Materials Scinec & Engineering
OHS Committee Report

April-June 2021

1. OHS POLICY UPDATED

The OHS Policy has been updated and has been published on Policy Bank - Occupational Health, Safety and Wellbeing Policy.

2. MODIFIED OHS DOCUMENTS

None modified for May. Following the March 2021 "*Monash University Occupational Health and Safety Committee"* meeting, the following documents were approved by Peter Marshall, Chief Operating Officer & Senior Vice-President. These documents are now available for implementation in your work areas:

- Electrical Safety Procedure - *revised*
- OHS Document Control & Retention Procedure - *revised*
- OHS Risk Management Procedure - *revised*
- OHS Roles, Responsibilities and Committees Procedure - *revised*
- Using Biologicals and Animals Procedure - *revised*
- Using Chemicals Procedure - *revised*

Contact for document enquiries

Manager, Occupational Health and Safety
Email: norman.kuttner@monash.edu

3. SMARTSUITE2 MOBILE APP FOR ACCESSING SDS

SmartSuite2 App is a mobile client for Chemwatch. The app has been configured to work at Monash and can be used to view SDSs and Emergency Response reports.

SmartSuite2 app cannot be used to access the local chemical registers (manifests). Download the App from the Apple App Store or Google Play

Use the SmartSuite2 App login details below:

Account:

Username:

Password:

4. DRONE OPERATIONS AT MONASH UNIVERSITY

In mid-2020 Monash University was issued a Remotely Piloted Aircraft Operator's Certificate (ReOC) by the Civil Aviation Safety Authority (CASA), enabling Monash to undertake a wide variety of drone operations across the University.

In addition to the issue of Monash's ReOC, a number of regulatory changes have recently come into effect that impact all users of drone technology across the University. If you intend to or are already using drones in your work/study, it is essential that you contact Monash's Chief Remote Pilot (Anthony Marsh – anthony.marsh@monash.edu) in order to be inducted under the ReOC and briefed on these new requirements – for example, mandatory drone registration, licencing and accreditation, training/induction, and managing flight approvals via a new online drone management system.

Additionally, the OH&S drone page on the Monash University website and RPA/Drone Safety Management Procedure will be updated shortly to reflect the latest information and procedures.

What does this mean for me?
If you intend to operate a drone for any Monash-related activity, both on or off-campus, you must first contact the Monash Chief Remote Pilot to ensure your operations are compliant with the new rules. This applies to all users, regardless of whether you have operated drones at Monash previously. Failure to comply with the new rules may result in significant fines from the Civil Aviation Safety Authority.

5. OHS DASHBOARD

A number of positive improvements have been made to the OHS Dashboard, based on Safety officers feedback.

We have now added an OHSMS Audits and Inspections report which provides an up-to-date summary of all audits and inspections recorded in SARAH, what findings have been made, and any subsequent tasks assigned. Five tabs are available in this report:

1. **The Audits and Inspections Register** - a quick summary of all audits and inspections in your area;
2. **Audits and Inspections task Register** - a quick summary of all tasks that have resulted from audits and inspections in your area;
3. **Inspections** - a report focussed on inspections and evacuation records relating only to your area;
4. **Audits** - a report focussed on audits conducted only in your area;
5. **Analysis by finding** - a comprehensive review of the findings resulting from audits and inspections that have been undertaken in your area.

We have also added an OHSMS Register report to the OHS Dashboard called "Monash OHS Management System (OHSMS)" to provide a quick reference for documents, tools and systems. It also includes the newly identified requirements arising from the transition to ISO 45001:

1. **OHSMS Change Register** - a list of scheduled and completed changes made to the OHSMS;
2. **OHSMS Outsourced Activities Register** - a list of all activities, required by the OHSMS, that have been outsourced;
3. **OHSMS External Requirements Register** - a list of each external requirement that must be applied to the OHSMS;
4. **A-Z of Documents** - a complete list of all documents (with URLs) that has filtering functionality to quickly locate a relevant file, the primary source for this information remains the OH&S website;
5. **Star Chart** - An update to the old OHSMS star chart with additional functionality that automatically updates as changes are made.

In addition to these new reports, the existing hazard and incident, risk assessment, safety roles, and training related data are also still available on the OHS Dashboard. These reports provide a valuable insight into OHS in your workplace and we encourage you to use them.

6. MONASH COVID SAFE PRACTICES & RUNNING EVENTS SAFELY TRAINING PROGRAM

With the reactivation of Monash campuses and the gradual return to on-campus activities and face-to-face events, it is important to understand correct COVID safe practices. Everyone is responsible for ensuring infection control principles and COVID safe practices are applied.

The Monash COVID Safe Practices training video is an online module that can be accessed via myDevelopment that provides the knowledge to help ensure all Monash activities and events are conducted in line with the Monash COVID Safe Plan and current Government health directives and restrictions.

The module will provide everyone with the knowledge and understanding of basic infection control procedures to help create a safe environment for our staff, students and visitors. It includes information about the University's eight key COVID Safe strategies and how they apply across the diversity of Monash's activities and locations.

