardens

The building warden and deputy building warden are appointed by the head of the academic/administrative unit/controlled entity to act as the overall controllers for a building in an emergency situation.

Their role is to:

- establish the nature of emergency where possible;
- order the evacuation where necessary;
- control the evacuation; and
- provide an accurate situation report to the attending Emergency Services;
- record evacuations using the Building Evacuation form.

5.6.5.2 Emergency floor wardens

Emergency floor wardens are appointed to assist the building warden in the orderly evacuation of the building. Under the guidance of the building warden, they:

- systematically check all areas they have been assigned;
- inform staff and students of the requirement to evacuate; and

- provide an accurate picture of the state of evacuation to the building warden or attending Emergency Services;
- record details of evacuations on the Floor Warden Evaluation form.

5.7 HEALTH & SAFETY REPRESENTATIVES

5.7.1 A health & safety representative or deputy health & safety representative is an employee representative who has been elected for a term of 3 years by the staff in a DWG to represent their health and safety interests using the procedures outlined in the Monash University *Procedures for health and safety issue resolution* (<http://www.adm.monash.edu.au/ohse/documents>). Employees with day to day experience of a particular work process are a valuable source of information and can advise on situations with the potential to cause injury or illness. These employees can also offer ideas on how the hazards can be best addressed.

5.7.2 Rights of health & safety representatives and deputy health & safety representatives

Health & safety representatives have a range of statutory rights under the Victorian OHS Act 2004 that include the right to:

5.7.2.1 be consulted, so far as is reasonably practicable, on:

- any proposed changes in the workplace or to the materials, equipment or procedures used that may affect the health and safety of staff;
- risk assessment of new and existing materials, equipment or procedures that may affect the health and safety of staff;
- the development of OHS policies and procedures;
- OHS hazard and incident investigation;
- the provision of OHS information, instruction and training.

5.7.2.2 direct work to cease where there is an immediate threat to the health and safety of any person;

5.7.2.3 inspect any part of the workplace at which a member of the area that they represent works, at any time giving reasonable notice to the relevant head of academic/administrative unit or controlled entity and immediately in the event of an incident or hazardous situation;

5.7.2.4 attend workplace inspections and audits, including those carried out by WorkSafe Victoria;

5.7.2.5 be given access to any information, except that which is medically confidential, on:

- the health and safety of the staff in the area they represent; and
- the actual or potential hazards in the workplace;

5.7.2.6 paid leave to attend health and safety training courses;

5.7.2.7 have access to the facilities and assistance to enable them to perform their role.

5.7.3 The names of the elected health and safety representatives and the procedures for the election of health and safety representatives are available on the OHSE web site (<http://www.adm.monash.edu.au/ohse/committees>).

6. ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES: OHS ROLES AND RESPONSIBILITIES

6.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS AND CONTROLLED ENTITIES

Members of the senior executive, deans and directors of administrative divisions and controlled entities are responsible for ensuring that:

- staff with supervisory or management responsibilities are held accountable for the management of OHS in areas under their control;
- a risk based approach is adopted for the management of OHS;
- adequate budgetary provision is made for OHS programmes and initiatives;
- OHS is included on the agenda of faculty/divisional and senior management meetings at regular intervals; and
- OHS performance is monitored and periodically reviewed.

6.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES

6.2.1 Heads of academic/administrative units and controlled entities are responsible for managing OHS in areas under their control to ensure a healthy and safe environment for staff, students, visitors and contractors.

6.2.2 These responsibilities include:

6.2.2.1 Leading by example in relation to OHS standards and the promotion of OHS awareness, including ensuring that:

- the risks associated with the activities of the unit are identified and managed effectively;
- adequate resources are allocated for OHS matters;
- local standards and practices comply with legislative requirements and university policy;
- OHS is discussed regularly at meetings.

6.2.2.2 Provision of a local OHS management structure and organisation, including:

- appointment of appropriate safety personnel, eg safety officer, emergency wardens, biosafety officer, radiation safety officer, building warden, first aid coordinator;
- ensuring that staff, safety personnel and students undertake recommended OHS training;
- implementation of university and local OHS policies and procedures;
- consultation with staff and health and safety representatives;
- provision of OHS information to staff, students, visitors and contractors;
- provision and maintenance of safety and emergency equipment;
- including safety compliance as part of staff performance appraisal.

