

Monash University Procedure

Procedure Title	OHS Roles, Responsibilities and Committees Procedure
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Scope	This procedure applies to workers of Monash University at Australian Campuses.
Purpose	This procedure sets out the Occupational Health and Safety structure, roles and responsibilities at each function and level within the University. It ensures that the requirements of Victorian OHS legislation and relevant Australian standards and the Monash University Occupational Health and Safety Policy are met.

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1. Abbreviations

ECO	Emergency Control Organisation
MUOHSC	Monash Occupational Health & Safety Committee
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
OHSMS	Occupational Health and Safety Management System
SARAH	Safety and Risk Analysis Hub

2. Definitions

A comprehensive list of definitions is provided in the [Definitions tool](#).

Workers – Person performing work or work-related activities that are under the control of Monash University. These include:

- **Staff** – A worker employed under a contract of employment who is actively participating in Monash University related activities (e.g. employee, fixed term, tenured, casual).
- **Student** – A person engaged through a student contract who is actively participating in Monash University related activities (e.g. undergraduate, postgraduate).
- **Contractor** – A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole employer (e.g. tradesperson, temporary staff).
- **Visitors** – A person from another organisation who is actively participating in Monash University related activities at no cost or on mutually agreed terms.

Operational Manager/Supervisor – A worker assigned to manage a set of activities grouped around an operational requirement (e.g. lab manager, event manager, course convener).

Performance Manager/Supervisor – A worker assigned to manage the performance of a worker or group of workers.

Head of Academic/Administrative Units – A worker assigned to manage the overall function and performance of an organisational unit or units.

Senior Executive – A worker assigned to manage the overall function and performance of a division or faculty (e.g. President, Vice-Presidents, Deans, Divisional Executive Directors).

Direct Supervision - The act of monitoring the activities being performed by workers and taking steps, where necessary, to ensure the safety of all potentially affected people.

Delegation – To entrust a task or responsibility to another person.

Transfer – The process whereby another party partially or totally accepts a task or responsibility from another person.

Management Control – The capacity for a Manager or Supervisor to instruct workers on the methodology with which to perform work within a work area.

3. OHS Responsibilities

3.1. Workers

Each worker at Monash University is responsible for ensuring that:

- 3.1.1. Their conduct, whilst participating in Monash University related activities, protects their own health and safety together with the health and safety of any other persons.
- 3.1.2. They comply with any reasonable health and safety related direction given by someone with the appropriate authority to do so.

- 3.1.3. Health and safety related hazards and incidents have been reported in a timely manner to the most appropriate manager/supervisor in accordance with the [Hazard and Incident Reporting, Investigation and Recording Procedure](#).
- 3.1.4. They complete all OHS related training as directed by their Performance Manager.

3.2. Operational Managers/Supervisors

In addition to their responsibilities as a worker, Operational Managers/Supervisors must also ensure that they comply with all relevant requirements of the Occupational Health and Safety Management System (OHSMS) including:

- 3.2.1. Adequate direct supervision is provided to any worker under their direction in accordance with the [OHS Monitoring Procedure](#).
- 3.2.2. Relevant OHS related records are kept in accordance with the [OHS Records Management Procedure](#).
- 3.2.3. Adequate consultation, in accordance with the [OHS Consultation Procedure](#), has been undertaken with all affected workers for changes to their working environment that may potentially impact upon their health and safety.
- 3.2.4. Effective communication in relation to health and safety matters is provided in accordance with the [OHS Communication Procedure](#).
- 3.2.5. Risks that arise from any Monash University related activities under their management control have been identified, evaluated, and controlled in accordance with the [OHS Risk Management Procedure](#) and [Management of OHS Actions Procedure](#).
- 3.2.6. That tasks requiring specialised training (e.g. hazardous manual handling, dangerous goods and hazardous substances, radiation, biosafety or laser related risks) are covered by at least one (1) Safety Officer who:
 - Has completed relevant specialised training in accordance with the [OHS Training Requirements Matrix](#).
 - Is accessible in that workplace for enquiries relating to the hazard group.

