



Date: _____ Department/School/Unit: _____ Audited by: _____

All areas should complete Section A: General [Q 1 – Q 41]

Academic/administrative units that use laboratories, studios or workshops in their teaching, research or work should complete sections:

- B if they use machinery or equipment [Q 42 – Q 48]
- C if they use chemicals [Q 49 – Q 57]
- D if they use radioactive substances, sources and apparatus [Q 58 – Q 70]
- E if they use biological substances [Q 71 – Q 77]
- F if they use animals [Q 78 – Q 83]

A. GENERAL

All OHS documents mentioned in this questionnaire are available in the Documents or Forms sections of the Occupational Health and Safety website located at <http://www.adm.monash.edu.au/ohse/documents/>. A list of OHS&E Consultant/Managers for all university areas is available at: <http://www.adm.monash.edu.au/ohse/contacts/zones-consultants.html>.

Information/Comments

Q 1	Is the University's OHS policy statement displayed in the work area?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Monash University's Occupational Health & Safety Policy (OHS policy) demonstrates the University's commitment to continual improvement of OHS for staff and students. To promote general awareness of OHS across the University, all units are asked to display the current OHS policy within the work area. Staff and/or student noticeboards or safety specific noticeboards are promoted as the best place to display the OHS policy. Laminated copies of the OHS policy to be displayed in the work area can be obtained from Occupational Health and Safety, ext 51016, ohsehelpline@adm.monash.edu.au .
Q 2	Is discussion of OHS issues included in meetings, eg staff, faculty, divisional, departmental, school, team, group, laboratory, workshop? If yes, tick one or more:- a) Is included only to note hazards or incidents b) Is a standing agenda item c) Receives a regular report	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Best practice OHS management systems are all based on the principle that OHS is a core business responsibility. It must be managed by the individual units, alongside all of the other core responsibilities such as teaching & research, financial & human resources, quality, etc. A clear demonstration of the incorporation of OHS as a core management responsibility is the active inclusion of OHS as a regular agenda item at meetings. The requirement to discuss OHS regularly at meetings is described in Section 6.2.2.1 of 'OHS management at Monash University: Structure, functions, roles and responsibilities'.
Q 3	Is there a safety officer appointed for the unit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	All heads of academic /administrative units are required to appoint a safety officer(s), as outlined in section 6.2.2 of 'OHS

					<p>management at Monash University: Structure, functions, roles and responsibilities'. The safety officer is the head of unit's nominee for health and safety matters within the unit and assumes a critical role in ensuring OHS is managed in a proactive manner.</p> <p>The safety officer forms an important link between Occupational Health and Safety, the unit's management group, staff and students. They are the employer's representative(s) in relation to the Victorian OHS Act 2004, s. 73 (2).</p> <p>In the absence of an appointed safety officer, the relevant head of academic/administrative unit or controlled entity assumes the responsibilities of the safety officer (Section 5.5.2 of 'OHS management at Monash University: Structure, functions, roles and responsibilities').</p>	
Q 4	Is there a health & safety representative associated with the unit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>A health and safety representative is an employee representative who has been elected for by the staff in the area to represent their health and safety interests using the procedures outlined in the Monash University 'Procedures for health and safety issue resolution'. The University and trade unions have agreed, through the OHS Policy Committee, on the formation of designated work groups (DWGs) to cover all staff at the University. A health and safety representative represents all staff in a DWG and is an elected position defined under the OHS Act 2004.</p> <p>The statutory powers of health and safety representatives are outlined in Division 5, Part 7, of the Act and include: the right to direct work to cease where there is an immediate threat to the health and safety of any person; the right to inspect any part of the workplace at which a member of the DWG works, at any time giving reasonable notice to the relevant unit head and immediately in the event of an incident or hazardous situation; and the right to be consulted, if practicable, on any proposed changes in the workplace that may affect the health and safety of staff.</p> <p>DWGs at Monash are largely based on the University's organisational structure. For example, all staff in the Faculty of Business and Economics at the Caulfield campus comprise one DWG whilst all staff in the Faculty of Engineering comprise another DWG.</p> <p>Election to the position of health and safety representative is open to all members of staff and the schedule of designated work groups and the names of the elected health and safety representatives are displayed prominently on notice boards and are available at the OH&S website (http://www.adm.monash.edu.au/ohse/committees/).</p>
Q 5	Is your unit linked to a zone or other OHS&E committee?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		<p>In each area of the University, health, safety and environmental issues are managed by an OHS&E committee, sometimes known as zone committee's. OHS&E committees</p>

	List the OHS&E committee(s) and their associated zone number if applicable.					are chaired by a senior academic or general staff equivalent and include representatives from the various work groups within the area. OHS&E committees are required to meet at least quarterly. Their main responsibility is to provide a consultative forum for the discussion, resolution and implementation of OHS and environmental issues and the formulation of local practices that promote OHS and the environment within their area. Their responsibilities are outlined in section 5.2 of 'OHS management at Monash University: Structure, functions, roles and responsibilities'. The OHS&E (zone) structure can be found at the OHS website at http://www.adm.monash.edu.au/ohse/committees/zone.html .
Q 6	Is notice of local (zone) OHS&E committee meetings circulated to staff and students before each meeting, requesting agenda items for discussion at the meeting?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	To ensure that staff and students are aware of OHS&E committee meetings as a forum for discussion of OHS issues, notice of each meeting must be circulated to the staff and students in the area, 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. Minutes of meetings must be kept and made accessible to all staff and postgraduate students (eg copies on safety notice boards, in the lunch room, circulated electronically and/or on a website).
Q 7	Have all staff, students, supervisors and safety personnel been made aware of their OHS responsibilities? If yes, how is this achieved (tick one or more):- a) During induction? b) Attendance at OHS training? c) Including OHS responsibilities in their position descriptions, engagement profile or performance management plan?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		OHS responsibilities of committees, staff and individuals are outlined in 'OHS management at Monash University: Structure, functions, roles and responsibilities'. OHS responsibilities are carried by management, supervisory staff and individuals who are responsible for the many offices, laboratories, workshops, teaching and support service areas at Monash. These OHS roles and responsibilities should be clearly defined for all levels of management and supervision and monitored through existing performance evaluation processes. Staff in these roles should also be provided with appropriate training and resources to carry out their responsibilities.
Q 8	Are OHS responsibilities included in: a) the position description, engagement profile or performance management plan of the safety officer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		The role of safety officer is described in 'OHS management at Monash University: Structure, functions, roles and responsibilities' (section 5.5.5). To ensure the safety officer has the role appropriately recognised and rewarded, the role/duties should be reflected in their position description, engagement profile or performance management documentation. Safety officers should also be provided with appropriate training and resources to carry out their responsibilities. Guidance notes on the inclusion of OHS into position descriptions/engagement profiles can be found in the

