

PREPARATION FOR OHS MANAGEMENT SYSTEM AUDITS

Before the audit, each area should ensure that:

1. **Current** versions of the following are displayed in the area (available from OHSE):
 - The OHS Policy (signed by Professor Richard Larkins, September 2007);
 - Environmental Sustainability Policy (signed by Professor Richard Larkins, July 2006);
 - Health & safety issue resolution procedures (date of last review, November 2006);
 - Lists of first aiders.
2. All new staff employed this year have completed the online Monash Safety Induction (<http://www.adm.monash.edu.au/ohse/training/safety-induction.html>).
3. All equipment is tested and tagged in accordance with 'Procedures for in-service inspection, testing and tagging of electrical equipment (<http://adm.monash.edu.au/ohse/assets/docs/procedures/testing-tagging.pdf>).
4. Safety officers, biosafety officers, radiation safety officers, building wardens, first aiders and first aid coordinators are aware of their roles and responsibilities, which are outlined in [OHS management at Monash University: Structure, functions, roles & responsibilities](#) and the [Procedures for first aid](#).
5. As much of the area as possible is inspected before the audit. Copies of the inspection forms must be completed and be available, with evidence of actions taken to correct deficiencies found.
6. General housekeeping is good and manual handling risks are minimised, eg
 - Larger, bulky or heavy items are stored at waist height;
 - Trolley(s) available for heavy items;
 - Ladder(s) available to access high shelves;
 - Stored material is secured to prevent shifting/falling;
 - Storage units are properly constructed and secured to prevent falling.
7. **They have available for the auditors:**
 - Records of training conducted by their staff or in their area, eg by supervisors of students, induction records;
 - Completed evacuation forms containing issues raised during the post evacuation review;
 - A first aid assessment for the area. The [Procedures for first aid](#) contains templates and examples of first aid assessments.
 - Completed workplace inspection forms from an inspection completed this year, preferably with attachments, eg emails, BEIMs requests to demonstrate actions taken following inspection;
 - Copies of incident report forms with attachments demonstrating completion of corrective actions, eg emails, BEIMs requests;
 - Examples of OHS information and/or training given to undergraduate and postgraduate students, eg safety quizzes, practical class notes/manuals, induction lectures/training, notes of safety lectures, undergraduate curricula, etc.

8. **Laboratory/studio/workshop areas are able to demonstrate:**

- Risk assessments **and/or** safe work instructions for tasks, machinery/equipment, use of chemicals, manual handling, off-campus activities;
- A register of chemicals with a material safety data sheet with an issue date of less than 5 years;
- Labelling of all chemical containers (including decanted materials and waste reagent bottles);
- Chemicals are stored according to the posters [General chemical storage guidelines for laboratories/studios/workshops](#), [Storing dangerous goods in laboratories/studios/workshops](#) (date of last review: December 2005) and [Purchase and storage of scheduled poisons](#), current versions of which must be displayed near the chemical storage.
- Signs at the entrance of laboratories/studios/workshops, including (where applicable):
 - 'Authorised access only';
 - PC2 laboratory;
 - Noting personal protective equipment requirements, eg 'Safety glasses must be worn'.

9. **Safety equipment:**

- All fire extinguishers, fire blankets, safety showers are tagged with metal tags showing testing completed this year (notify Facilities & Services to organise testing if out of date tags are found);
- Safety eyewashes are flushed and records of flushing are posted next to each eye wash;
- Fume cupboards have been tested within the last year;
- First aid kit contents are checked, in date and compliant with the first aid assessment and the Monash University [Procedures for first aid](#) ;
- Access to safety showers, safety eye washes and fire extinguishers is clear, ie there is nothing underneath, in front or to the sides of this equipment.