3.3. Performance Managers/Supervisors

In addition to the responsibilities of workers, Performance Managers/Supervisors must also ensure that they comply with all relevant requirements of the OHSMS including:

- 3.3.1. Adequate direct supervision is provided to any worker under their direction in accordance with the [OHS Monitoring Procedure](#).
- 3.3.2. Health and safety related hazard and incidents raised by workers under their performance supervision are addressed or otherwise escalated in accordance with the [Issue Resolution Procedure](#).
- 3.3.3. Adequate training, in accordance with the [OHS Induction and Training Procedure](#), is provided to workers and completed within 4 months of commencing the role.
- 3.3.4. Adequate resources are made available to ensure local practices comply with legislative requirements and the requirements of the OHSMS.
- 3.3.5. That any Safety Officer who they have appointed has been granted appropriate decision-making authority and can act as their representative.

3.4. Heads of Academic/Administrative Units

In addition to the responsibilities of Performance Managers/Supervisors and Operational Managers/Supervisor, Heads of Academic/Administrative units must also ensure that:

- 3.4.1. Strategic OH&S objectives are identified.
- 3.4.2. Adequate resources are made available for all OHS programs and initiatives within their area of control.
- 3.4.3. Local OHS committees are formed with the agreement of workers and that they, or their delegate, are appointed as the OHS Committee Chair.
- 3.4.4. Adequate numbers of safety roles and the provision for emergency preparedness are made available.
- 3.4.5. That any OHS Committee Chairperson who they appoint has been granted appropriate decision-making authority and can act as their representative.

- 3.4.6. Emergency Control Organisations (ECO) are established and that a Building Warden has been appointed to act as the overall controller in accordance with the [Emergency Management Procedure](#).
- 3.4.7. First Aid Coordinators are appointed to oversee the suitable provision of First Aid roles and equipment in accordance with the [Monash University First Aid Procedure](#).

3.5. Senior Executive

In addition to the responsibilities of Heads of Academic/Administrative Units, Senior Executives must ensure that:

- 3.5.1. Their accountability for OHS matters is clearly articulated to all workers within their Faculty/Division.
- 3.5.2. Align OHS related strategic objectives for their area with broader Monash University Strategic Plans.
- 3.5.3. All areas within their portfolio are covered by at least one (1):
 - Safety Officer;
 - First Aid Coordinator; and
 - ECO.

3.6. Vice-Chancellor

In addition to the responsibilities of Senior Executives, the Vice Chancellor is ultimately accountable for the provision of a healthy and safe working environment for all Monash University related activities and is the designated legal authority. The Vice-Chancellor must ensure that:

- 3.6.1. The Monash University OHS Committee (MUOHSC) is chaired by a nominee of the Vice-Chancellor, normally a Deputy Vice-Chancellor or a Dean.
- 3.6.2. Significant changes to the OHSMS, in particular the OHS Policy and OHS Procedures, have been endorsed by the MUOHSC and subsequently approved.
- 3.6.3. The Vice-Chancellor has delegated the principal employer representative and the position of Executive Secretary to the MUOHSC to the Manager, OH&S, who is responsible for:
 - The provision of OHS related advice and assistance to Monash University;
 - The appointment of the:
 - Radiation Protection Officer to ensure compliance with Ionising Radiation related legal obligations; and
 - Minute Secretary to the MUOHSC.
 - Ownership and management of the continual improvement of the OHSMS.

4. Delegation

Managers or supervisors may choose to delegate specific OHS responsibilities to a worker under their management control.

Managers or supervisors who have chosen to delegate their OHS responsibilities remain accountable for the provision of a healthy and safe working environment that is under their management control.

Managers or supervisors may transfer an assigned OHS responsibility to a more suitable manager or supervisor only when both parties have agreed to do so.

5. Appointed Health and Safety Roles

5.1. OHS Committee Chairpersons

OHS Chairpersons must ensure that:

- 5.1.1. OHS committee meetings are scheduled and then conducted in accordance with their agreed Terms of Reference.
- 5.1.2. Membership of the committee is regularly reviewed to ensure that adequate representation of all workers is provided.

