

PROCEDURES FOR OHS CONSULTATION ON PROPOSED CHANGES TO THE WORKPLACE

May 2005

1. PURPOSE

The purpose of these procedures is to ensure that documented procedures are available to the university community for OHS consultation on proposed changes to the workplace in accordance with the requirements of the Occupational Health and Safety Act (2004).

2. SCOPE

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

3. ABBREVIATIONS

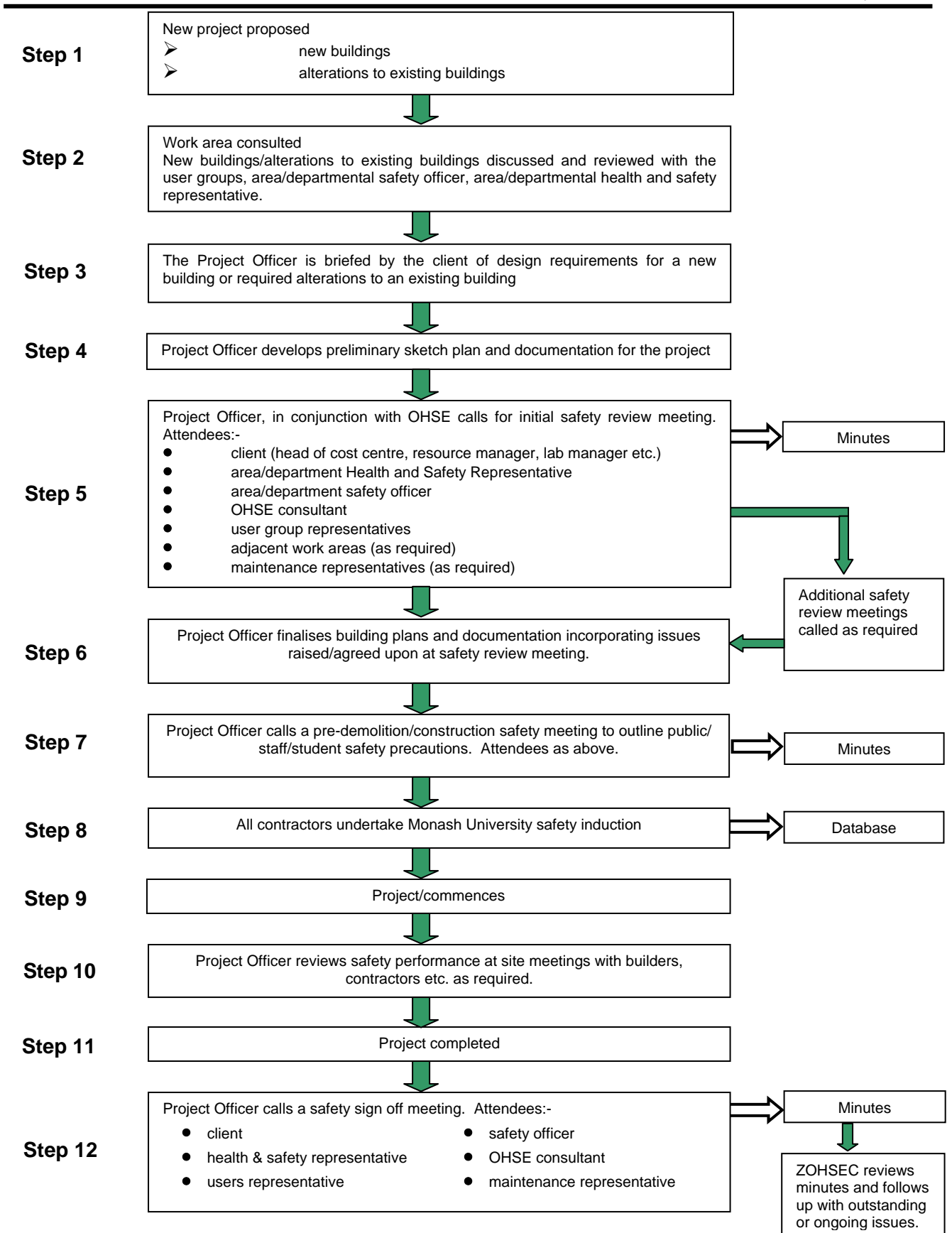
OHS Occupational health and safety
OHSE Occupational Health, Safety & Environment

4. FLOW CHART

See over

5. 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	Minutes of meetings	5 years
Facilities & Services/ Monash Property Management	Minutes of meetings	5 years
	Copy of plans and correspondence containing recommendations	5 years
	Attendance records of contractor safety induction	5 years
OHSE	Minutes of meetings	5 years
	Copy of plans and correspondence containing recommendations	5 years



Project Officer: Definition –

The Project Officer is the representative from the department/school/centre, Facilities and Services, Monash Property Management or other organisation that is coordinating and managing the construction or alterations.

New Equipment

Generally academic/administrative units should establish their own internal procedures to ensure that the health and safety implications of new equipment are assessed and the appropriate controls are in place.

As guidance, the procedure should include the following stages:

- a) a pre-purchase safety review;
- b) an installation safety review;
- c) a "release for use" safety review;
 - i.e. it is considered safe for staff and students to use the equipment when:-
 - i) a risk assessment has been carried out for the equipment;
 - ii) the equipment is appropriately guarded;
 - iii) written instructions have been developed; and
 - iv) the users have been trained in the safe use of the equipment.

The procedure should include the consultation with the area/department health & safety representative and safety officer. Advice could also be sought from OHSE and maintenance personnel as required.

Minor Works

Minor works includes maintenance, repairs and minor modifications to the workplace.

In many instances this type of work can also have significant health and safety aspects. The effects of minor works can include fumes and dust generated that can affect employees and students in the immediate and surrounding areas, potential exposure to hazardous materials by the maintenance workers such as chemicals, asbestos and biohazards and changes to the work area that may affect aspects such as the emergency provisions, air conditioning, lighting, ergonomics etc.

All academic/administrative units should establish their own internal procedures to ensure all staff authorised to initiate a minor works order do so in consultation with the relevant occupants of the work area, safety officer and health and safety representative. Advice can also be sought from OHSE.

Consultation procedures during the absence of a Health and Safety Representative

Where the absence of a health and safety representative may result in significant delays to works, it is recommended that the following consultation process be adopted:

1. The health and safety representative nominate an alternative health and safety representative to review the proposed workplace changes in their absence.
2. In the absence of an alternative health and safety representative nominee, the safety officer is called upon to review the proposed workplace changes.
3. In the absences of both the health and safety representative and the safety officer, OHSE staff be called upon to review the proposed workplace changes.
4. In the absences of the health and safety representative and where the safety officer is also the officer raising the work order or plan, OHSE staff be called upon to review the proposed changes to the workplace.

Website: http://www.adm.monash.edu.au/ohse/Document/policies/Changes_to_workplace.pdf