						<p>'Guidelines for the inclusion of OHS roles & responsibilities into position descriptions and engagement profiles at Monash University'.</p> <p>When the head of unit assumes the role of safety officer, the associated roles and responsibilities should be included in their position description or engagement profile.</p>
	b) position descriptions of professional and trades staff?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>OHS responsibilities are also carried by management, supervisory staff and individuals who are responsible for the many offices, laboratories, workshops, teaching and support service areas at Monash.</p> <p>These OHS roles and responsibilities should be clearly defined for all levels of management and supervision and monitored through existing performance evaluation processes.</p> <p>The roles of supervisors and individuals are outlined in sections 6.3 and 6.5 of 'OHS management at Monash University: Structure, functions, roles and responsibilities'.</p> <p>Guidance notes on the inclusion of OHS into position descriptions can be found in the 'Guidelines for the inclusion of OHS roles & responsibilities into position descriptions and engagement profiles at Monash University'.</p>
	c) engagement profiles of academic/research staff?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>For academic staff, OHS roles and responsibilities are predominantly included in the management/administration section of the engagement profile. However, OHS roles and responsibilities may also be included in the teaching and research sections of the engagement profile if the academic staff member supervises teaching or research laboratories, studios or workshops.</p> <p>The roles of supervisors and individuals are outlined in sections 6.3 and 6.5 of 'OHS management at Monash University: Structure, functions, roles and responsibilities'.</p> <p>Guidance notes on the inclusion of OHS into position descriptions can be found in the 'Guidelines for the inclusion of OHS roles & responsibilities into position descriptions and engagement profiles at Monash University'.</p>
Q 9	<p>Has the unit developed procedures to ensure that the health & safety representative is involved in/consulted about:</p> <p>a) proposed changes to the workplace, including construction work, renovations, minor works, maintenance, repairs or to facilities related to welfare of staff?</p> <p>b) introduction of new equipment/processes/work practices ?</p> <p>c) risk management?</p> <p>d) workplace inspections?</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>In accordance with the Victorian OHS Act 2004 s. 35(1)(f), health and safety representatives must be consulted:</p> <ul style="list-style-type: none"> • during risk management; • when making decisions regarding facilities related to welfare, eg toilets, first aid; • during development of OHS policies and procedures; • when changes are proposed to the workplace, machinery/equipment, substances, processes and other things used in the workplace or the work performed that may affect the health and safety of staff. <p>The Monash University 'Procedures for OHS consultation' outline consultation procedures to be followed by units. Units must also develop internal procedures to ensure that the health & safety representative is involved in their risk</p>

						management process and in workplace inspections.
Q 10	<p>Has the unit developed procedures to ensure that staff affected by OHS matters are involved in/consulted about:</p> <p>a) proposed changes to the workplace, including construction work, renovations, minor works, maintenance, repairs or to facilities related to welfare of staff?</p> <p>b) introduction of new equipment/processes/work practices?</p> <p>c) risk management?</p>		<p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	<p>In accordance with the Victorian OHS Act 2004 s. 35(1), staff must be consulted:</p> <ul style="list-style-type: none"> during risk management; when making decisions regarding facilities related to welfare, eg toilets, first aid; during development of OHS policies and procedures; when changes are proposed to the workplace, machinery/equipment, substances, processes and other things used in the workplace or the work performed that may affect the health and safety of staff. <p>The Monash University 'Procedures for OHS consultation' outline consultation procedures to be followed by units. Units must also develop internal procedures to ensure that staff are involved in the risk management process.</p>
Q 11	<p>Is OHS included in planning processes? If yes, is OHS included in:</p> <p>a) the faculty/divisional plan?</p> <p>b) the annual plan of the unit?</p> <p>c) performance management plans of individual staff members, eg safety officers, OHS&E (zone) committee members?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>		<p>Integrating OHS into the planning processes of the unit is essential in order to:</p> <ul style="list-style-type: none"> ensure that risks of activities are assessed, controlled and reviewed effectively achieve compliance with OHS legislation monitor OHS performance, and to ensure that resources and responsibilities are allocated for achieving OHS targets. <p>Occupational Health and Safety develops the 'Monash University OHS Plan' annually, which provides guidance on the elements that can be included in faculty/divisional OHS plans. A proforma for faculty/divisional OHS plans is provided at the OHS website each year.</p> <p>Incorporating OHS targets into position descriptions, engagement profiles and performance management plans of staff ensures responsibility for achievement of the unit's OHS objectives. Information about performance management for general and academic staff can be found at Staff Development Unit website (http://www.adm.monash.edu.au/staff-development/ws/pms/index.html).</p>
Q 12	Are resources allocated for OHS?		<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>Budgetary resources must be allocated to ensure that the unit's OHS objectives can be met.</p>
Induction						
Q 13	<p>Are safety issues included in all staff inductions? If yes, tick one or more:</p> <p>a) the staff member completes the online Monash Safety induction or Induction CD</p> <p>b) the safety officer discusses relevant issues with the staff member</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>		<p>On commencement, all new staff must receive an OHS induction outlining key safety and emergency information and OHS training available (see 'OHS induction and training at Monash University'.</p> <p>The Monash Safety Induction is available on line (http://www.adm.monash.edu.au/ohse/training/safety-induction.html) for use by all units in the induction of new staff.</p>

