

Key Result Area	Action/Project Description	Targets/KPIs	Link to University Priority	Accountability	Timeline
<b>Strengthening Community</b>	The provision of mainstream OHS and Environmental Services	<ol style="list-style-type: none"> <li>1. Disseminate information regarding OHS&amp;E to the university community.</li> <li>2. Coordination of hazard identification, risk assessment and risk control programs for the university.</li> <li>3. Provide a comprehensive OHS&amp;E training program.</li> <li>4. Provide OHS&amp;E consultancy to the university community in areas such as general safety, manual handling, ergonomics, occupational health, environmental management.</li> <li>5. Injury/illnesses analysis and preventative program development.</li> <li>6. Participation in university committees including consultant, member, secretary and chairperson responsibilities.</li> <li>7. Interpret OHS&amp;E legislation and develop strategies to ensure the university's compliance.</li> <li>8. Conducting assessments, inspections and audits of the workplace.</li> </ol>	Strengthening Community	OHS&E Consultants team, Hygiene & Radiation Team, Occupational Health Team, Environment Team, Administrative Team, Compliance and Policy Officer.	Ongoing

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<b>Strengthening Community</b>	The provision of specialist OHS and Environmental support to laboratory, workshop and studio-based faculties and support service divisions.	<ol style="list-style-type: none"> <li>1. Provide an occupational hygiene service to the Monash Community in specialist areas including: dangerous goods, hazardous substances, poisons, general chemical, noise, biohazards and other unusual hazards.</li> <li>2. Provide a radiation safety service to the Monash Community in the areas of ionising and non-ionising radiation including lasers.</li> <li>3. Provide an occupational health service to the Monash Community including services such as: pre-employment medicals, medical consultations on all hazards, first aid advice, referrals to other medical services, interaction with rehabilitation cases.</li> </ol> <p><i>Note - the level of involvement that OHS&amp;E has on these hazards and within the faculties that have them, is significantly higher and more resource intensive than with other faculties or divisions.</i></p>	Strengthening Community	Hygiene & Radiation Team, some Specialist OHS&E Consultants, Occupational Health Team.	Ongoing

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Strengthening Community	Services to assist with the management of OHS and Environmental aspects of buildings, grounds and services.	<ol style="list-style-type: none"> <li>1. Review and comment on all plans for new and refurbished buildings and facilities.</li> <li>2. Set an asbestos abatement program and an asbestos materials consultancy service.</li> <li>3. Set a fume cupboard replacement program and manage the annual fume cupboard testing program.</li> <li>4. Manage the update of emergency plans for all university campuses.</li> <li>5. Manage the data for all cooling tower testing including legislative requirements for follow-up.</li> <li>6. Input to roof safety, stair safety and other building environment issues.</li> </ol>	Strengthening Community	Hygiene and Radiation Team, some Specialist OHS&E Consultants.	Ongoing
Strengthening Community	Avian Flu	<ol style="list-style-type: none"> <li>1. Prepare a protocol for the University to respond in case of an avian flu pandemic.</li> <li>2. Support the Avian Influenza working party.</li> </ol>	Strengthening Community	Occupational Health	
Strengthening Community	Immunizations	<ol style="list-style-type: none"> <li>1. Complete policies for immunization. Carry out Q fever vaccinations. Put in records of vaccinations into database.</li> </ol>	Strengthening Community	Occupational Health	
Strengthening Community	Hearing reviews	Review and consult all cases of noise induced hearing loss.	Strengthening Community	Occupational Health	
Strengthening Community	Drugs and alcohol	Complete consultation with students and roll-out program for drugs and alcohol.	Strengthening Community	Occupational Health	

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Strengthening Community	Dangerous Goods	1. Risk assessments of major facilities and stores. 2. Documentation for regulator.	Strengthening Community	Occupational Hygiene and Radiation Protection	5 yearly
Strengthening Community	Long-term radioactive waste store	1. Design new store. 2. Build and commission.	Strengthening Community	Occupational Hygiene and Radiation Protection	2007
Strengthening Community	Nanoparticles	1. Participate in Nanoparticles Working Party. 2. Establish register of use of nanoparticles. 3. Establish risk management performance measures.	Strengthening Community	Occupational Hygiene and Radiation Protection	2007
Strengthening Community	Noise	1. Interpret and summarise the results of the noise exposure survey carried out in 2006. 2. Rollout noise control advice to Depts and Schools.	Strengthening Community	Occupational Hygiene and Radiation Protection, OHSE Consultants	
Strengthening Community	Emerging research areas	1. Investigate requirements for health surveillance of substances. 2. Investigate the implications of Weapons of Mass Destruction directives.	Strengthening Community	Occupational Health, Occupational Hygiene and Radiation Protection	2007
Strengthening Community	Health and Wellbeing Program	Develop and support programs - eg Run 10,000 steps program, wellness breakfast.	Strengthening Community	Occupational Health	Annual
Strengthening Community	Drugs and Alcohol/Student Management Procedures	1. Write policy and procedures. 2. Rollout to university community.	Strengthening Community	Occupational Health	2007

