

For the purposes of this bulletin, health and safety monitoring equipment means all equipment that is used at any time for health and safety related inspection, measuring or testing.

INTRODUCTION

Health and safety monitoring equipment must be appropriately identified, calibrated, maintained and stored.

There must be a documented process to ensure that the equipment will function as designed and provide accurate and relevant measurements. There must be calibration records to verify that the equipment has been correctly calibrated and maintained.

The Director, Campus Services, is responsible for the calibration requirements of most fixed detection systems in University of Melbourne owned buildings. In buildings not owned by the University of Melbourne (eg hospitals), the responsibility will depend on the local arrangements. Responsible parties may include the facilities manager for the building or the University of Melbourne local area manager.



Example of health and safety monitoring equipment – noise dosimeter

KEY REGULATORY REQUIREMENTS

The *Occupational Health and Safety Act 2004* (Vic) section 22(1)(b) calls on employers as far as reasonably practicable to: “monitor conditions at any workplace under the employer’s management or control”.

National Self Insurer Audit Tool (NAT) Criterion 4.1.5.

EXAMPLES OF HEALTH AND SAFETY MONITORING EQUIPMENT

Examples of health and safety inspection, measuring and testing equipment include:

- fixed point gas detection systems – eg nitrogen, oxygen, explosive atmospheres
- radiation meters
- noise meters
- light meters
- anemometers
- personal gas monitors
- heat stress monitors

SCHEDULED CALIBRATION

The scheduled frequency of calibration will be determined by:

- manufacturer's recommended calibration intervals
- Australian Standards if applicable – eg noise monitors: AS/NZS 2399
- risk assessment, particularly where no manufacturer's or Australian Standards apply.

ACTIONS REQUIRED

- Identify all inspection, measuring and testing equipment related to health and safety that is under the management control of the School/Division or local area.
- Determine calibration requirements taking into account the:
 - o frequency of calibration
 - o technical qualifications required for calibration
- Determine specific storage requirements – eg the calibration of certain equipment may be affected if stored incorrectly
- Record health and safety monitoring equipment on a register that includes the following information:
 - o equipment description
 - o manufacturer/supplier
 - o model name (if applicable)
 - o serial number (if applicable)
 - o University of Melbourne asset number (if applicable)
 - o purpose of equipment
 - o calibration requirements of equipment
 - o calibration service provider that carried out the calibration
 - o last calibration date
 - o specific storage requirements (if applicable).
- Ensure calibration is undertaken by suitably qualified (and where applicable, accredited) person, as required by the manufacturer's recommendations, Australian Standards or risk assessment.
- Retain all calibration certificates and information.
- Review health and safety monitoring equipment register annually and include on a Cyclic Events Checklist (or equivalent).

DOCUMENTS AND MORE INFORMATION

Associated forms include:

- [Health & Safety: Monitoring equipment register](#)
- [Health & Safety: Cyclic events checklist](#)

For more information contact the local Health and Safety Business Partner:

<http://safety.unimelb.edu.au/health-and-safety-contacts>