	<p>c) the supervisor discusses safety issues associated with the work area with the staff member <input type="checkbox"/></p> <p>d) the staff member is provided with local safety information, eg safe work instructions, safety manual <input type="checkbox"/></p> <p>e) the staff member attends relevant specialised OHS courses, eg radiation safety, biosafety, dangerous goods and hazardous substances, risk management, hazard & incident management, roof access, ergonomics & manual handling <input type="checkbox"/></p>				<p>The program aims to provide staff with a brief overview of OHS policies, procedures and practices at Monash and a basic understanding of their own OHS responsibilities. New staff should complete the program, as well as being advised of the health and safety aspects of their work, including local OHS procedures, within the first few days of their arrival. As staff commence their work, they should be instructed in the use of new procedures, processes and equipment by their supervisor. Records of induction and training should be maintained in each academic/administrative unit. A Training Record form that can be used to record training is provided at the OH&S web site.</p> <p>As part of the induction process, new staff members must be provided with local procedures and information such as equipment manuals, safety manual(s) and safe work instructions for equipment.</p> <p>Records of OHS inductions and receipt of OHS information must be maintained in the unit.</p> <p>Occupational Health and Safety in conjunction with the Staff Development Unit conducts centralised training courses for staff (see 'OHS induction and training at Monash', the 'OHS Training Guide' and the course information on the training section of the OH&S web site).</p> <p>In addition, the individual OHS training needs of units can be determined through discussions with local safety officers, by contacting the OHS&E Consultant/Manager responsible for your area or Occupational Health and Safety, on 9905 1016 (ext. 51016).</p> <p>Information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and on-line enrolment.</p>
Q 14	<p>Are safety issues included in all honours and postgraduate student inductions? If yes, tick one or more:</p> <p>a) the student completes the online Monash Safety induction or induction CD <input type="checkbox"/></p> <p>b) the safety officer discusses relevant issues with the student <input type="checkbox"/></p> <p>c) the supervisor discusses safety issues associated with the work area with the student <input type="checkbox"/></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>On commencement, all honours and postgraduate students should receive an OHS induction outlining key safety and emergency information and OHS training available. The Monash Safety Induction is available on line (http://www.adm.monash.edu.au/ohse/training/) for use by all units in the induction of honours and postgraduate students. The program aims to provide students with a brief overview of OHS policies, procedures and practices at Monash and a basic understanding of their own OHS responsibilities. New students should complete the program, as well as being advised of the health and safety aspects of their studies, including local OHS procedures, within the first few days of their arrival. As students commence practical work, they should be instructed in the use of new procedures, processes and equipment by their supervisor. Records of induction and training should be maintained in each academic/administrative unit. A Training Record form that could be used to record</p>

	<p>d) the student is provided with local safety information, eg safe work instructions, safety manual <input type="checkbox"/></p> <p>e) the student attends relevant specialised OHS courses, eg radiation safety, biosafety, dangerous goods and hazardous substances, risk management, ergonomics/manual handling <input type="checkbox"/></p>				<p>training is provided on the OH&S web site.</p> <p>As part of the induction process, new honours and postgraduate students should be provided with local procedures and information such as equipment manuals, safety manuals and safe work instructions for equipment. Records of OHS inductions and receipt of OHS information must be maintained in the unit.</p> <p>Occupational Health and Safety in conjunction with the Staff Development Unit conducts centralised training courses for honours & postgraduate students (see 'OHS induction and training at Monash', the 'OHS Training Guide' and the course information on the training section of the OH&S web site).</p> <p>In addition, the individual OHS training needs of units can be determined through discussions with local safety officers, by contacting the OHS&E Consultant/Manager responsible for your area or Occupational Health and Safety, on 9905 1016 (ext. 51016).</p> <p>Information about these courses is available at the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and on-line enrolment.</p>	
Training and Information						
Q 15	<p>Has your safety officer undertaken the required OHS training? If yes, have they completed the following course(s)?</p> <p>a) Essential OHS <input type="checkbox"/></p> <p>b) Hazard & Incident Management <input type="checkbox"/></p> <p>c) Risk Management Workshop <input type="checkbox"/></p> <p>d) Workplace Safety Inspections <input type="checkbox"/></p> <p>e) Ergonomics/Manual Handling <input type="checkbox"/></p> <p>f) Other (please list) <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Newly appointed safety officers are required to attend the following Occupational Health and Safety training courses in the first year of their appointment in order to effectively fulfil their OHS role:</p> <ul style="list-style-type: none"> - Essential OHS (2h) - Hazard & Incident Management(1.5h) - Risk Management Workshop (1.5h) - Workplace Safety Inspections (1.5h) • Ergonomics/Manual Handling (1.5h) <p>More information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an on-line enrolment form.</p>	
Q 16	<p>Has the health & safety representative undertaken the required OHS training? If yes, have they completed the following course(s)?</p> <p>a) External health & safety representative training (initial) <input type="checkbox"/></p> <p>b) External health & safety representative training (refresher) <input type="checkbox"/></p> <p>c) Hazard & Incident Management <input type="checkbox"/></p> <p>d) Risk Management Workshop <input type="checkbox"/></p> <p>e) Workplace Safety Inspections <input type="checkbox"/></p> <p>f) Other (please list) <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>Newly appointed health and safety representatives are required to attend the 5 day Health and Safety Representative course offered by various external providers, as well as internal Occupational Health and Safety courses so that they become familiar with University OHS procedures. Courses to be attended by health and safety representatives are as follows:</p> <ul style="list-style-type: none"> • External health and safety representative training course <ul style="list-style-type: none"> - Hazard & Incident Management(1.5h) - Risk Management Workshop (1.5h) - Workplace Safety Inspections (1.5h) <p>It is also recommended that health and safety representatives</p>

		<input type="checkbox"/>				attend 1d of external refresher training each year. More information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an on-line enrolment form.	
Q 17	Have staff in your unit (other than the safety officer or health and safety representative), undertaken the following OHS training in the last 3 years?					Occupational Health and Safety in conjunction with the Staff Development Unit conducts centralised training courses for staff (see 'OHS induction and training at Monash', the 'OHS Training Guide' and the course information on the training section of the OH&S web site).	
	a) Emergency Warden Training If yes, approximate numbers		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	In addition, the individual OHS training needs of units can be determined through discussions with local safety officers, by contacting the OHS&E Consultant/Manager responsible for your area or Occupational Health and Safety, on 9905 1016 (ext. 51016). Information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and on-line enrolment.	
	b) Ergonomics/Manual Handling		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	c) Essential OHS		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	d) Fire safety training		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	e) First aid training If yes, approximate numbers		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	f) Handling difficult interactions		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		Information and enrolment for this course is available at the Staff Development web site (http://www.adm.monash.edu.au/staff-development/)
	g) Hazard & Incident Management		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	h) Monash Safety Induction (CD or online)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	i) Risk Management Workshop		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	j) Workplace Safety Inspections		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	k) Other – please specify						
Q 18	Have students in your unit undertaken the following OHS training in the last 3 years?					Occupational Health and Safety in conjunction with the Staff Development Unit conducts centralised training courses for honours & postgraduate students across all campuses and centres of the University (see 'OHS induction and training at Monash', the 'OHS Training Guide' and the course information on the training section of the OH&S web site).	
	a) Emergency Warden Training If yes, approximate numbers		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	In addition, the individual OHS training needs of units can be determined through discussions with local safety officers, by contacting the OHS&E Consultant/Manager responsible for your area or Occupational Health and Safety, on 9905 1016 (ext. 51016). Information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and on-line enrolment. OHS&E Consultant/Manager	
	b) Ergonomics/Manual Handling		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	c) Essential OHS Management		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	d) Fire safety training		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	e) First aid training If yes, approximate numbers		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
	f) Handling difficult interactions		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Information and enrolment for this course is available on the Staff Development web site	