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Strengthening Community	Pre-placement medicals	1. Review procedure and target new areas. 2. Rollout to university community.	Strengthening Community	Occupational Health	2007
Strengthening Community	Sprain and strain injuries	1. Analyse injury data. 2. Develop targeted program(s) to address injuries. 3. Rollout to university community.	Strengthening Community	OHSE Consultants, Policy and Compliance	2007
Strengthening Community	Driving/mobility guidelines	1. Develop and implement a 'Drive Smart' program. 2. Rollout to university community.	Strengthening Community	OHSE Consultants	2007
Strengthening Community	Early detection of injuries and illnesses	1. Develop and implement a communication program. 2. Rollout to university community.	Strengthening Community	OHSE Consultants, Occupational Health	2007
Strengthening Community	Student engagement program	1. Recruit students. 2. Empower students to establish networks for use by OHSE in rolling out programs on the Environment.	Strengthening Community	Environment	2007
Strengthening Community	Maintain building and area spill kits for chemicals and radiation	Assess needs and supply kit on an on-going basis.	Strengthening Community	Occupational Hygiene and Radiation Protection	

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Facilitating an Information Culture	AS4801 certification and maintenance	<ol style="list-style-type: none"> <li>1. Maintain ongoing audits of documentation and systems.</li> <li>2. Preparation and conduct of certification and surveillance audits, including off-campus sites.</li> <li>3. Correction of non-conformances identified.</li> <li>4. Prepare the Malaysia and South African campuses for OHS&amp;E 18001 OHS Management System certification in 2009.</li> <li>5. Prepare the environmental management systems at the Australian campuses for certification in 2009.</li> </ol>	Facilitating an information culture	Policy and Compliance	2007
Facilitating an Information Culture	OHS reporting and review	<ol style="list-style-type: none"> <li>1. Produce and disseminate OHS scorecard reporting program for faculties and divisions.</li> <li>2. Conduct OHS management reviews in faculties and divisions.</li> </ol>	Facilitating an information culture	Policy and Compliance Policy and Compliance, OHSE Consultants	2007
Facilitating an Information Culture	Monash University policy bank	<ol style="list-style-type: none"> <li>1. Review policy development process.</li> <li>2. Revise policies and procedures as required.</li> </ol>	Facilitating an information culture	Policy and Compliance	2007
Facilitating an Information Culture	Induction	Develop and implement on-line induction for head, managers, supervisors.	Facilitating an information culture	Policy and Compliance, OHSE Project Manager	2007
Facilitating an Information Culture	Induction	Assist with development of staff on-line induction for Malaysia and South Africa.	Facilitating an information	P. Barton	2007

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Facilitating an Information Culture	Specialist chemicals advice	1. Complete first aid and emergency treatment regimes for hydrofluoric acid, phenol and cyanides. 2. Complete pregnancy, breastfeeding and chemicals and biological materials document.	Facilitating an information culture	Occupational Health, Occupational Hygiene and Radiation Protection	
Facilitating an Information Culture	Lab animal allergy, pre-employment and animal house issues.	Establish requirements in this area.	Facilitating an information culture	Occupational Health, Occupational Hygiene and Radiation Protection	
Facilitating an Information Culture	Induction	Develop and implement an on-line OHS induction for students.	Facilitating an information culture	OHSE Project Manager, OHSE Consultants	2007
Facilitating an Information Culture	Develop data storage and retrieval systems.	1. Develop a risk assessment methodology for asbestos. 2. Develop data storage and retrieval databases for asbestos, fume cupboards and radiation.	Facilitating an information culture	Occupational Hygiene and Radiation Protection	
Facilitating an Information Culture	Wellbeing Happens at Monash (WHAM)	1. Run the breakfast, 10,000 steps and campus walks programs. 2. Consider future initiatives in this area.	Facilitating an information culture	Occupational Health Admin Team	
Facilitating an Information Culture	MSDS Management System	1. Facilitate the uploading of all MSDS into the ChemWatch system. 2. Roll out training and information to the university.	Facilitating an information culture	OHSE Consultants	2007

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Facilitating an Information Culture	Hazard and Incident Reporting	<ol style="list-style-type: none"> <li>1. Develop and implement an online system for hazard reporting.</li> <li>2. Develop and implement procedures to track and report outstanding corrective actions for incidents and audits.</li> </ol>	Facilitating an information culture	OHSE Consultants, Policy and Compliance	2007
Optimising People Potential	Mental Health First Aid	Provide venue, advertising, management and support for mental health first aid training courses.	Optimising People Potential	Administrative team. OHSE	2007
Optimising People Potential	Risk Management	<ol style="list-style-type: none"> <li>1. Develop, design and implement risk assessment database.</li> <li>2. Provide targeted risk management training information to research grant holders.</li> <li>3. Establish risk management performance measures.</li> <li>4. Develop risk assessment model for psychological injuries.</li> </ol>	Optimising People Potential	OHSE Consultants, Occupational Hygiene & Radiation Protection. OHSE Consultants, Occupational Hygiene & Radiation Protection, Occupational Health. Policy & Compliance. Occupational Health	2007