<mark>This program is a prerequisite for the Running Events Safely training.</mark> The deep link is https://monash.csod.com/samldefault.aspx?ReturnUrl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253dlodetails%2526lo%253d6bf469e8-5402-483c-9081-e166fb1de4d0

7. COVID SAFE CATERING AT EVENTS

This procedure provides the reccommneded controls to reduce the risk of transmission of corocna virus through workplace catering.

8. MINOR UPDATES TO DOCUMENTS

4.1 Self Audit Questionnaire

The Self-audit questionnaire has been renamed to '**OHSMS Self-Assessment Tool**' and has been incorporated under the OHS Monitoring Procedure to assist areas with assessing their own level of implementation of the OHSMS. The OHSMS Self-Assessment Tool must be completed annually by trained Safety Officers on behalf of the relevant Heads of Academic/Administrative Units.

This tool should now be accessed in SARAH under the Checklists & Inspection module

OHSMS Self-Assessment 2021 v2.0

The purpose of the OHSMS Self-Assessment is to determine the effectiveness and adherence to the requirements of the Occupational Health and Safety Management System at Monash.

Checklists & Inspections

Perform checks and inspections.

4.2 Chemical Pre-Purchase Checklist

The Chemical Pre-Purchase Checklist has been updated as follows:
- Added a section on Chemical Weapons Convention (CWC), which is only relevant to end users who are importing directly from overseas.
- Updated the requirement to check the SUSMP rather than the SDS to identify if a chemical is a scheduled poison, as many suppliers do not provide this info on their SDS as it is not mandatory to include this.

4.3 Local OHS Committee meetings Agenda and Minutes templates

In response to the 2020 OHSMS audit findings and as part of continual improvement to our OHSMS, the Meeting Agenda and Minutes templates have been updated.

Please note that the agenda items on the template **should not be altered**. If any agenda items are not applicable or there is no report tabled for a particular item, this should be noted in the minutes as 'not applicable or 'nil report', rather than removing items from the agenda.

Please ensure that you download and use the most current version (February 2021) for your meetings.

- Agenda template
- Minutes template

9. ASBESTOS AUDIT AND LOW-RISK ACM LABELLING

The OHS Regulations 2017 require Monash University to maintain an asbestos register that is used to assist with the identification of asbestos containing material (ACM) within our buildings. This register is used to help prioritise removal works and also inform contractors of the location of ACM to ensure that the materials are not disturbed and they can perform their work safely.

There is a requirement to conduct an inspection of all identified ACM within buildings every 5 years to ensure the asbestos register is up to date and correct. Monash University has engaged the services of an expert company to conduct a visual inspection of the currently identified ACM and to update the asbestos register. While much ACM have been removed from University-owned buildings, low-risk ACM still remain in some areas.

As part of this work, the Consultants will label residual low-risk ACM that remain in some areas throughout our campuses. These are predominantly non-friable materials which are bound within a matrix that does not allow airborne fibres to be readily generated (e.g. vinyl tiles, some window sealant, asbestos cement sheet). While the risk of exposure is extremely low, the University wants to ensure the prevention of any accidental disturbance of this ACM. To that end, small labels will be affixed to affected skirting boards, brick work and window frames to note the location of any ACM.

Please note that the presence of these labels does not indicate an elevated risk, and should not be a source of concern to occupants.

If you require additional information or clarification, please contact Peter Sofos at peter.sofos@monash.edu

10. EVACUATION DRILLS AND WORKPLACE INSPECTIONS

Due to COVID the evacuationtrial program together with the workplace inspection program were placed on hold in 2020. This year the programs are to be reinstated and areas are encouraged to create a schedule to undertake these programs.

As the state of Victoria and the University is still on high alert with possible future community cases/transmittion of COVID-19, these programs may be affected and announcements regarding any changes will be communicated via OH&S.

11. RECOMMENDATIONS FOR IMPLEMENTATION FROM THE SURVEILLANCE AUDIT 2020 FOR AS4801, ISO18001 AND TRANSITION TO ISO 45001 IN 2021

Following the 2020 OHSMS surveillance audit to AS4801 – ISO 18001 the auditor identified four areas of focus that need addressing, these are as follows;

1. Stakeholders must use SARAH for recording workplace inspections corrective actions and must close the actions out by their due date.
2. Reviewing the Hazard and Incident register in SARAH and the status of corrective actions at the local meeting to ensure that all corrective actions are closed out by the due date in a timely manner.
3. SARAH must be used for recording of all risk assessments. OHS will provide necessary, guidance and assistance to those using the SARAH where needed.
4. Document control on all local OHS produced documents must be instigated.

As the University is moving toward OHS Management System (OHSMS) accreditation to ISO45001 in 2021, these will be areas of focus for the auditors. If you need any clarification on the above points you must engage your local portfolio OHS Consultant or Advisor for assistance and guidance.

12. NOTIFICATION OF COVID-19 CASES TO WORKSAFE

The new Regulations came into force on 28 July 2020 and will remain in place for 12 months.

Employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed coronavirus (COVID-19) diagnosis **and has attended the workplace** during the infectious period.