					(http://www.adm.monash.edu.au/staff-development/)
	g) Hazard & Incident Management		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	h) Monash Safety Induction (CD or online)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	i) Risk Management Workshop		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	j) Workplace Safety Inspections		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	k) Other – please specify				
Q 19	Do you identify OHS training requirements, at least on an annual basis? If yes, describe how.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	On a regular basis, OHS training undertaken by staff and students in the unit should be reviewed against the unit's OHS requirements in order to organise any additional training required. Guidance on determining OHS training requirements is provided in the OHS training guide, available on the OH&S website.
Q 20	Does the unit communicate OHS information to staff and students? If yes, is information communicated (tick one or more)? a) By email <input type="checkbox"/> b) In newsletter(s) <input type="checkbox"/> c) On safety noticeboard <input type="checkbox"/> d) At meetings <input type="checkbox"/> e) Via a website <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Emergency procedures					
Q 21	Are emergency wardens appointed for all the buildings in which your unit is located?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Training of building wardens and emergency wardens is provided by Occupational Health and Safety and the OHS&E Consultant/Manager of your area is also available to conduct or to assist with building evacuation exercises. Refresher training for wardens can also be provided.
Q 22	Have evacuation trials been conducted in the current year in all the buildings in which the unit is located? If yes: a) one evacuation <input type="checkbox"/> b) two evacuations <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	The OHS Policy Committee requires that either one or two practise evacuations (depending on building type) are held in Monash University buildings each year to ensure that all occupants are aware of emergency procedures.
Q 23	Has Occupational Health and Safety been informed of evacuations conducted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Following each evacuation, a copy of the 'Record of building evacuation form' must be forwarded to the local (zone) OHS&E committee and to the OHS&E Consultant/Manager by the building warden. The building warden must also keep a copy of the form. Occupational Health and Safety maintains a record of all evacuations conducted across the University. Summaries of these figures are reported to the quarterly meetings of the OHS Policy Committee in order to monitor performance against targets set each year.

Q 24	Has a first aid assessment been completed for the unit as required by the Monash University 'Procedures for first aid'?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		<p>The 'Procedures for first aid' require that an assessment is undertaken to determine the number and competencies of first aiders required and the number and locations of first aid kits in each area.</p> <p>A first aid assessment form and accompanying 'Guidelines for assessing the number of first aiders required' are provided in Appendix 1 of the procedures. Examples of completed assessments are provided in the procedures and assistance with the assessment is available from Occupational Health and Safety, who should be sent a copy of the completed assessment.</p> <p>The first aid assessment should be reviewed whenever significant changes occur in the size/layout of the workplace, the number and/or distribution of employees, the hours of work or study or the nature of the hazards and the severity of the risks or at least every 3 years.</p>
Q 25	Have the appropriate numbers of first aiders (as determined by the first aid assessment) completed first aid training?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		<p>The number of first aiders required in an area is determined by undertaking a first aid assessment as outlined in the 'Procedures for first aid'. A first aid assessment form and accompanying 'Guidelines for assessing the number of first aiders required' are provided in the procedures. Examples of completed assessments are provided in the procedures and assistance with the assessment is available from Occupational Health and Safety.</p> <p>A copy of the completed assessment should be sent to Occupational Health and Safety. Information about first aid training courses is available from the OH&S website site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an on-line enrolment form.</p>
Q 26	Can first aiders be readily located when staff and students are working or studying?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>First aiders must be easy to access between the hours of 08.45 to 17.00 and at other times when staff are expected to be working. Systems that can be used include displaying lists of contact details of first aiders or signs to the locations where first aid is available. These systems must be kept up to date.</p>
Q 27	Have all first aiders been offered hepatitis B vaccination?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>First aiders are expected to be able to manage a variety of injuries, including those with blood loss. When treating an injured person, the first aider has no way of knowing whether or not the person is carrying the hepatitis B virus. First aiders are taught to always use correct infection control procedures, but as there is still the potential to come into direct contact with blood and body fluids. Hepatitis B immunisation is now required for all newly qualified first aiders and for those renewing their certificate, if these staff are required to act as Monash University first aiders (see 'Information Sheet no 12.: Hepatitis B Immunisation for first aiders' and the 'Procedures for immunisation').</p> <p>Immunisations can be arranged via the safety officer, biosafety officer or the Occupational Health Nurse</p>

						Consultants at Occupational Health and Safety. On return of a medical questionnaire/consent forms, Occupational Health and Safety sends out authorisation and details of the course of immunisation, which is paid for by each unit.
Q 28	Does the appropriate number of first aiders attend off-campus activities?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	To determine the number of first aiders required and to comply with the 'Procedures for first aid', a first aid assessment should be completed before off-campus activities take place. The form 'First aid assessment for off-campus activities' (19.2 of the 'Procedures for first aid') should be used. Examples of completed assessments are provided in the procedures and assistance with the assessment is available from Occupational Health and Safety. A copy of the completed assessment should be sent to Occupational Health and Safety.
Q 29	Are procedures in place to ensure first aid kits are taken on off-campus activities to country and remote areas when required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	The contents of first aid kits for field activities are specified in Section 11 of the 'Procedures for first aid'. The contents may be varied, depending on the first aid assessment undertaken for the off-campus activity. All vehicles used on field activities in country and remote areas must also travel with a first aid kit.
Q 30	Are local procedures in use for staff and students working alone, at night or weekends? If yes, are: a) Procedures documented? b) Procedures included in induction of new staff and students?		Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>	N/A <input type="checkbox"/> No work or study occurring outside normal hours	The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone outside or at weekends. Local procedures should be developed and communicated to all staff and students.
Incident reporting						
Q 31	Are all workplace hazards, incidents, injuries or illnesses involving staff, students, visitors and contractors reported in accordance with the Monash University Procedures for Hazard & Incident reporting, investigation & recording?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> No hazards and/or incidents in the last 3 years	All hazards, incidents and accidents involving Monash University staff, students, visitors and contractors or property must be reported, investigated and corrective/preventive action recommended. The Monash University 'Procedures for Hazard and Incident Reporting, Investigation and Recording' set out the actions to be followed. The 'Hazard & Incident Report' form is available from the OH&S website. Training in the use of the procedures is run centrally by OH&S in conjunction with the Staff Development unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
Workplace inspections						
Q 32	Have workplace safety inspections been carried out for all of the work areas occupied by your unit? If yes, indicate how many times all areas have been inspected.	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		The OHS Policy Committee requires that inspections of all workplaces are carried out at least twice each year. Workplace safety inspections are planned, systematic appraisals of the workplace which can help identify and resolve hazards before any harmful event takes place. Inspections can also assist work areas to comply with OHS

