

Amendments made to the EHS Manual from 1 January 2008 are documented below.

DATE	AMENDMENT
13 August 2009	<ul style="list-style-type: none"> Minor changes: A.17. New. Work Station (Ergonomics) Risk Assessment and 11.9. New. Manual Handling And Ergonomics - added links to updated Keyboard Workstation Assessment and new Home-Based Workstation Assessment
4 June 2009	<ul style="list-style-type: none"> Urgent amendments authorised by GM EHS (in accordance with 10.1.4.4.New.): <ul style="list-style-type: none"> 11.29. New. EHS Management Of Service Providers (Contractors) The consultation/feedback period on these urgent amendments now commences with their publication. Please refer to http://www.pb.unimelb.edu.au/ehs/discussionpaper/ to submit your comments. All comments submitted by the due date will be taken in consideration and may be used to revise the materials. Following revision (if required), the urgent amendments will be submitted to the required committees for retrospective endorsement.
22 May 2009	<ul style="list-style-type: none"> Urgent amendments authorised by GM EHS (in accordance with 10.1.4.4.New.): <ul style="list-style-type: none"> Urgent new procedures: <ul style="list-style-type: none"> 11.14.New. Regulated Plant <ul style="list-style-type: none"> new attachment B.35.New. Plant Register updated attachment A.12.New. Plant Risk Assessment Form previous procedure 11.14.1.New. Safe Use of Ducted Fume Cupboards now becomes B.34.New. Safe Use of Ducted Fume Cupboards. guidance material will be available from http://www.pb.unimelb.edu.au/ehs/workplace_ehs/plant/ note: general consultation is complete on this procedure; it now awaits committee endorsements only. 11.27.New. Lock Out, Tagging and Isolation 11.28.New. Withdrawing Unsafe Plant and Equipment from Service Urgent amendments: <ul style="list-style-type: none"> 5.1.New. EHS Management Plans 13.1.New. EHS Workplace Inspection <ul style="list-style-type: none"> includes revisions to A.6-8.New. EHS Workplace Inspection Checklists 14.1.New. Incident Reporting and Investigation <ul style="list-style-type: none"> includes revisions to B.7.New. Budget Division/Faculty EHS Committee Terms of Reference and B.8.New. Local Consultative EHS Committees Terms of Reference The consultation/feedback period on these urgent amendments now commences with their publication. Please refer to http://www.pb.unimelb.edu.au/ehs/discussionpaper/ to submit your comments. All comments submitted by the due date will be taken in consideration and may be used to revise the materials. Following revision (if required), the urgent amendments will be submitted to the required committees for retrospective endorsement. Ordinary amendments following committee endorsement: <ul style="list-style-type: none"> 11.1.New. Chemical Management – new procedure replacing previous of same name. <ul style="list-style-type: none"> Associated guidance material available from http://www.pb.unimelb.edu.au/ehs/workplace_ehs/chemical/ Minor changes: <ul style="list-style-type: none"> 17.1.New. EHSMS Management Review – words “system documents”/“documentation” replaced throughout by “management system”. Added B.33.New. EHS Monitoring Equipment Register, associated with Safety Bulletin 01 09 - Calibration Requirements for EHS Monitoring Equipment.
27 April 2009	<p>Minor changes to:</p> <ul style="list-style-type: none"> 11.16.New Confined Spaces - changed “Authorising Officer” to be written as “CSE Authorising Officer” at all times for clarity; added clarification that Authorising Officer cannot be the person engaging in the work. 11.30.New Hot Work - changed “Authorising Officer” to be written as “HW Authorising Officer” at all times for clarity; added clarification that Authorising Officer cannot be the person engaging in the work; added responsibility for General Manager Construction.
2 March 2009	<ul style="list-style-type: none"> Minor changes – fixed link to Cyclic Events Checklist at A.39.New.; edited committee reporting lines at 5.1.4.3.New to reflect changes to University governance.
8 December 2008	<ul style="list-style-type: none"> Minor changes (names, contact details) to Alcohol & Drug Policy & Procedures – 11.13.New.
24 September 2008	<ul style="list-style-type: none"> Fixed committee Terms of Reference links in 8.5.New. EHS Representation & EHS Committees
18 September 2008	<ul style="list-style-type: none"> The EHSM and EHSM-New have been merged into one document located at http://www.unimelb.edu.au/ehsm-new/ As a result, old links to procedures in /ehsm/ will no longer operate. To find the material you need, and for background to this change, refer to http://www.unimelb.edu.au/ehsm/Locating_old_procedures_in_the_new_EHS_Manual.pdf
9 July 2008	<ul style="list-style-type: none"> Corrected Phone Threat checklist link at A.13. and A.1.New. again due to Emergency website restructure
18 June 2008	<ul style="list-style-type: none"> Corrected legal, department and officer title references in 2.4.2.5.2, 2.5.3, 2.5.6.3, B.4. and B.4.New. Corrected broken cross reference at 1.5. Legislation. Corrected document links at A.1.New, A.26.New., A.7, A.8, A.12 and A.30.
12 May 2008	<ul style="list-style-type: none"> Added appendix: B.31.New. Guidelines for Review of Environment Management System: Legal and Other Requirements at http://www.unimelb.edu.au/ehsm-new/B.html#B.31. Corrected out of date University links, and some malfunctioning EHSM internal links.

10 March 2008	<ul style="list-style-type: none"> Further updates throughout to reflect departmental name changes. Corrected broken links and a typo.
25 February 2008	<ul style="list-style-type: none"> Updated B.5. Fume Cupboard Clearance Contacts Updated legislative references throughout to reflect the current <i>Radiation Act 2005</i> (Vic), <i>Radiation Regulations 2007</i> (Vic) and <i>OHS Regulations 2007</i> (Vic), and staff contact details, departmental name changes, broken links.
21 February 2008	<ul style="list-style-type: none"> Added appendix: B.30.New. Electrical Commissioning Tags for Brand New Portable Equipment at http://www.unimelb.edu.au/ehsm-new/B.html#B.30.

Previous amendments are archived at http://www.unimelb.edu.au/ehsm/Amendments_archive_to_2007.pdf
Changes to the EHS Manual are governed by [10.1. New. EHS PROCEDURE WRITING](#).