

OHS Consultants Report

July-Sept 2023

1. MODIFIED OHS DOCUMENTS

A summary of OHS procedures recently endorsed at the May MUOHSC meeting can be found on the '[New and Updated Documents](#)' webpage.

These include minor amendments and procedures that underwent a full cyclic review.

Please also note that the ***OHS Prescribed Activities and Permit-to-Work Procedure*** was **rescinded** as it added complexity to the high-risk work process and the risk management of high-risk processes is covered by existing procedures.

We have also added a number of new tools and updated existing tools associated with procedures. A full list can be found on the '[New and Updated Documents](#)' webpage.

It is important that you have a look at the details of the updates to ensure any changes relevant to your area are implemented.

Contact for document enquiries

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2. ONLINE FLOOR WARDEN TRAINING

In response to your feedback, we have reviewed the way that Emergency Warden Training is delivered to make the information more targeted and readily accessible.

Newly appointed **Floor Wardens** can now complete the new online [Floor Warden training](#) at any time and this will qualify them for the role.

We also highly recommend that any existing Floor Wardens complete the new online module within the next 12 months, as the new training contains information that was not previously covered.

Staff that have taken on the **Building Warden or Deputy Building Warden role** must:

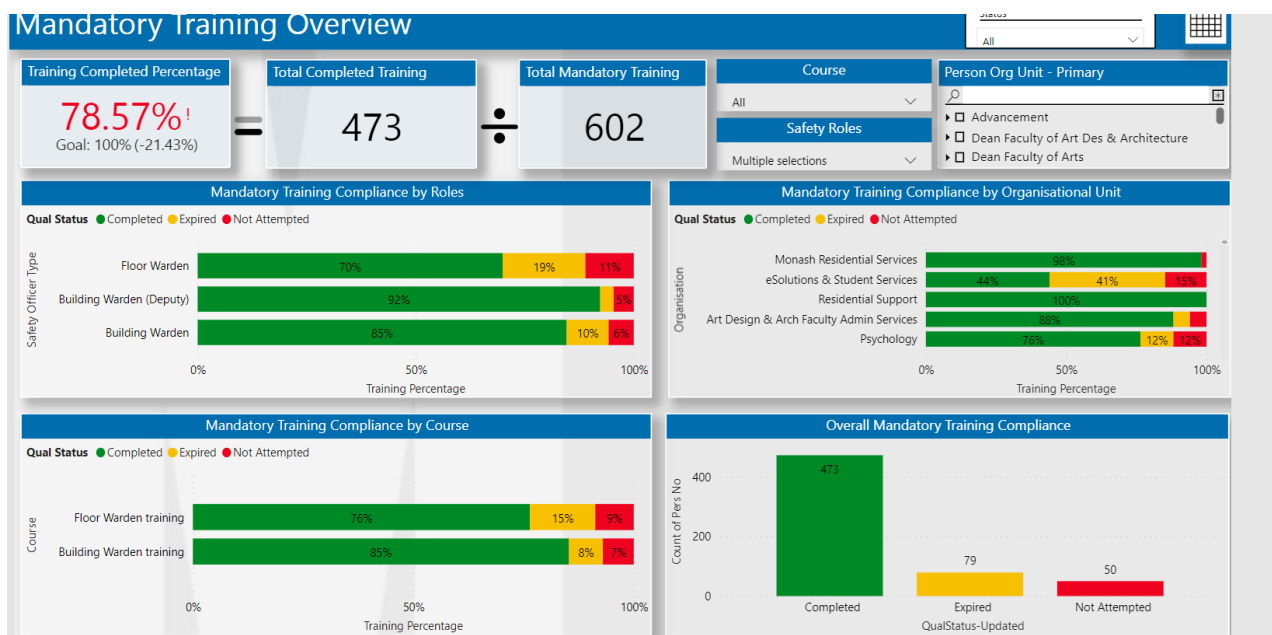
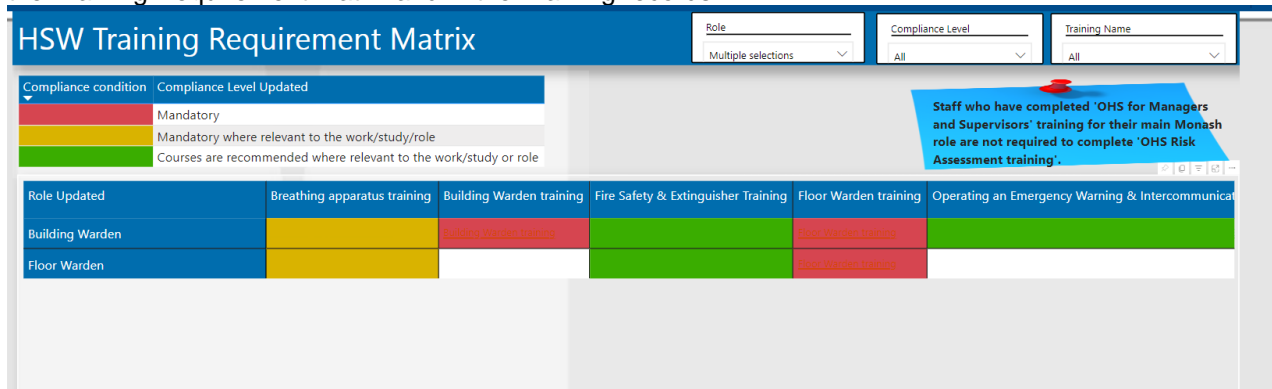
- Complete the online [Floor Warden training](#)
- Register for the new face to face [Building Warden training](#)