						<p>legislation.</p> <p>A workplace inspection program is available at the OH&S website. Training in the use of the workplace inspection program is run centrally by OH&S in conjunction with the Staff Development unit or can be arranged specifically for your work area by contacting the Staff Development Unit.</p>
Q 33	Has Occupational Health and Safety been informed of inspections completed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> No inspections completed	Following each round of inspections, copies of the 'Summary of inspections' form, which is provided as part of the workplace inspection program, should be completed and forwarded to the local (zone) OHS&E committee and to Occupational Health and Safety on the Clayton campus.
	Manual Handling					
Q 34	Have risk assessments been completed for:					
	a) all hazardous manual handling tasks?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Manual handling covers a wide range of activities including lifting, pushing, pulling, holding and carrying. It also includes repetitive tasks such as packing, typing, sorting and operating machinery and equipment.
	b) manual handling tasks that have resulted in an injury or the completion of a hazard/incident report?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	The OHS Regulations 2007 require that risk management is undertaken on all hazardous manual handling tasks to identify the risks associated with the tasks and to ensure that effective measures to eliminate or reduce the risk of injury are adopted. A Risk Control Program is available from the OH&S website to assist with this task. Training in the use of the Risk Control Program is run centrally by OH&S in conjunction with the Staff Development unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
Q 35	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals) been developed where required for manual handling tasks?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website, which provide a template and guidance for the content and format of safe work instructions.
	Electrical Safety					
Q 36	Has electrical equipment been tested and tagged according to OHS information sheet No. 33: Inspection, testing, tagging & repair of electrical equipment		Yes <input type="checkbox"/>	No <input type="checkbox"/>		To ensure the safety of electrical equipment, each academic/administrative unit is responsible for: <ul style="list-style-type: none"> Ensuring that electrical equipment is inspected, tested and tagged as outlined in OHS information sheet No. 33: Inspection, testing, tagging & repair of electrical equipment Withdrawing failed or faulty equipment from service; Maintaining records of testing and providing an annual report to Facilities and Services on the status of inspection, testing and tagging of electrical equipment within their area.

						Further details are provided in OHS information sheet No. 33: Inspection, testing, tagging & repair of electrical equipment.
	Records					
Q 37	Does your unit maintain OHS records? If yes, does it maintain records of: a) building evacuations? b) hazard & incident reports? c) risk assessments? d) workplace inspections?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Monash is required by the Victorian OHS Act 2004, s. 22 (2) to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of building evacuations and workplace inspections (when notified), hazard & incident reports and any health monitoring (eg noise, radiation) that they undertake. In addition, each unit must also maintain records of building evacuations, workplace inspections, risk assessments and hazard & incident reporting. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University'.
Q 38	Does your unit maintain records of OHS induction and training undertaken by staff ? If yes, indicate the records kept: a) OHS inductions b) OHS training courses c) OHS courses held by local safety personnel d) one to one/group training conducted by supervisors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Occupational Health and Safety maintains records of online safety inductions and of centralised training, the records of which are available to organisational units via SAP. Each unit must also maintain records of local OHS inductions and training, including training in laboratory/studio/workshop practices, processes and the use of equipment. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
Q 39	Does your unit maintain records of OHS induction and training undertaken by honours and postgraduate students ? If yes, indicate the records kept: a) OHS inductions b) OHS training courses c) OHS courses held by local safety personnel d) one to one/group training conducted by supervisors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Occupational Health and Safety maintains records of online safety inductions and of centralised training, the records of which are available to organisational units in SAP. Each unit must also maintain records of local OHS inductions and training provided to students, including training in laboratory/studio/workshop practices, processes and the use of equipment. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
Q 40	Does your unit maintain records of OHS induction and training undertaken by undergraduate students ? If yes, indicate the records kept: a) OHS training courses b) OHS courses held by local safety personnel c) safety quiz results d) one to one or group training conducted by supervisors or demonstrators	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Occupational Health and Safety maintains records of online safety inductions and of centralised training, the records of which are available to organisational units in SAP. Each unit must also maintain records of local OHS inductions and training provided to students, including the completion of safety quizzes and training in laboratory/studio/workshop practices, processes and the use of equipment. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
Q 41	Does your unit maintain records of OHS qualifications of contractors ? If yes, indicate the records kept:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Monash is required to keep information and records relating to the health and safety of contractors. Occupational Health and Safety maintains records of online safety inductions and of centralised training, the records of which are available to

	a) OHS training courses b) OHS training provided by Monash staff c) External training courses, eg red card	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			organisational units in SAP. Each unit must also maintain records of local OHS inductions and training provided to contractors. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'..
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Are laboratories, studios or workshops used for teaching and/or research or work in your unit?

Yes No

If no, you have now completed this audit.

If you answered yes, please continue to complete relevant sections of this audit questionnaire.