6.2.2.3 Monitoring and review of the OHS performance of the unit or controlled entity, with regard to the:

- OHS performance indicators, including zone OHS&E committee meetings, workplace inspections, trial evacuations, induction of new staff and students and annual environmental assessments;
- OHS and environmental legislative compliance of the unit or controlled entity.

6.3 SUPERVISORS

The responsibilities of supervisors include:

- actively practising and developing in their staff and students proper attitudes towards OHS matters;
- controlling the risks associated with the work and study that they supervise using a documented risk management process;
- implementing university and local OHS policies and procedures;
- ensuring that they, and the staff and students that they supervise, undertake mandatory and recommended OHS training;
- actively participating in workplace OHS inspections and audits;
- including OHS performance as part of staff appraisals.

6.4 INDIVIDUALS (STAFF MEMBERS, STUDENTS)

6.4.1 Each staff member or student at Monash University is responsible for ensuring that his or her own work or study environment and practices reflect good OHS standards in order to protect their own health and safety as well as the health and safety of others.

6.4.2 The responsibilities of staff members and students include:

- using a documented risk management process to eliminate or minimise OHS risks where appropriate;
- complying with OHS instructions, policies and procedures;
- using and maintaining safety devices and personal protective equipment correctly;
- being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- not willfully or recklessly endangering the health and safety of any person at the workplace.

6.5 STAFF WHO ENGAGE OR MANAGE CONTRACTORS

6.5.1 The OHS Act 2004 states that independent contractors and their employees are to be regarded as employees of the organisation engaging the independent contractor in terms of responsibility for OHS. Monash University and those Monash staff who engage or manage contractors are therefore responsible for the health and safety of the contractor and the contractor's employees, in relation to all matters over which Monash University has control.

6.5.2 The responsibilities of Monash staff who engage or manage contractors include ensuring that:

- the prequalification process is completed prior to awarding the contract (issue of service agreement);
- the primary contractor completes the campus-specific Monash University contractor induction program;
- a comprehensive job safety analysis is completed by the contractor and reviewed by Monash staff before work commences;
- the equipment and materials used by contractors are safe and are used in a manner that does not pose a risk to the contractors or to Monash University staff, students and visitors;
- contractors are not exposed to health and safety risks arising out of the activities of Monash University;
- contractors use safe work methods;
- contact is maintained with the contractor, providing job supervision and inspection of the quality of the work;
- contractors have statutory compensation and liability insurance.

6.6 CONTRACTORS

The responsibilities of contractors are outlined in detail in the *Monash Contractor Safety Induction*, a summary is provided below. Monash University regards health, safety and environment as a shared responsibility between the contractor, their employees or sub-contractors, and the university itself.

Therefore, it is the responsibility of contractors to ensure that:

- they are competent to do the job asked of them;
- they have the qualifications, training, experience and certificates of competency that will be needed for the job;
- they have the OHS and environmental knowledge required for the job;
- they maintain the premises in which they work in a safe and healthy manner for themselves and for the staff and students of Monash university;
- they employ safe tools and systems of work to do a job;
- electrical power tools are regularly inspected and tagged in accordance with AS3760;
- they comply with appropriate standards;
- MSDS are provided for all chemicals;
- instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- they communicate regularly with their Monash contract supervisor/project officer;
- methods of work are approved by the contract supervisor/project officer;
- they raise any issue that is or may become a health, safety, environmental or core business concern.

7. REFERENCES

7.1 LEGISLATION

Gene Technology Act 2001 (Vic)
Occupational Health and Safety Act 2004 (Vic)

7.2 MONASH UNIVERSITY OHS DOCUMENTS

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

Occupational Health & Safety Policy
Occupational Health Safety & Environment at Monash. A Strategic Approach 2004 – 2006
OHS Induction & training at Monash University

7.3 AUSTRALIAN STANDARDS

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