

OHS DOCUMENT DEFINITIONS

TABLE OF CONTENTS

1.	PURPOSE	2
2.	SCOPE	2
3.	DEFINITIONS	2
3.1	AFTER-HOURS	2
3.2	COMPETENCY	2
3.3	CORRECTIVE ACTION	2
3.4	DESIGNATED WORK GROUP	2
3.5	DURATION	2
3.6	EMERGENCY	2
3.7	FREQUENCY	2
3.8	GUIDELINES	2
3.9	HEAD OF ACADEMIC/ADMINISTRATIVE UNIT	2
3.10	HEALTH & SAFETY REPRESENTATIVE	3
3.11	HIERARCHY OF CONTROL	3
3.12	INCIDENT	3
3.13	MONASH ACTION LEVELS	3
3.14	NON CONFORMITY	3
3.15	OCCUPATIONAL EXPOSURE	3
3.16	OHS	4
3.17	OH&s	4
3.18	OHS ADVISOR	4
3.19	OHS CONSULTANT	4
3.20	OHS HAZARD	4
3.21	OHS MANAGEMENT SYSTEM	4
3.22	OHS POLICY	4
3.23	OHS RISK	4
3.24	OHS RISK CONTROL	4
3.25	OHS RISK MANAGEMENT	4
3.26	OHS RISK REGISTER	4
3.27	PLAN	5
3.28	PREVENTATIVE ACTION	5
3.29	PROCEDURE	5
3.30	REASONABLY PRACTICABLE	5
3.31	SAFETY AND RISK ANALYSIS HUB	5
3.32	SAFETY DATA SHEET	5
3.33	SAFE WORK INSTRUCTIONS	5
3.34	SUPERVISOR	5
3.35	TOOL	6
3.36	UNACCEPTABLE BEHAVIOUR	6
3.37	UNDERGRADUATE STUDENT	6
3.38	WORKING OR STUDYING ALONE	6

1. PURPOSE

This tool lists all of the definitions that are found in the Monash University OHS documents.

2. SCOPE

This tool applies to all documents that form part of the Monash University's OHS management system, including the OHS policy, procedures, plans, guidelines and tools.

3. DEFINITIONS

3.1 AFTER-HOURS

After-hours is work or study undertaken outside the span of ordinary hours of duty as defined in the current University's Enterprise Bargaining Agreement.

3.2 COMPETENCY

A person who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills, including OHS knowledge and skills, qualifying that person to perform the task required.

3.3 CORRECTIVE ACTION

Action taken to eliminate the cause of a detected non-conformity or other undesirable situation.

3.4 DESIGNATED WORK GROUP

A designated work group (DWG) consists of all staff in:

- a particular work area, department, school or centre; or
- a building or series of buildings.

A DWG may cover staff:

- at one or more workplaces on a campus; and/or
- at one or more campuses.

3.5 DURATION

How long you perform the activity that can expose you to the hazard.

3.6 EMERGENCY

An emergency is an adverse situation where there is the potential for injury, threat to life or severe damage to property is imminent.

3.7 FREQUENCY

How often you perform the activity that can expose you to the hazard.

3.8 GUIDELINES

A guideline provides clear and practical guidance and advice on the implementation of a particular activity or tasks. Compliance with a guideline is not mandatory.

3.9 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, school,

department, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

3.10 HEALTH & SAFETY REPRESENTATIVE

A Health & Safety representative is an employee representative elected for a term of 3 years by the members of a DWG to represent their health and safety interests.

3.11 HIERARCHY OF CONTROL

The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness. These are:

- *Elimination*
Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.
- *Substitution*
- *Isolation*
- *Engineering controls*
- If a risk to workplace health and safety remains after the above control measures have been used, *administrative controls* (information, training and procedures) should be applied or, if these are still not adequate, *personal protective clothing and equipment* worn. These methods of risk control are least preferred because the source of the risk is not eliminated or reduced.

3.12 INCIDENT

Any occurrence that leads to, or might have led to, injury or illness, danger to health and/or damage to property or the environment. The term 'incident' is used as an inclusive term for incidents, accidents and near misses.

3.13 MONASH ACTION LEVELS

The Monash Action Levels apply to all radiation workers, including those who are pregnant. The Monash Action Levels are defined as:

- An annual effective dose of 1mSv, observed on a pro rata basis throughout the monitoring period. This is equivalent to the public limit as defined in Schedule 2, Table B of the Radiation Regulations 2007.
- An annual extremity dose of 50mSv, observed on a pro rata basis throughout the monitoring period.