B	Machinery/Equipment				
Q 42	Does your unit use machinery/equipment (other than personal computers and office equipment)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	'Use, design and modification of machinery and equipment at Monash University' provides guidance to staff, students, visitors and contractors who use machinery/equipment at Monash University.
If no, skip to Section C					
Q 43	Have risk assessments been documented for activities that use machinery/equipment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, do the risk assessments include:					
a) installation/commissioning?		<input type="checkbox"/>			
b) operation?		<input type="checkbox"/>			
c) maintenance/service/repair/cleaning?		<input type="checkbox"/>			
d) systems of work?		<input type="checkbox"/>			
e) Disposal of obsolete machinery/equipment		<input type="checkbox"/>	<p>The OHS Regulations 2007 require that risk management is undertaken on processes that use machinery and equipment in workshops, laboratories and studios to identify and assess the risks associated with the machinery/equipment and to ensure that effective measures to eliminate or reduce the risk of injury are adopted.</p> <p>A Risk Control Program is available from the OH&S website to assist with this task. Training in the use of the Risk Control Program is run centrally by OH&S in conjunction with the Staff Development unit or can be arranged specifically for your work area by contacting the Staff Development Unit.</p> <p>The risk management process must cover all aspects of the use of machinery/equipment, including installation, setting up for use, use, maintenance, cleaning and disposal as well as the systems of work associated with using the machinery/equipment.</p>		
Q 44	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals or procedures) been developed for activities that use machinery/equipment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website that provides a template and guidance with the content and format of safe work instructions.
Q 45	<p>Are local procedures in place for use of the machinery/equipment when working alone, at night or weekends?</p> <p>If yes, are procedures:</p> <p>a) documented?</p> <p>b) included in induction of new staff and students?</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone, after hours or at weekends. Local procedures should be developed, documented and communicated to all staff and students.

Q 46	Have staff attended training in the use of the machinery/equipment? If yes, tick one or more: a) Supervisory staff b) Users	<input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Training in the safe work procedures associated with the use of specialised machinery/equipment at the University is carried out utilising the providers of the machinery/equipment, external courses and the supervisor or technical staff where the machinery/equipment is located.
Q 47	Does your unit maintain records of training in the use of machinery/equipment? If yes, are records kept for: a) Staff? b) Honours students? c) Postgraduate students?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	The Victorian OHS Act 2004, s. 22 (2) (a) requires the University to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of training conducted by Occupational Health and Safety and the OHS&E Consultant/Managers. Each unit must also maintain records of internal OHS inductions and training, including training in laboratory/studio/workshop practices, processes and the use of equipment. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
Q 48	Do you supply machinery/equipment to other areas at Monash or outside Monash? If yes, do you supply information with the machinery/equipment on: a) the purpose for which the machinery/equipment is designed b) hazards and risks associated with the machinery/equipment c) testing/inspections required d) installation, commissioning, use, transport, dismantling e) systems of work/competency of operators f) emergency procedures g) previous records of use	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		If machinery/equipment is sold or supplied to other users, the OHS Regulations 2007 require that risk management is completed on the machinery/equipment and that this information is supplied to the new owner/user. All records associated with the machinery/equipment must also be provided. 'Use, design and modification of machinery and equipment at Monash University' provides guidance for the sale or supply of machinery/equipment.
C.	Chemicals					
Q 49	Does your unit use chemicals, eg for work procedures, cleaning, teaching, research, preparation of materials? If no, skip to Section D		Yes <input type="checkbox"/>	No <input type="checkbox"/>		'Using chemicals at Monash University' provides guidance to staff, students, visitors and contractors who use chemicals at Monash University.
Q 50	Have risk assessments been documented for activities that use chemicals that are dangerous goods and/or hazardous substances? If yes, have they been documented (tick one or more):	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		The OHS Regulations 2007 and Dangerous Goods (Storage & Handling) Regulations 2000 require that risk management is undertaken for the use, storage and handling of chemicals to identify and assess the risks associated with the chemicals and to ensure that effective measures to eliminate or reduce the risk of injury are adopted.

A Risk Control Program is available from the OH&S website to

	a) On all existing activities that use chemicals? b) Before new activities that use chemicals commence?	<input type="checkbox"/>				assist with this task. Training in the use of the Risk Control Program is run centrally by OH&S in conjunction with the Staff Development unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
Q 51	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals or procedures) been developed for activities that use chemicals that are dangerous goods and/or hazardous substances?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website that provides a template and guidance with the content and format of safe work instructions.
Q 52	Are local procedures in place for use of the hazardous substances and dangerous goods when working alone, at night or weekends? If yes, are: a) Procedures documented? b) Procedures included in induction of new staff and students?		Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>	N/A <input type="checkbox"/>	The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone after hours or at weekends. Local procedures should be developed, documented and communicated to all staff and students.
Q 53	Are local procedures in place for unattended chemical reactions?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	The risks associated with unattended reactions must be assessed using the Monash University Risk Control Program and strategies developed to reduce or eliminate identified risks. This includes testing of systems before use, implementation of fail safe systems, signage and notification to Security staff.
Q 54	Have supervisors, staff, honours and postgraduate students attended training in the use, storage and handling of hazardous substances and dangerous goods? If yes, tick one or more: a) Supervisory staff b) Other staff c) Honours students d) Postgraduate students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Occupational Health and Safety in conjunction with the Staff Development Unit conducts training courses in the use, storage and handling of dangerous goods and hazardous chemicals for staff and students. OHS&E Consultant/Manager In addition, the individual OHS training needs of areas can be determined through consulting the 'OHS Training Guide' and/or discussions with the OHS&E Consultant/Manager responsible for the area or by contacting, Occupational Health and Safety, on 9905 1016 (ext. 51016). Information about these courses is available at the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an enrolment form.
Q 55	Does your unit maintain records of training in the use of hazardous substances and dangerous goods? If yes, are records kept for: a) Staff b) Honours students c) Postgraduate students		Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	The Victorian OHS Act 2004, s. 22 (2) (a) requires the University to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of training conducted by Occupational Health and Safety and the OHS&E Consultant/Managers. Each unit must also maintain records of internal OHS inductions and training, including training in laboratory

