

1. Purpose

To describe the process of the OHS health monitoring at the Greater Dandenong City Council (GDCC) through identification, monitoring and reporting in relation to hazards and conditions prescribed in the OHS Act and Regulations.

2. Scope

This procedure applies to all employees, contractors, and volunteers at GDCC workplaces.

3. Definitions

Hazardous Substances: Any substance, whether solid, liquid or gas, that may cause harm to human health. They are generally classified on the basis of their potential health effects, whether acute (immediate) or chronic (long-term).

Health monitoring: monitoring a person to identify changes in their well-being. May include audiometric testing, medical examinations (including audiological examinations), and biological monitoring.

4. Responsibilities

For general OHS responsibilities refer to GDCC OHS Responsibility Procedure.

Manager OHS is responsible for:

- identifying tasks and processes that may expose employees to health risks that require monitoring
- maintaining confidentiality of health records and advising employees of their individual health monitoring results
- coordinating workplace monitoring and ensuring results are available to employees

Managers are responsible for:

- implementing the procedure in their area of responsibility
- implementing corrective actions when workplace monitoring regulatory or internal standards are exceeded in conjunction with Manager OHS
- advising employees of potential exposures and risks in conjunction with Manager People & Change
- developing health monitoring action plans in conjunction with Manager OHS to meet regulatory requirements.
- communicating and consulting with relevant HSRs, employees, volunteers and contractors about this procedure
- identification and provision of suitable and relevant PPE

Contractors are responsible for:

- implementing an appropriate health monitoring program when tasks and processes are identified that may expose their employees to health risks requiring examination or monitoring

5. Procedure

5.1 Identification

If hazardous exposure levels are identified or suspected from work tasks, a risk assessment will be undertaken to determine controls and monitoring requirements refer to OHS Risk and Change Management Procedure.

Employees identified as having exposure to the following will require health monitoring:

- hazardous substances listed in Occupation Health and Safety Regulations 2017 Schedule 9 (see Appendix 1 at back of this document)
- noise levels above the regulatory threshold
- biological pathogens (an infectious agent that can cause disease eg bacteria, viruses, fungi etc)

5.2 Health Monitoring

Where health monitoring has been identified appropriate actions are implemented including:

- affected employees and their function.
- item identified and monitoring required
- preferred provider and frequency of monitoring

Health monitoring must be carried out under the supervision of a registered medical practitioner with the relevant competencies.

For the purposes of this procedure, medical practitioners will be appointed by GDCC. Costs of such health monitoring will be at the expense of GDCC. In addition to this, employees may wish to have health monitoring conducted by a medical practitioner of their choice. Costs for this additional monitoring are the responsibility of the relevant employee.

A Hazardous Substance Health Monitoring Report for employees identified who may have been exposed to hazardous substances is available at: [Hazardous substance health monitoring report | WorkSafe Victoria](#)

Employees that are part of a health monitoring program will be informed of all aspects of the program and provided with their own results of testing.

Reporting of health monitoring are confidential medical records and will only be passed on to another party where there is a specific legal requirement. Medical records will be stored according to OHS Document Control Procedure and Objective (Records Management System).

5.3 Workplace Monitoring

Monitoring of the work environment may be required to determine if health risk is present and include:

- noise assessments
- atmospheric monitoring and oxygen levels
- UV levels.

The results of workplace monitoring will be made available to employees and others in the workplace that may be exposed to hazards with potential for impact on their health.

In addition, monitoring will be undertaken:

- if health monitoring has identified symptoms
- after process modifications or changes to work practices that may adversely affect employee exposure
- to assist in the design or selection of controls to reduce exposure

5.4 Corrective or Preventative Action

When the results of monitoring indicate that a hazard is not adequately controlled, the hazard should be isolated, and corrective action is to be implemented.

Corrective and preventative actions shall be prioritised, have an agreed completion date based on the risk profile and be monitored for completion in GDCC's Incident Reporting System. Corrective or preventative actions may require on-going monitoring to make sure the actions have been effective. The person responsible for the corrective and preventative action should manage this process.

6. References

Occupational Health and Safety Act 2004

Occupational Health & Safety Regulations 2017

WorkSafe Vic. Hazardous Substances (Compliance code Edition 1, July 2018)

WorkSafe Vic. Hazardous Substances Health and Safety Guide

WorkSafe Vic. Hazardous Substance Health Monitoring Report 2024

WorkSafe Vic. Managing chemicals in the workplace June 2017

WorkSafe Vic. Removing Asbestos in the Workplace (Compliance Code Edition 2, December 2019)

AS/NZS ISO 45001:2018 Occupational Health & Safety Management Systems

7. Related Documents

OHS Policy

OHS Confined Space and Access Control Procedure

OHS Consultation and Communication Operational Procedure

OHS Issue Resolution Operational Procedure

OHS Document Control Procedure

OHS Noise Management Procedure

OHS Responsibilities Procedure

OHS Risk and Change Management Procedure

OHS UV Radiation Protection for Outdoor Workers Procedure

8. Document History

Version Number	Issue Date	Description of Change
0.1		1 st Draft from MAV/JLT
0.2	22.05.2019	Accepted by OHS Policy Sub-Committee

0.3	24.06.2019	2 nd Draft following All Staff consultation
0.4	11.07.2019	Consensus not reached by OHS Policy Sub-Committee. Referred to full OHS Committee
0.4	08.08.2019	Full OHS Committee agreed to re-word clause and re-send to All Staff consultation
0.5	10.10.2019	Accepted by OHS Policy Sub-Committee
0.5	18.11.2019	14 Day Employee Consultation
1.0	Nov 2019	Approved by OHS Oversight Team
1.1	May 2024	3 rd Draft by OHS Team
1.2	May 2024	Accepted by OHS Policy Sub-Committee
1.3	July 2024	14 Day Employee Consultation completed
1.4	April 2025	4 th Draft by OHS Team
1.5	May 2025	Accepted by OHS Policy Sub-Committee
1.6	June 2025	14 Day Employee Consultation completed
2.0	June 2025	Approved by the OHS Committee

Appendix 1: Schedule 9—Hazardous substances—requirements for health monitoring

Regulation 169

Table 1—Hazardous substances (other than lead) requiring health monitoring

<i>Column 1</i> <i>Item</i>	<i>Column 2</i> <i>Hazardous substance</i>
1	Acrylonitrile
2	Arsenic (inorganic)
3	Benzene
4	Cadmium
5	Chromium (inorganic)
6	Creosote
7	Crystalline silica
8	Isocyanates
9	Mercury (inorganic)
10	4,4'-Methylene bis (2-chloroaniline) (MOCA)
11	Organophosphate pesticides
12	Pentachlorophenol (PCP)
13	Polycyclic aromatic hydrocarbons (PAH)
14	Thallium
15	Vinyl chloride

Table 2—Lead requiring health monitoring

<i>Column 1</i> <i>Item</i>	<i>Column 2</i> <i>Hazardous substance</i>
1	Lead