- 5.1.3. Members are empowered to raise OHS related items to the committee's attention.
- 5.1.4. Engagement with workers encourages issues and concerns to be raised to the Committees attention.
- 5.1.5. Discussions within committee meetings are recorded and minutes communicated to workers.
- 5.1.6. Recommendations arising from meetings are actioned in accordance with the [Management of OHS Actions Procedure](#).
- 5.1.7. Adequate resources are available to effectively conduct meetings including the appointment of Deputy OHS Committee Chair and/or OHS Committee Secretary roles who can assist in the executive functions of the committee.

5.2. Safety Officers

Safety Officers provide OHS related advice and support to workers as appropriate and must ensure that:

- 5.2.1. Investigations of hazards and incidents are conducted in accordance with the [Hazard and Incident Reporting, Investigation and Recording Procedure](#).
- 5.2.2. OHSMS Self-assessments, OHS Workplace Inspections and OHS Spot Checks are conducted in accordance with the [OHS Monitoring Procedure](#).
- 5.2.3. They are aware of relevant OHS procedures that apply to their workplace including:
 - [Using Chemicals Procedure](#)
 - [Using Biologicals and Animals Procedure](#)
 - [Using Ionising Radiation Procedure](#)

Information on the allocation of appropriate duties for Safety Officers is available in the [OHS Performance and Development Procedure](#).

6. Authorised Persons

The Manager, OH&S, must appoint an Authorised Person to approve and issue a certificate in relation to a specific type of OHS prescribed activities request as described by the OHS Prescribed Activities and Permit-to-Work Procedure.

6.1. Radiation Protection Officer

The Radiation Protection Office ensures compliance with legislated Ionising Radiation obligations as described by the [Using Ionising Radiation Procedure](#).

6.2. Chief Pilot

The Chief Pilot ensures compliance with legislated remotely piloted aircraft obligations as described by the [Remotely Piloted Aircraft \(RPA\)/Drone Safety Management Procedure](#).

6.3. Permits Officer

The Permits Officer ensures compliance with obligations as described by:

- Confined Space Risk Management Procedure
- Earthworks Risk Management Procedure
- Working From Heights Risk Management Procedure
- Hot Works Risk Management Procedure

7. Emergency Roles

See [Emergency Management Procedure](#) for further information.

7.1. First Aid Coordinators

7.1.1. First Aid Coordinators must adhere to the requirements of the [Monash University First Aid Procedure](#).

7.1.2. First Aid Coordinators must ensure there is adequate coverage of First Aid roles by:

- Discussing the recruitment of staff with the relevant Head/s of Academic/Administrative Unit/s; and
- Ensuring First Aiders and Defibrillator Coordinators are appointed by the relevant Head of Academic/Administrative Unit with the consent of the appointee's Performance Manager/Supervisor.

7.2. First Aiders

First Aiders must adhere to the requirements of the [Monash University First Aid Procedure](#).

7.3. Defibrillator Coordinators

Defibrillator Coordinators must adhere to the requirements of the [Monash University First Aid Procedure](#).

7.4. Building Wardens

7.4.1. Building Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

7.4.2. Building Wardens must ensure there is adequate Floor warden coverage by:

- Discussing the recruitment of staff with the relevant Head/s of Academic/Administrative Unit/s; and
- Ensuring Floor Wardens are appointed by the relevant Head of Academic/Administrative Unit with the consent of the appointee's Performance Manager/Supervisor.

7.5. Deputy Building Wardens

Deputy Building Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

7.6. Floor Wardens

Floor Wardens must adhere to the requirements of the [Emergency Management Procedure](#).

8. Health & Safety Representatives

A Health & Safety Representative (HSRs) or Deputy HSR is an employee representative who is elected by the members of a Designated Work Group (DWG) to represent their health and safety interests. Information on DWGs and HSRs is available in the [Designated Work Group \(DWG\) & Health and Safety Representative \(HSR\) Procedure](#).