					processes and the use of chemicals. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
Q 56	Does your unit use any scheduled carcinogens? If yes, a) Has Occupational Health and Safety been notified of carcinogens in use?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Specific requirements for the use of scheduled carcinogen substances are included in the OHS Regulations 2007. To ensure that units comply with these requirements, they are asked to notify Occupational Health and Safety of any use of a scheduled carcinogen, a list of which is provided at the OH&S website (http://www.adm.monash.edu.au/ohse/safety-topics/hazardous-substances.html).
	b) Does your unit hold the required license(s) to use carcinogens?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	c) Does your unit have a system to control access to scheduled carcinogens, eg locked cupboards or laboratory, log books, etc?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Access to scheduled carcinogen substances must be limited to those provided with information and training in their use. Appropriate access control methods include locking laboratories, locking cupboards, signage and/or the use of log books to ensure that only trained personnel are accessing substances.
	d) Does your unit have a system to provide and maintain records of usage of scheduled carcinogens by staff and students?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Academic/administrative units must develop and implement a system to ensure that a staff member or student who has worked with a scheduled carcinogen substance is issued with a written statement when they leave. These records must be maintained for 30 years.
Q 57	Do you supply chemical substances to other areas at Monash or outside Monash? If yes, do you supply information with the chemical substances on the hazards and risks associated with the use, storage and handling and disposal of the substances supplied?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Suppliers of chemical substances that are hazardous must provide information about the hazards to the new user to comply with the OHS Regulations 2007. Supplying to users within Monash, Occupational Health and Safety recommends that as much information as possible is provided, eg likely health effects similar to, general precautions, with a warning that a 'hazardous substances assessment has not been performed'. If units are supplying hazardous chemical substances to users outside the University, it is essential that Occupational Health and Safety be consulted on the information that should be provided with the chemical substance.
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
D.	Radioactive substances, sources and irradiating apparatus				
Q 58	Does your unit have or use radioactive substances? If yes, tick one or more: a) Unsealed sources b) Sealed sources	<input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	'Using ionising radiation at Monash University' provides guidance to staff, students, visitors and contractors who use ionising radiation at Monash University.
Q 59	Does your unit have or use X-ray units?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If no to Qs 58 and 59, skip to Section E						
Q 60	<p>Has your unit appointed radiation safety officers?</p> <p>If yes, tick one or more:</p> <p>a) Radiation Safety Officer <input type="checkbox"/></p> <p>b) Deputy Radiation Safety Officer <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>		<p>Areas that use radioactive substances, sources and/or apparatus must appoint a radiation safety officer (RSO) and a deputy radiation safety officer (if required) to assist staff and students in their area with radiation matters.</p> <p>'OHS management at Monash University: Structure, functions, roles and responsibilities', which is available at the OH&S website, provides information on responsibilities of units with regard to ionising radiation. The University Radiation Protection Officer at Occupational Health and Safety is responsible for facilitating the University's compliance with the Radiation Act 2005, assisted by RSOs in each area where radiation is used. The Radiation Protection Officer can be contacted at Occupational Health and Safety on Ext. 51016 or via ohsehelpline@adm.monash.edu.au.</p>
61	<p>Has your radiation safety officer and deputy radiation safety officer undertaken the required OHS training?</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>		<p>Radiation Safety Officers are required to attend the following Occupational Health and Safety training courses on a 3 yearly basis in order to effectively fulfil their OHS role:</p> <ul style="list-style-type: none"> - Contamination Control & Monitoring - Radiation Roles & Responsibilities/Radiation Risk Assessments - Storage & Transport/Planned Irradiation of Animals & Humans - Waste Management /Emergency & Incident Procedures - X-Ray Safety <p>More information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an on-line enrolment form.</p>
Q 62	<p>Does your unit have a purchasing procedure for radioactive substances, sources and apparatus?</p> <p>If yes, does the procedure include (tick one or more):</p> <p>a) Unsealed radioactive sources? <input type="checkbox"/></p> <p>b) Sealed radioactive sources? <input type="checkbox"/></p> <p>c) X-ray units? <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	<p>The RSO is responsible for the control of the level of stock of radioactive substances and the numbers and types of sealed sources and X-ray units by overseeing their purchase. 'Ionising radiation sources: purchase, registration and licensing procedures' provides information and guidance on these requirements.</p>
Q 63	<p>Are radioactive sources and apparatus registered as required under the Radiation Act 2005?</p> <p>If yes, do the registrations include (tick one or more):</p> <p>a) Sealed radioactive sources? <input type="checkbox"/></p> <p>b) X-ray units? <input type="checkbox"/></p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	<p>All sealed sources, sealed source apparatus and X-ray units must be registered with the Department of Human Services via Occupational Health and Safety. When purchasing these items, the RSO of the area should contact the RPO for assistance with the registration process.</p>
Q 64	<p>Does your unit have a system to monitor staff and student exposure to ionising radiation (eg personal radiation monitoring badges)?</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>'Ionising radiation dosimetry procedures' provides information and guidance on these requirements.</p>
Q 65	<p>Does your unit have a system to control access to</p>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>Access to radioactive sources and X-ray units must be limited</p>

	radioactive sources and X-ray units, eg locked cupboards or laboratory, log books, etc?					to those provided with information and training in their use. Appropriate access control methods include locking laboratories, locking cupboards, signage and/or the use of log books to ensure that only authorised radiation users are accessing equipment.
Q 66	Have risk assessments been completed on activities that use radioactive sources and X-ray units? If yes, have they been documented (tick one or more): a) On all existing activities? b) Before new activities commence?	<input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Risk management is required for the use, storage and handling of radioactive substances, sources and apparatus to identify and assess the risks and to ensure that effective measures to eliminate or reduce the risk of injury are adopted. A Risk Control Program is available from the OH&S website to assist with this task. Risk assessments of radioactive substances, sources and apparatus should be undertaken in conjunction with the RSO of the area. Training in the use of the Risk Control Program is run centrally by Occupational Health and Safety in conjunction with the Staff Development Unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
Q 67	Does your unit have established procedures for the disposal of radioactive waste that it generates?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	'Disposal of liquid radioactive waste' and 'Disposal of low level solid radioactive waste' provides information and guidance on these requirements.
Q 68	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals or procedures) been developed for the use of radioactive sources and X-ray units?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website that provide a template and guidance with the content and format of safe work instructions.
Q 69	Are local procedures in place for use of radioactive sources and X-ray units when working alone, at night or weekends? If yes, are: a) Procedures documented? b) Procedures included in induction of new staff and students?		Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>		The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone after hours or at weekends. Local procedures should be developed and communicated to all staff and students.
Q 70	Have supervisors, staff and students completed training in the use of ionising radiation? a) Supervisory staff b) Staff c) Students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/>	Users of ionising radiation must complete the multimedia CD training package, consisting 'Basic Principles of Ionising Radiation' and 'Practical Principles of Ionising Radiation' and successfully complete the on-line exam before they commence practical work. The CD material consists of several self-paced modules which can be completed individually. The CDs are available from their local RSO. RSOs must complete the multimedia course and attend a series of practical training modules held by Occupational Health and Safety.

