

PROCEDURES FOR HEALTH & SAFETY ISSUE RESOLUTION

November 2006

1. PURPOSE

The purpose of these procedures is to ensure that documented procedures are available to the university community for the resolution of health and safety issues identified by staff and students in accordance with the requirements of the Occupational Health and Safety Act (2004) and the Occupational Health and Safety (Entry Permits) Regulations 2005.

2. SCOPE

This procedure applies to the staff and students at the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

OHSE Occupational Health, Safety & Environment unit
PIN Provisional Improvement Notice

4. DEFINITIONS

4.1 AUTHORISED REPRESENTATIVE

An authorised representative is an employee or officer of a registered employee organisation (eg a union) who:

- has satisfactorily completed a training course approved by WorkSafe Victoria; and
- holds an entry permit; and
- has the right to represent the affected workers.

4.2 ENTRY PERMIT

Entry permits are granted by the Magistrate's Court and are valid for 3 years or when the person ceases to be a permanent employee/officer of the organisation or the organisation ceases to be registered.

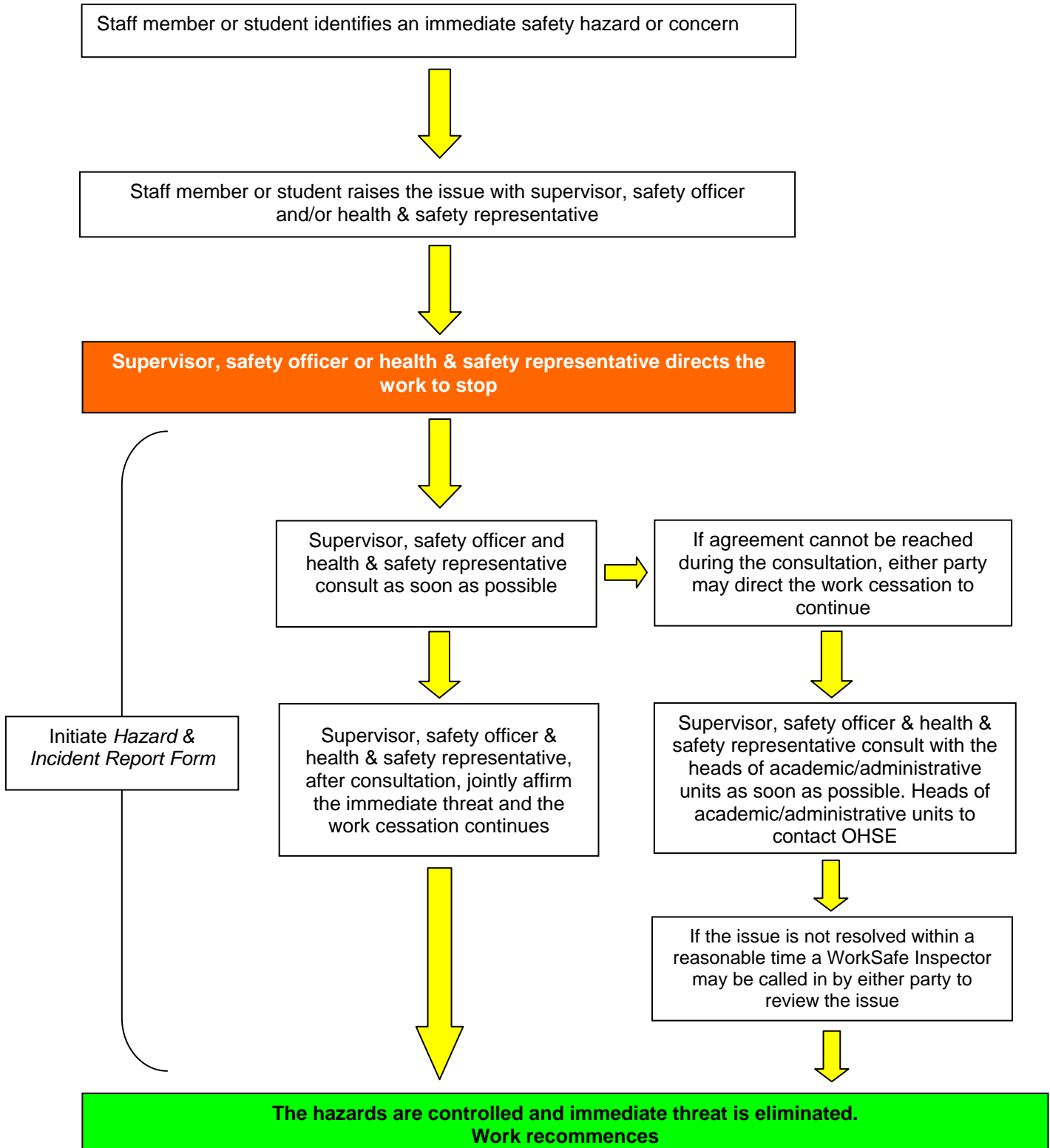
5. FLOW CHARTS (SEE OVER)