We recommend that the online Floor Warden training is completed shortly before attending the face-to-face Building Warden training.

So this is the perfect time to review your area's Emergency Response Plan and ensure that you have good Floor Warden coverage and both a Building and Deputy Building Warden have been appointed.

If you have any questions about the new training modules, please contact your [OHS Consultant/Advisor](#).

The changes to the Emergency Warden training have also been reflected in the HSW Dashboard, both in the Training Requirement Matrix and in the Training records.



3. LEGISLATIVE CHANGES

The updated *Dangerous Goods (Storage and Handling) Regulations 2022* commenced on 26 November 2022. The updated Regulations replaced the *Dangerous Goods (Storage and Handling) Regulations 2012*. The Regulations, made under the Dangerous Goods Act 1985, set out the legal duties and obligations for manufacturers, suppliers and occupiers of premises where dangerous goods are stored or handled. The majority of changes involve modernising and simplifying the language. The structure has also been amended to align with modern drafting practices. This includes removing references to subdivisions and restructuring the regulations into Divisions, and the creation of a new Part 5 (with subsequent renaming of Parts 6 and 7). Formatting and drafting have also been modernised throughout. A summary of the specific changes can be found in the WorkSafe [document](#). For storage and handling requirements of Dangerous Goods at Monash University, refer to the [Using Chemicals](#). Other useful resources can be found on the OHS [Chemical Management](#) topic page.

4. NEW OHS RISK ASSESSMENT FOR STUDENT PROJECTS – BASIC PRINCIPLES TRAINING

The OH&S team has launched a new online “OHS Risk Assessment for Student Projects - Basic Principles” course in myDevelopment. This self-paced course is available to Honours, HDR and Final Year Projects students and will take approximately 1 hr to complete. The course covers the key principles of the Risk Management process at Monash including:

- Legal obligations that relate to Occupational Health and Safety in Victoria and how they are applied in the context of research activities at Monash;

- Risk Management responsibilities under the Monash OHS Management System;
- An overview of the risk management process; and
- Steps required to conduct and document an OHS Risk Assessment in the SARAH system.

Students can use the following deep link to access this course - [“OHS Risk Assessment for Student Projects - Basic Principles”](#) (please note this course in myDevelopment is only visible to student accounts).

Faculties will also have an option of scheduling a follow-up workshop with their area’s OHS Consultant/Advisor. The workshop will take approximately 1-1.5hr and will be tailored to the projects and activities relevant to the specific student cohort. The online “OHS Risk Assessment for Student Projects - Basic Principles” course will be a prerequisite for this workshop. It is recommended that the online course is completed by the students closer to their scheduled workshop date.

It is important that students enrol in one of the sessions that is specific to their Faculty, or as directed by their unit coordinator.

The OHS training matrix will be updated shortly to reflect the changes relating to this training.

5. ARCHIVING OBSOLETE RISK ASSESSMENTS

The archiving of old and obsolete risk assessments has occurred on the 31th June. This will help to clean up the risk assessment repository and create a more streamlined platform in the future.

The rules for the archiving of risk assessments is as follows;

1. Risk owners have departed the organisation;
2. RA sitting in draft and older than six months;
3. RA's that are older than 3 years and 6 months that haven't been reviewed;
4. Risk owner has moved to another Faculty

If you require any additional information or support, please contact your OHS Consultant or Adviser.