Q 71	Does your unit maintain records of training in the use of radioactive sources and X-ray units? If yes, are records kept for: a) Staff? b) Honours students? c) Postgraduate students?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	The Victorian OHS Act 2004, s. 22 (2) (a) requires the University to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of training conducted by Occupational Health and Safety and the OHS&E Consultant/Managers. Each unit must also maintain records of internal OHS inductions and training, including training in laboratory processes and the use of radioactive substances, sources and apparatus. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
E.	Biological substances					
Q 72	Does your unit use biological substances, eg human blood, bodily fluids or tissues, microorganisms, animal blood or tissues, cultured cells, biological products derived from cells, microorganisms or animals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		'Using biologicals and animals at Monash University' provides guidance to staff, students, visitors and contractors who use biologicals and animals at Monash University.
	If no, skip to Section F					
Q 73	Has your unit appointed a biosafety officer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Areas that use biological substances must appoint a biosafety officer.
74	Has your biosafety officer undertaken the required OHS training?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		Biosafety Officers are required to attend the following Occupational Health and Safety training courses on a 3 yearly basis in order to effectively fulfil their OHS role: – Biosafety- Module 1 (Microbiologicals) – Biosafety - Module 2 (OGTR/AQIS) More information about these courses is available on the OH&S web site (http://www.adm.monash.edu.au/ohse/training/), including a course calendar and an on-line enrolment form.
Q 75	Have risk assessments been completed on activities that use biological substances? If yes, have they been documented (tick one or more): a) On all existing activities? b) Before new activities commence?	<input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Risk management is required for the use, storage and handling of biological substances to identify and assess the risks associated with the substances and to ensure that effective measures to eliminate or reduce the risk of injury are adopted. A Risk Control Program is available from the OH&S website to assist with this task. The Biosafety Officer should be consulted when undertaking risk management of biological substances to ensure that local procedures and practices are adopted. Training in the use of the Risk Control Program is run centrally by Occupational Health and Safety in conjunction with the Staff Development Unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
Q 76	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals or procedures) been developed for activities that use biological		Yes <input type="checkbox"/>	No <input type="checkbox"/>		Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and

	substances?					students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website that provide a template and guidance with the content and format of safe work instructions.
Q 77	Are local procedures in place for use of the biological substances when working alone, at night or weekends? If yes, are: a) Procedures documented? b) Procedures included in induction of new staff and students?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone after hours or at weekends. Local procedures should be developed, documented and communicated to all staff and students.
Q 78	Have supervisors, staff and students attended training in the use of biological substances? If yes, tick one or more: a) Biosafety Officer b) Supervisory staff c) Staff d) Students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	A Biosafety Course is held three times a year and comprises of two modules. Module one covers microorganisms and modes of disease transmission, standard precautions, principles of contamination and infection control, health and hygiene standards, incident management, responsibilities, biological safety cabinets and related devices, general precautions and equipment and waste management. Module 2 covers recombinant DNA work, PC2, OTGR and AQIS requirements. Persons may complete either or both modules depending on their activities. By completing module 2, participants meet the requirements of the Gene Technology Regulator that requires that all staff and students working in PC2 laboratories be trained to meet the requirements set out under the PC2 Facility Guidelines.
Q 79	Does your unit maintain records of training in the use of biological substances? If yes, are records kept for: a) Staff b) Honours students c) Postgraduate students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	The Victorian OHS Act 2004, s. 22 (2) (a) requires the University to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of centralised training the records of which are available to organisational units via SAP. Each unit must also maintain records of local OHS inductions and training, including training in laboratory processes and the use of biological substances. The requirements for maintenance of OHS records are outlined in 'OHS records management at Monash University' and in 'OHS induction and training at Monash University'.
F.	Animals					
Q 80	Do staff in your unit use or have contact with animals during their work, teaching or research?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		'Using biologicals and animals at Monash University' provides guidance to staff, students, visitors and contractors who use biologicals and animals at Monash University.
<p>If no, you have now completed this audit If yes, go to Question 79</p>						
Q 81	Have risk assessments been completed on activities that		Yes <input type="checkbox"/>	No <input type="checkbox"/>		Risk management is required for all work, teaching and research involving use or contact with animals across the

	use or involve contact with animals?					University to identify and assess the risks associated with the work or study and to adopt effective measures to eliminate or reduce the risk of injury. A Risk Control Program is available from the OH&S website to assist with this task. The biosafety officer should be consulted when undertaking risk management of work or study with animals to ensure that local procedures and practices are adopted. Training in the use of the Risk Control Program is run centrally by Occupational Health and Safety in conjunction with the Staff Development Unit or can be arranged specifically for your work area by contacting the Staff Development Unit.
	If yes, have they been documented (tick one or more): a) On all existing activities? b) Before new activities commence?	<input type="checkbox"/> <input type="checkbox"/>				
Q 82	Have safe work procedures/instructions (eg posters and notices, safe operating procedures, laboratory manuals or procedures) been developed activities that use or involve contact with animals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Safe work instructions provide essential information to ensure staff and students perform tasks safely. These instructions also assist in the training and orientation of new staff and students in the hazards of the tasks to be performed, as well as providing them with the rules and procedures necessary to ensure that they can perform their work in a safe manner. 'Guidelines for the development of safe work instructions' are available from the OH&S website that provide a template and guidance with the content and format of safe work instructions.
Q 83	Are local procedures in place for work or study with animals when working alone, at night or weekends? If yes, are: a) Procedures documented? b) Procedures included in induction of new staff and students?		Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>	N/A <input type="checkbox"/>	The 'OHS procedures for work and study during times when emergency response is limited' outline a range of strategies for controlling the risks associated with staff and students who find it necessary to work alone after hours or at weekends. Local procedures should be developed and communicated to all staff and students.
Q 84	Have supervisors, staff and students attended training in the use of animals?? If yes, tick one or more: a) Supervisory staff b) Staff c) Students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		The Monash University Animal Welfare Committee holds training courses in animal care & use each year for staff and students who use animals in their teaching and research. This course is a prerequisite for animal ethics approval for honours and graduate students and inexperienced staff. Information about the course is available at the Animal Ethics Office web site (http://www.monash.edu.au/resgrant/animal-ethics/muawc/course.html).
Q 85	Does your unit maintain records of training in the use animals? If yes, are records kept for: a) Staff b) Honours students c) Postgraduate students	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/>	The Victorian OHS Act 2004, s. 22 (2) (a) requires the University to keep information and records relating to the health and safety of staff and students. At Monash, Occupational Health and Safety maintains records of centralised training the records of which are available to organisational units via SAP. Each unit must also maintain records of local OHS inductions and training, including training in laboratory processes and the use of or contact with animals.