6. RECORDS TO BE RETAINED

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Academic/administrative unit/ controlled entity	Provisional Improvement Notice (if applicable)	5 years
	Copy of WorkSafe Inspector's entry report (if applicable)	5 years
	Copy of completed hazard & incident report form	Indefinitely
OHSE	Completed hazard & incident report form	Indefinitely
	Provisional Improvement Notice (if applicable)	Indefinitely
	WorkSafe Inspector's entry report (if applicable)	Indefinitely

HEALTH & SAFETY ISSUE RESOLUTION - IMMEDIATE SAFETY HAZARD

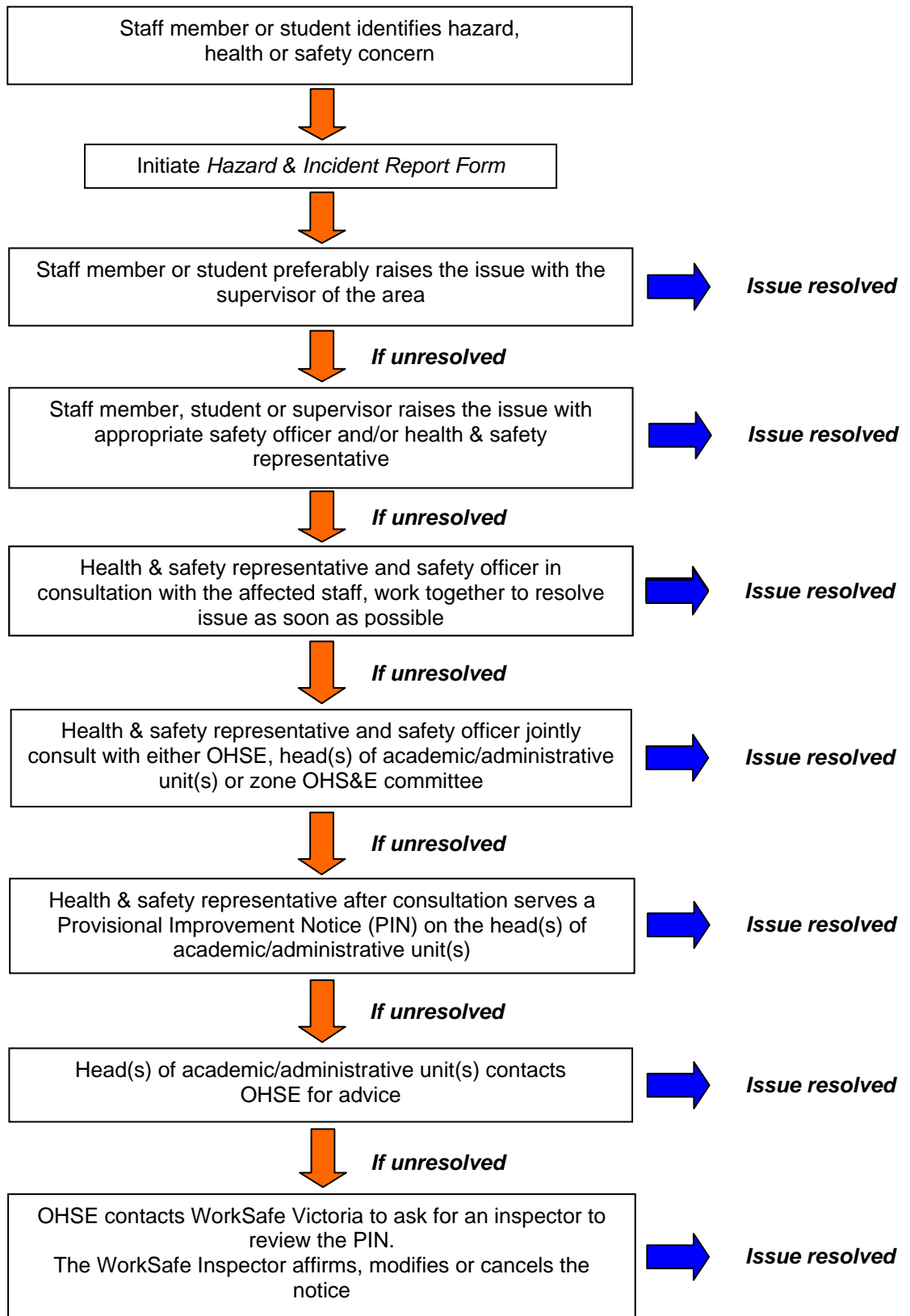
An **immediate safety hazard** means a hazard or condition that will immediately result in injury, illness or exposure of any staff member, student, visitor or contractor if not stopped and rectified.