6. SARAH+ RISKWARE MOBILE APP

The SARAH+ Riskware mobile app is ready to go, complete with two QR codes for convenient login. The first QR Codes will direct you to your phone's platform where you may download the App. Once downloaded, the second QR code will automatically configure the "Monash" log in details, so all you have to do is log in with your Monash credentials....and you're ready to log hazards and incidents on the go with the opportunity to attach images.

1. QR code to download the app



2. QR code configure the app

If you need assistance please contact your local OHS Consultant or Advisor.



7. FIRST AID KIT & DEFIBRILLATOR SIGNAGE

First aid kits and defibrillators are important equipment for workplace safety, and it is essential they are easily located when needed. Whilst it is possible to indicate first aid kit and defibrillator locations on evacuation diagrams, occasionally the equipment may be relocated, and so the diagrams may not be accurate. We are also planning to review Monash's evacuation diagram format more broadly.

To help staff and students locate first aid kits and defibrillators when needed, appropriate signage is important. Three-dimensional signs can make it easier to find this equipment when needed.

Emergency equipment signs are white with a green background:



First Aid Kit



Defibrillator



These signs are available from most safety retailers, including Winc (via Coupa), [Seton](#), [Safety Xpress](#) and [Australian Safety Signs](#).

First Aid Coordinators should ensure that their first aid kits and defibrillators are appropriately signed, and that local First Aiders know where they are located. New staff should also receive information about the location of this equipment during local OHS inductions, and how to contact a First Aider if needed.

Defibrillator locations are also listed on [Monash's website](#) (includes campus maps) and can be located via [Ambulance Victoria](#). Please register your defibrillator if it isn't listed.

For any feedback about this issue, please email ohshelpline@monash.edu or use the [feedback form](#).

8. DOES NEW EQUIPMENT NEED TO BE TESTED AND TAGGED?

(UPDATED 8/11/2022)

In Australia, when the equipment is new, the supplier is deemed responsible for its initial electrical safety.

It's first worth mentioning that any newly purchased equipment does not need to be tested. However, it will still need to be visually inspected for any obvious damage and tagged.

The correct tag to use in this circumstance is one that states its 'New to Service'. This particular test tag indicates that the item has not been tested and will require testing at a further date.

Specifically, this test tag should include the following information:

Wording: "new to service"

- Date of entry to service
- Date when next test is due
- Statement: This appliance has not been tested in accordance with AS/NZS 3760
- As a whole, ensure you're using New to Service Tags (shown below) on all new equipment to ensure you stay compliant with AS/NZS 3760 Standard.



The BPD Electrical Team has completed a bulk order and the person in your area who takes care of electrical equipment checks (e.g lab or technical manager) can now order the tags via a SCOUT request. When ordered, the new to service tags will be conveniently delivered via internal mail.

To order a package of 100 'new to service' tags –

1. Raise a SCOUT work request for NEW TO SERVICE TAGS, work order is assigned to ELECT parent trade.
2. The electrical team will then send a packet of tags to your area via internal mail. The electrical team will assign costs inside of Pulse to recoup purchase cost.

The next test date is 12 months after the initial check, or when your area organises the yearly test and tag provider.

9. EVENT RISK MANAGEMENT TRAINING ONLINE (ADDED 15/7/2022)

The OH&S team has launched a new online "Event Risk Management" course in myDevelopment. This self-paced course replaces the old Event Risk Management – virtual webinar and is designed for Event Managers and event organisers. The new course covers key principles of the OHS Event Risk Management process for Monash events.

This training is applicable to all events, including on-campus and off-campus events. The topics covered in this course include:

Legislative obligations and responsibilities for event related roles;

Event Risk Management process;

How to enter an Event Risk Management Plan in SARAH (Safety and Risk Analysis Hub)

Post-event review and debriefing.

To access this training, please click [here](#) or you can search via your myDevelopment portal.

10. ELECTRICAL SAFETY AT MONASH (ADDED 4/7/2022)

What is electrical safety?

Electrical safety is a general practice of workers who are exposed to handling and maintaining electrically powered equipment. At Monash there is an [Electrical Safety Procedure](#) and poster [Electrical Equipment Rules Poster](#) that can be followed to mitigate electrical hazards in order to prevent its dangerous effects and to reduce the case of an incident occurring. Electrically powered equipment can pose a significant hazard to workers, particularly when mishandled, not being maintained or meeting the relevant Australian Standards.

