

## The University of Melbourne Health Surveillance Requirements Matrix

HEALTH SURVEILLANCE <sup>1,2,3</sup>	Frequency of measurement and Management	Department & Faculty staff	Property & Campus Services staff	Casual staff	Animal Facility staff	Postgraduate students	Others
Health & Hazard Assessment Questionnaire	At Commencement of Employment & Change of Duties/Role	All	All	All	All	Task/Role Specific	Task/Role Specific
Manual Handling and Ergonomics (including lifting and computer use) <sup>1,2,3</sup>	Supervisors to identify as situations occur. Initiate training and measures to reduce risk as required. Ref to Officewise Link below <sup>4</sup> .	All	All	All	All	All	All
Audiometric testing <sup>2</sup>	Pre-placement (within 3 months of commencing duties) and two (2) years there after.	As required for Excessive Noise Areas identified by Risk Register	Task/Role Specific	As required for Excessive Noise Areas identified by Risk Register	All	As required for Excessive Noise Areas identified by Risk Register	As required for Excessive Noise Areas identified by Risk Register
Spirometry (lung function testing) <sup>3</sup>	Pre-placement (within 3 months of commencing duties) and yearly there after.	Task/Role Specific	Task/Role Specific	Task/Role Specific	All	Task/Role Specific	Task/Role Specific
Vaccination Review & Requirement <sup>3</sup>	At Commencement of Employment and Change of Duties	As required and identified by Risk Register	As required and identified by Risk Register	As required and identified by Risk Register	As required and identified by Risk Register	As required and identified by Risk Register	As required and identified by Risk Register
Pathology testing <sup>3</sup>	Pre and post vaccination review, Baseline and post biological, chemical and microbial exposure	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific
Biological, Chemical and Microbial. <sup>3</sup>	As required for baseline and post biological, chemical and microbial exposure	As required for Baseline and post biological, chemical and microbial exposure	As required for Baseline and post biological, chemical and microbial exposure	As required for Baseline and post biological, chemical and microbial exposure	As required for Baseline and post biological, chemical and microbial exposure	As required for Baseline and post biological, chemical and microbial exposure	Task/Role Specific
Laser and Radiation monitoring <sup>3,5,6,7</sup>	Vision screening pre and post project requirement for Lasers Class 3B and above. Radiation tags for review as scheduled.	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific
Ultraviolet Radiation <sup>1,2,3,5,7</sup>	Yearly review of exposed areas of body for the monitoring of lesions, moles and any changes to affected areas.	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific	Task/Role Specific

Supervisors and/or Managers shall identify hazards present in the local workplace and assess the risk of each identified hazard as per the [EHS Risk Management Methodology](#)

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## References:

1. [Occupational Health and Safety Act 2004 \(Vic\)](#)
  - **Part 3 - General Duties Relating to Health and Safety**
    1. Section 21. Duties of employers to employees
    2. Section 22. Duties of employers to monitor health and conditions
  - **Part 11 - Legal Proceedings**
    1. Division 2—Sentencing for offences
      - Section 144. Liability of officers of bodies corporate
2. [Occupational Health and Safety Regulations 2007 \(Vic\)](#)
  - **Chapter 2 - General Duties and Issue Resolution**

Division 1 - The concept of ensuring health and safety

    1. 2.0 The concept of ensuring health and safety
  - **Chapter 3 - Physical Hazards**
    1. Section 3.2 Noise
    2. Section 5.2 Hazardous Chemicals
    3. Part 4.1 – Hazardous Substances
    4. Part 4.2 - Scheduled Carcinogenic Substances
    5. Part 4.3 - Asbestos
    6. Part 4.4 - Lead
3. [Index of National Standards Codes of Practice and related Guidance Notes](#)
  - Health Surveillance
  - Hazardous Substances
  - Competencies in Industry
  - Carcinogenic Substances
  - Hepatitis and HIV
  - Inorganic Lead
  - Ionizing Radiation
  - Major Hazard Facilities
  - Manual Tasks
  - Material Safety Data Sheets (MSDS)
  - Noise
  - Occupational Disease
  - Occupational Overuse Syndrome
  - Ultraviolet Radiation
  - Workplace Injury and Diseases Recording
4. University of Melbourne [Occupational Health and Safety Procedures](#)
5. [Australian Radiation Protection and Nuclear Safety Agency \(ARPANSA\)](#)
6. [Australian Radiation Protection and Nuclear Safety Regulations 1999](#)
7. [Solar UV radiation and the UV Index](#)
8. [Office Ergonomics](#)
9. [Comcare: Occupational Diving](#)
10. [Guidelines for Health Surveillance \[NOHSC:7039 \(1995\)\]](#)
11. Standards Australia via [SAI Global](#)