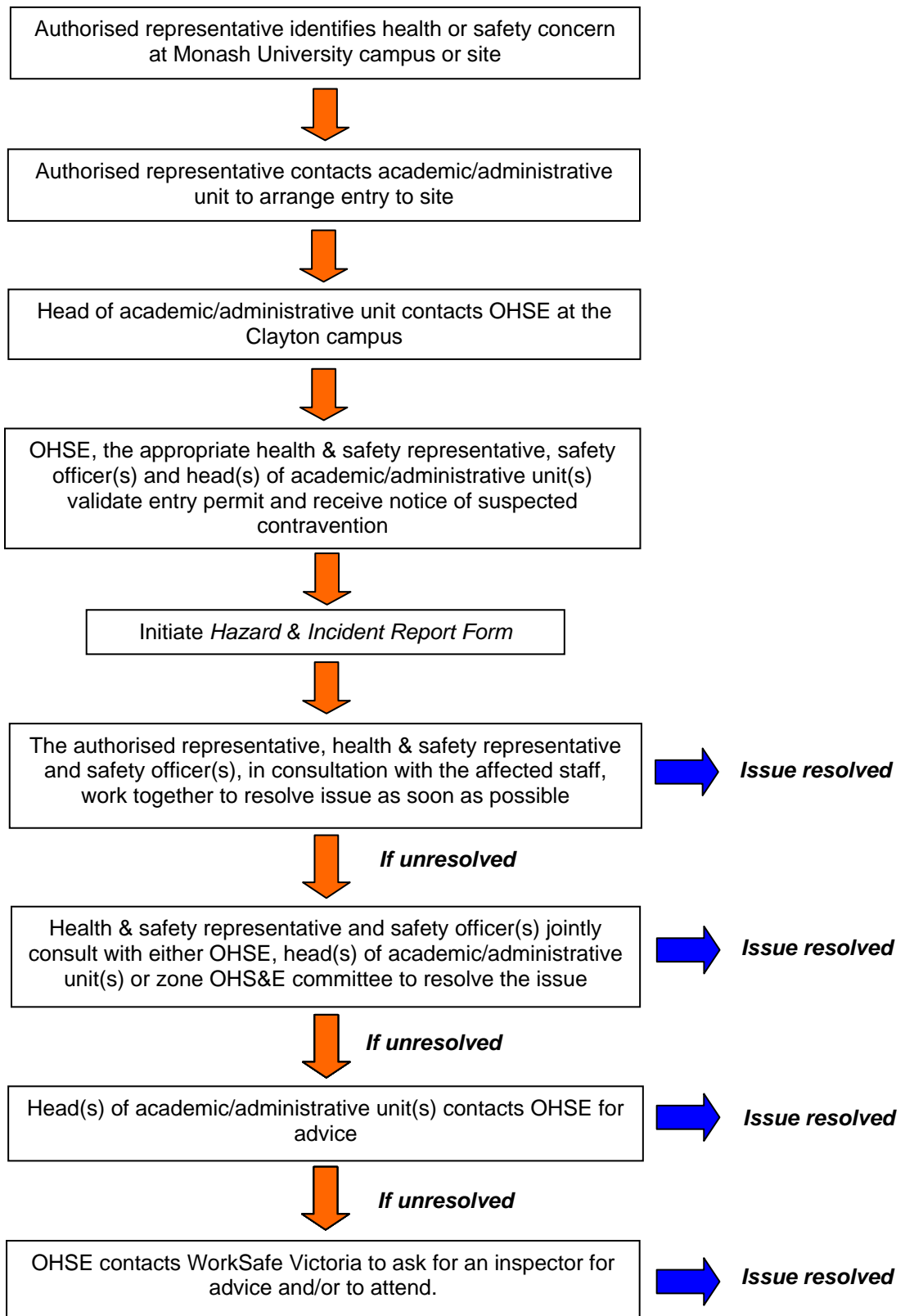
Note: For an undergraduate student the supervisor is the staff member in charge of the activity, eg lecturer, demonstrator.

HEALTH & SAFETY ISSUE RESOLUTION - NON-IMMEDIATE SAFETY HAZARDS

If the issue is not an immediate hazard to the health & safety of the staff or students



HEALTH & SAFETY ISSUE RESOLUTION – RIGHT OF ENTRY



7. REFERENCES

7.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety (Entry Permits) Regulations 2005 (Vic)

7.2 MONASH UNIVERSITY OHS DOCUMENTS

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

Procedures for hazard & incident reporting, investigation & recording
Hazard & Incident Report form