11. FACULTY/DIVISION PLANS 2022 (ADDED 15/11/2021)

The OH&S team are encouraging areas to start thinking about populating their 2022 OHS plans. As of this year, the plan template will be moved into SARAH allowing for easier reporting on targets throughout the year.

The move into SARAH will allow for transparency and data to be obtained via the OHS dashboard thus providing Faculties, Divisions and the Monash University Occupational and Health Committee MUOHSC with a snapshot of progress.

In addition to the aligned 5 strategic objectives, there will be another option for areas to document other planned OHS goals/initiatives that support proactive OHS practices within their area.

12. HSW HELP AND FEEDBACK FORM (ADDED 2/2/2022)

The [HSW Help and Feedback Form](#) is now live and is the first module in the new, easier to use SARAH+ Health, Safety and Wellbeing reporting system. You can use this form to seek assistance from the Health, Safety & Wellbeing (OH&S) team or let us know if you have any feedback, whether positive or areas for improvement.

13. OCCUPATIONAL HEALTH & WELLBEING

Upcoming Events

13.1 WELLBEING 2023 - INNOVATE + EDUCATE + INSPIRE

The Monash Wellbeing team will be hosting [Wellbeing 2023 - Innovate+Educate+Inspire](#) at Monash Sport (Clayton campus), on Tuesday 5 September from 8:45-4:00pm.

This event will be showcasing the key themes, opportunities and challenges emerging from industry with an opportunity to hear from lead researchers and organisations. Confirmed keynote speakers for this event include Taryn Brumfit, Jelena Dokic, Jessica Watson OAM, Dr Dinesh Palipana OAM and Dr Kieran Kennedy, with many more still to come.

This event is only offered in person and is open to all Monash staff, students and members of the public.

Please note that keynote presentations are limited to **Monash staff and students only** due to limited venue capacity.

Please [register](#) for your free general admission ticket, and [nominate your preference for keynote speakers](#) as there are limited seats available.

13.2 MINDFULNESS COURSES 2023

The following courses are open for registration and are free to join. Mindful Parenting courses are only offered in person at Clayton campus and the remaining courses are available online. Please note that dates below are for semester 1 and semester 2.

- [Mindfulness in the workplace 6 week course](#)
 - Tues 8 August, 12:00-1:00pm
- [Mindful Parenting 6 week course](#)
 - Tue 3 October, 12:00-1:00pm
- [Managing Stress Mindfully 6 week course](#)
 - Thurs 10 August, 12:00-1:00pm

13.3 WIN WIN PARENTING PROGRAM

In partnership with Benestar a 12 month parenting, work and family support program has been created for Monash staff. Throughout the year you will:

- receive practical strategies on supporting family wellbeing and managing day-to-day parenting challenges on a range of common issues;
- learn about research findings on wellbeing, parenting and child development;
- enjoy tips to better manage work and family - develop your confidence and skills as a parent so you can reduce family stress and be more focused and productive at work.

How the program works

1. Please [register](#) for the program with your **work** email address
2. An email will be sent prior to each live webinar and you can choose to attend the live session or watch the replay in the resource centre, which contains replays, podcasts, handouts and articles.
3. Once you've registered, all that's left to do is enter the dates and times into your calendar, so you don't miss a thing!

Topics for the next 12 months

- 15 August, 1pm - Relationships: Overcoming sibling rivalry and peer conflict.
- 12 September, 1pm - Mental Wellbeing: Strategies to support children's mental health.
- 17 October, 1pm - Self-regulation: Supporting children to develop this important life skill.
- 14 November, 1pm - Family Safety: What parents can do to help stop violence against girls and women.
- 5 December, 1pm - School Holidays: Navigating the work and family juggle.

Occupational Health Update

13.4 UPDATED IMMUNISATION GRID

We've updated the Occupational [Immunisation Grid](#) and [webpage](#). The reasons for requiring immunisation have been divided into the following categories:

- Work activity
- Job title
- Risk source

The following changes have been made:

- Tuberculosis screening is no longer required for any work activity, job title or risk source
- COVID-19, Influenza, Japanese encephalitis, Yellow fever and Typhoid vaccinations have been added for specific groups
- Meningococcal vaccine strains updated (ACWY and B)
- Measles, mumps, rubella (MMR), Pertussis and Varicella vaccinations added with advice for staying up-to-date on routinely recommended (catch-up) vaccinations.