3.14 NON CONFORMITY

Non conformity is an activity or item that does not conform to the OHS policy, relevant work standards, practices, procedures or legal requirements or any other requirements of the Monash University OHS management system.

3.15 OCCUPATIONAL EXPOSURE

Occupational exposure is exposure of a person to radiation that occurs in the course of that person's work or study.

3.16 OHS

Occupational Health and Safety

3.17 OH&S

Monash Occupational Health & Safety

3.18 OHS ADVISOR

OHS Advisors are appointed by the university to act as the key point of contact and provide support to staff and students on day to day OHS issues. They work together with the OHS Consultant for the allocated portfolio.

3.19 OHS CONSULTANT

OHS Consultants are appointed by the university to provide strategic OHS advice and assist areas in their allocated portfolio with the implementation of sound OHS practices.

3.20 OHS HAZARD

A situation or occurrence (agency of injury) that has the potential to cause harm (mechanism of injury).

3.21 OHS MANAGEMENT SYSTEM

An OHS management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives. It includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources.

3.22 OHS POLICY

An OHS policy is a guiding principle, which sets out the university's philosophy and planned commitment to Occupational Health and Safety. It includes a general statement of intent and provides a principle course of action.

3.23 OHS RISK

The likelihood and consequence of harm resulting from a hazard.

3.24 OHS RISK CONTROL

OHS risk control is action taken to eliminate or reduce the consequence or the likelihood that the exposure to a hazard will result in injury or illness to people.

3.25 OHS RISK MANAGEMENT

OHS risk management is the process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for staff, students, visitors and contractors at Monash University.

3.26 OHS RISK REGISTER

An OHS risk register is a central repository for all OHS risks identified by the organisation and for each OHS risk includes an OHS risk ranking based on likelihood and consequence, impact and control strategies.

3.27 PLAN

A plan sets out objectives that are to be achieved over the designated time period.

3.28 PREVENTIVE ACTION

Action to reduce the risk or eliminate the cause of a potential non-conformity or other undesirable potential situation.

3.29 PROCEDURE

A procedure defines the process, method or course of action that must be taken under the OHS Management System.

3.30 REASONABLY PRACTICABLE

Reasonably practicable is defined in OHS legislation as having regard to the following in relation to ensuring health and safety:

- the likelihood of the hazard or risk concerned eventuating;
- the degree of harm that would result if the hazard or risk eventuated;
- what the person concerned knows, or ought to reasonably know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
- the availability and suitability of ways to eliminate or reduce the hazard or risk; and
- the cost of eliminating or reducing the hazard or risk.

3.31 SAFETY AND RISK ANALYSIS HUB

The Safety And Risk Analysis Hub (SARAH) is the University's online tool, which provides staff and students with a user-friendly way to:

- report occupational health and safety (OHS) related hazards and incidents;
- prepare risk assessments; and
- record workplace inspections and building evacuations.

3.32 SAFETY DATA SHEET

A Safety Data Sheet is a document prepared by the manufacturer or importer of a biological, which describes uses, chemical and physical properties, health hazard information, precautions for use, safe handling and emergency information.

3.33 SAFE WORK INSTRUCTIONS

Safe work instructions are written instructions for tasks that outline the preferred method of undertaking a task whilst emphasising ways to minimise any risk(s) of harm.

3.34 SUPERVISOR

Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of Honours and Postgraduate students; and
- Undergraduate students in lectures, tutorial and practical classes and on off-campus activities.

3.35 TOOL

A tool is a form, template, proforma, chart, poster or information associated with a procedure or guideline. The use of a tool or the direction given by a tool may be mandatory as stated in its associated procedure.

3.36 UNACCEPTABLE BEHAVIOUR

Behaviour that has created or has the potential to create a risk to a staff member's health and safety. Examples of unacceptable behaviour include but are not limited to:

- bullying;
- emotional, psychological or physical violence or abuse;
- occupational violence;
- coercion, harassment and/or discrimination;
- aggressive/abusive behaviour;
- unreasonable demands and undue persistence; and
- disruptive behaviour.

3.37 UNDERGRADUATE STUDENT

Undergraduate students are defined as students undertaking course work to complete a degree or who are enrolled in non-award units or short courses that are offered and controlled by the University. Within the context of Monash OHS documents, this does not include students undertaking research towards an Honours degree.

3.38 WORKING OR STUDYING ALONE

Working or studying alone is defined as work or study carried out in an area where normal means of contact (e.g. within earshot or sight) with other persons are not available.