The notification to WorkSafe will be managed by OH&S. Managers/Supervisors need to notify Access HR (staff) or Monash Connect (students) as per the University's procedure for positive case management.

13. OCCUPATIONAL HEALTH & WELLBEING

13.1 FLU VACCINATIONS 2021

As in previous years, Occupational Health & Safety have arranged an influenza immunisation program for Monash University. While flu cases were largely reduced in 2020 due to public health and personal hygiene measures adopted from the start of the COVID-19 pandemic, flu immunisation remains a crucial measure to maintain people's health throughout the winter months.

The flu vaccine doesn't prevent COVID-19 but it can help keep our community safe by reducing the severity and spread of flu. COVID-19 vaccination is a separate program that will be nationally rolled out from yet to be approved GP practices.

Sessions for staff and eligible students will be held from late March through to the end of May 2021. Further information can be found at the OH&S flu vaccination website.

13.2 PRICE CHANGES FOR IMMUNISATION CONSULTATIONS AT UNIVERSITY HEALTH SERVICES

University Health Services (UHS) has updated their prices for immunisation consultations. This is the first price rise in 5 years. Initial consultation with a doctor costs $60 and any subsequent visits (if required) will cost $40, in addition to the cost of the vaccine(s) (please call UHS for latest pricing). All payments must be settled on the day of service. We recommend providing your staff with your area's credit card or credit card details to bring to the appointment. The staff member's department is responsible for payment of all occupational-related medical costs.

13.3 MEN'S HEALTH WEEK

To raise awaress of men's health week at Monash we have partnered with BUPA to get Dr. Craig Challen to speak to Monash staff and students. Dr. Craig Challen SC OAM is an Australian cave diver, notable for his efforts in saving a soccer team of twelve boys and their coach in the 2018 Thai Cave Rescue.
His unwavering and selfless bravery saw him be awarded with the Star of Courage for the successful rescue of the trapped soccer team. He will be speaking about how he managed his stress during the dive and how he looked after himself post rescue.
Registrations are open: https://my.monash.edu/news-and-events/bookings/hubs/view/267736/

13.4 PLANETARY HEALTH AT MONASH

In the month of June, we will be launching Planetary Health at Monash. Planetary Health recognizes that our health and wellbeing is influenced by the social and environmental systems that we are surrounded by, and given that our planet and climate is changing as a result of human actions, it calls for action and attention to address the damage. We've partnered with Monash experts from MSDI, School of Public Health and Preventative Medicine and the Department of Nutrition, Dietetics and Food to deliver 2 webinars for staff and students. We've also introduced a Planetary Health Food Challenge to encourage staff and students to adopt a healthy and sustainable diet.

Registrations are open:
- Planetary Health – what is it and why is it important?: https://my.monash.edu/news-and-events/bookings/hubs/view/267750/

- Talking food and climate - how sustainable is your diet?: https://my.monash.edu/news-and-events/bookings/hubs/view/267751/
- Planetary Health Food Challenge: https://my.monash.edu/news-and-events/bookings/hubs/view/267749/

13.5 MINDFUL MAY AT MONASH

Monash has launched a Mindul May at Monash. This month, will have a series of webinars with amazing people at the forefront of the mindfulness revolution. Associate Professor Craig Hassed and Dr Richard Chambers from the Monash Mindfulness team, will be joining in live with each presenter to offer an interactive discussion of each topic. Topics include: Does mindfulness make you a better person? Why does every child need mindfulness? And plenty more. These sessions will be delivered via Zoom and is open to everyone to join (including friends and family). Registration details are located under each title. Stay up to date on information at:

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These sessions will be delivered via Zoom and is open to everyone to join (including friends and family). Registration details are located under each title. Stay up to date on information at: https://www.monash.edu/ohs/health-and-wellbeing.

13.7 GREEN IMPACT

The Monash University Green Impact Program is now open and taking registrations for training and information sessions. In its fourth year at Monash, the program is designed to promote and embed sustainable and healthy behaviours and practices in the workplace, through team led challenges.

The Green Impact Program consists of an online toolkit to guide teams with implementation, and a website to assist teams with resources. To register a team and for more information about the program, staff should visit the Green Impact website.

It is recommended that interested staff also complete the video training. The session provides a greater understanding of the program and how to use the online toolkit to record actions completed.

13.8 HEALTHY CATERING

The Monash Healthy Catering website monash.edu/catering is currently being updated and will provide an excellent resource for anyone organising catering for meetings and events on campus. Anyone with feedback on the site, should contact Shirley.Yee@monash.edu.

The review of the catering website is part of the University's larger scale initiative to improve the availability of healthy food choices on campus.

13.9 STAFF BENEFITS PROGRAM

Monash staff have access to a wide range of benefits and discounts, at work and home. These include access to discounted benefits such as health care, insurance, accommodation and travel, Garmin, Fitbit and others. For more information, staff can go to www.monash.edu/wellbeing.

13.10 MONASH WELLBEING ON WORKPLACE

Join the Monash Wellbeing Workplace page to stay up to date on upcoming wellbeing programs available online.