13.5 NOISE ASSESSMENT

OH&S is currently planning for the Noise Assessment. The OHS Consultants & Advisors will be in touch with the areas that will be included in the assessment (based on the 2017 survey). If your area has, since 2017, installed any new plant or equipment or begun doing tasks that produces potentially hazardous noise, please let OH&S know so an initial assessment can be carried out to determine if it should be included in the formal assessment.

13.6 NEW FIRST AID GUIDELINES - ELECTRIC SHOCK

In response to recent incidents across the university, we have developed guidelines for first aid for electric shocks. The guidelines can be found [here](#). Even for a mild electric shock, the casualty must be advised to seek medical aid for assessment of potential effects on the heart.

It is very likely that any incident involving electricity will be a **notifiable incident** to a safety regulator (e.g. WorkSafe Victoria). Notification requires immediate reporting to a regulator by the HSW Manager. The scene of the incident should not be disturbed. Advise the local Safety Officer/Manager/Supervisor of the incident, who in turn must contact the Health, Safety and Wellbeing (OH&S) Manager or their delegate immediately. Detailed advice is available in the guidelines.

13.7 NEW FIRST AID GUIDELINES – BURNS

New guidelines available for first aid for burns and related reporting requirements. The guidelines can be found [here](#).

13.8 DEFIBRILLATOR MAINTENANCE

Contact the Occupational Health Nurse Consultants (BPD-OHNC@monash.edu or 9905 1014) if you need to know anything about maintaining your defibrillator. The nurses can come to you to demonstrate how to use the defib, how to maintain it, how to complete the daily and monthly checks and to answer any other questions you have. Remember to delegate duties to another person when taking leave. More info can be found at the OHS website and the [First Aid & Defib Coordinators Padlet](#) (including how to change the alarm battery in a defibrillator cabinet).

13.9 HEALTH ALERTS – MURRAY VALLEY ENCEPHALITIS, BURULI ULCER & JAPANESE ENCEPHALITIS

Please see the [OHS website for the health alerts](#) on Murray Valley Encephelitis, Buruli Ulcer, Japanese encephalitis virus (JEV) and Carbon Monoxide Poisoning:

[OHS Health Alert for Murray Valley Encephalitis \(MVE\) NEW](#)
[OHS Health Alert for Buruli Ulcer](#)
[OHS Health Alert for JEV](#)

General Business

13.10 MEAL SPECIALS PILOT TRIAL

Meeting Point has partnered with Monash Wellbeing's Dietitians to develop several new menu items that meet the Green criteria of the Victorian Government's Healthy Choices Guidelines, and [over 2000 portions of healthy meals were sold over a 9 week period](#). The trial will continue in Semester 2 - check out the items in store and show the retailers your support!

13.11 SOCIAL COHESION EVENTS AS PART OF THE WELLBEING KPI

We understand the importance of running events that promotes social cohesion e.g morning teas, team building days. Social cohesion activities play an important role in building wellbeing in areas however at this particular point in time, the wellbeing team do not have the mechanisms in place to record social cohesion activities against the university KPI's. Areas who want to record social cohesion activities are encouraged to record this through their own systems and processes and if required report this accordingly to your relevant stakeholders.

13.12 HEALTHY CATERING

The Monash Healthy Catering website monash.edu/catering has been updated and will provide an excellent resource for anyone organising catering for meetings and events on campus. Communications have been sent out to all wellbeing champions, EAs and PAs, faculty managers, and this has also been promoted via internal staff newsletters and Workplace.

[COVIDSafe Catering Guidelines](#) have also been updated to include changes to recommendations for single-serve catering and shared plates. The guidelines inform event organisers on how to provide COVIDSafe catering. 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.

13.13 REUSE CENTRE

The [Monash University Reuse Centre](#) is the place where our pre-loved office furniture finds a new home. The warehouse and online store are open (pending COVID restrictions). Staff, students and the general public can purchase items online using PayPal, Visa or Mastercard and then collect it from our store near the Clayton campus.

Monash departments login in with their authcate to pay online using cost centre and fund. The Reuse Centre arranges delivery for department purchases on their behalf.

Visit Reuse Centre at 738 Blackburn Road, open Tuesdays between 9-3pm or shop online at shop.Monash.edu/Reuse. **If departments have any surplus items they would like to donate please email a description and images to reuse@monash.edu.**

13.14 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.

13.15 MONASH WELLBEING ON WORKPLACE

Join the [Monash Wellbeing Workplace](#) page to stay up to date on upcoming wellbeing programs available online.