9. Monash Occupational Health & Safety Committee (MUOHSC)

9.1.1. MUOHS Committee membership consists of:

- Equal numbers of employer and employee representatives; and
- Representation from each Faculty/Division.

9.1.2. The Committee must adhere to the MUOHSC [Terms of Reference](#).

9.1.3. The Committee must review all significant changes to the requirements of the OHSMS and vote to endorse these changes before approval is sought from the Vice Chancellor or their delegate.

- 9.1.4. The Executive Secretary must ensure that the [minutes](#) are taken, in accordance with the [OHS Records Management Procedure](#), and are made accessible.

10. Local OHS Committees

10.1.1. Local OHS committees must:

- Be comprised of members drawn from a representative selection of activities and work groups from within the area;
- Agree upon and adhere to a Terms of Reference. A [template ToR](#) is available for Local OHS Committees.
- Ensure that Terms of Reference are accessible to all stakeholders of the Committee.
- Ensure that the Manager, OH&S or their delegate is invited to attend Committee meetings in an advisory capacity.
- Ensure that minutes are taken, in accordance with the [OHS Records Management Procedure](#), and are communicated to workers and remain accessible.
- Ensure that stakeholders of the Committee are notified in advance of upcoming meetings.

11. Tools

The following [Agenda](#) and [Minutes](#) templates should be utilised by Local OHS committees and be amended to suit each particular committee.

[Terms of Reference template](#)

12. Records

For OHS Records document retention please refer to: [OHS Records Management Procedure](#)

Status	Revised
Approval Body	Monash University OHS Committee (MUOHSC)
Legislation Mandating Compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Related Policies	OHS Policy
Related Documents	<ul style="list-style-type: none"> • Australian and International Standards • AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use • OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements. • Monash University OHS documents • OHS Contractor Management Procedure • OHS Induction and Training Procedure

13. Document History

Version	Date of Issue	Changes made to document
4	March 2013	OHS Roles, Committees and Responsibilities procedure
5	September 2014	<ul style="list-style-type: none"> Removed definitions and provided link to "Definitions tool". Re-arranged order of document sections as follows: <ul style="list-style-type: none"> OHS responsibilities OHS roles OHS committees Simplified OHS committee structure to: <ul style="list-style-type: none"> Monash University OHS committee (MUOHSC) Local OHS committee Updated MUOHSC terms of reference Added 'OHS chairperson' to Roles. Added Compliance section.
6	September 2017	<ul style="list-style-type: none"> Corrected grammatical errors associated with titles and lists throughout the entire document. Modified the wording of the responsibilities of: <ul style="list-style-type: none"> Safety Officers; First Aiders and Coordinators; Wellbeing and Ergonomics Champions. Added information related to Health and Safety Representatives and the use of PINs; Added additional information related to the formation of Designated Work Groups. Updated information noted in Compliance and References. Updated all links to external documentation.
7	December 2018	<ul style="list-style-type: none"> Clarified the role of OH&S in relation to monitoring non-conformances against the University's OHS Management System. Added section on Laser Safety Officers' responsibilities Updated Emergency Warden section to bring it in line with the Emergency Management Procedure Removed requirement for First Aid Coordinators to have First Aid training and Hepatitis B immunisation. Deleted the Ergonomics Champion role due to the implementation of the online Ergonomics tools. Deleted SCBA coordinator role due to rescission of the guidelines and incorporation of the requirements into Using Chemicals Procedure.
8	March 2020	<ul style="list-style-type: none"> Improved distinction between workers (formally staff, students, contractors and visitors) and managers/supervisors. Added section to articulate the delegation and transfer of OHS responsibilities. Removed Occupational Health and Safety Team (OH&S) section Clarified the role of Safety Officers. Removed overlapping procedural requirements between Roles and Responsibilities, Emergency Management Procedure and First Aid Procedure.
8.1	May 2020	<ul style="list-style-type: none"> Added hyperlink for Terms of Reference template.