

# MSE OHS Consultants Report

Apr-Jun 2023

## 1. MODIFIED OHS DOCUMENTS

The following procedures were presented to the March 2023 *Monash University Occupational Health and Safety Committee* meeting for endorsement of minor amendments. These documents are now available for implementation in your work areas:

### [Emergency Management Procedure](#)

- Added Malaysian specific requirements throughout.

### [Immunisation Procedure](#)

- Updated the COVID-19 Immunisation section to align with the University's updated COVID-19 Plan.

### [OHS Communication Procedure](#)

- Added Malaysian specific requirements throughout.

### [Smoke Free Campus Procedure](#)

- Added 'vaping' as an example in 2.1 and 2.2 2.
- Updated the definition for 'smoking' in the Definitions table to clarify that this includes non-nicotine e-cigarettes/similar devices

### [Using Ionising Radiation Procedure](#)

- Added the requirement for a radiation worker's personal dosimetry results to be supplied to the worker on request, and assigned responsibility for this to the RSO and RPO.
- Added link to "Radiation Management Plan (Exposure of Humans)" under Tools

### Contact for document enquiries

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## 2. ADMINISTRATIVE AMENDMENTS AND UPDATES

### [OHS Risk Management Procedure](#) –

- Re-instated 'Information and consent' and 'Volunteer information' forms under Tools section.
- Added requirement for forms to be attached to ERMP, where relevant (8.4)

The Off-campus Activities Forms have also been added to the [Off-campus Activities and Travel Topics page](#):

- [Off-Campus Activities Information and Consent Form](#)

- [Off-Campus Activities Volunteer Information Sheet](#)

### 3. NEW TOOLS

The following new tools are available on the [OHS Topics](#) pages and the [A-Z](#) of documents:

- [Building Emergency Induction Checklist template](#) (pdf); [Building Emergency Induction Checklist template](#) (docx) -
- [Radiation Management Plan \(exposure of humans\)](#)

### 4. 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 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](#).

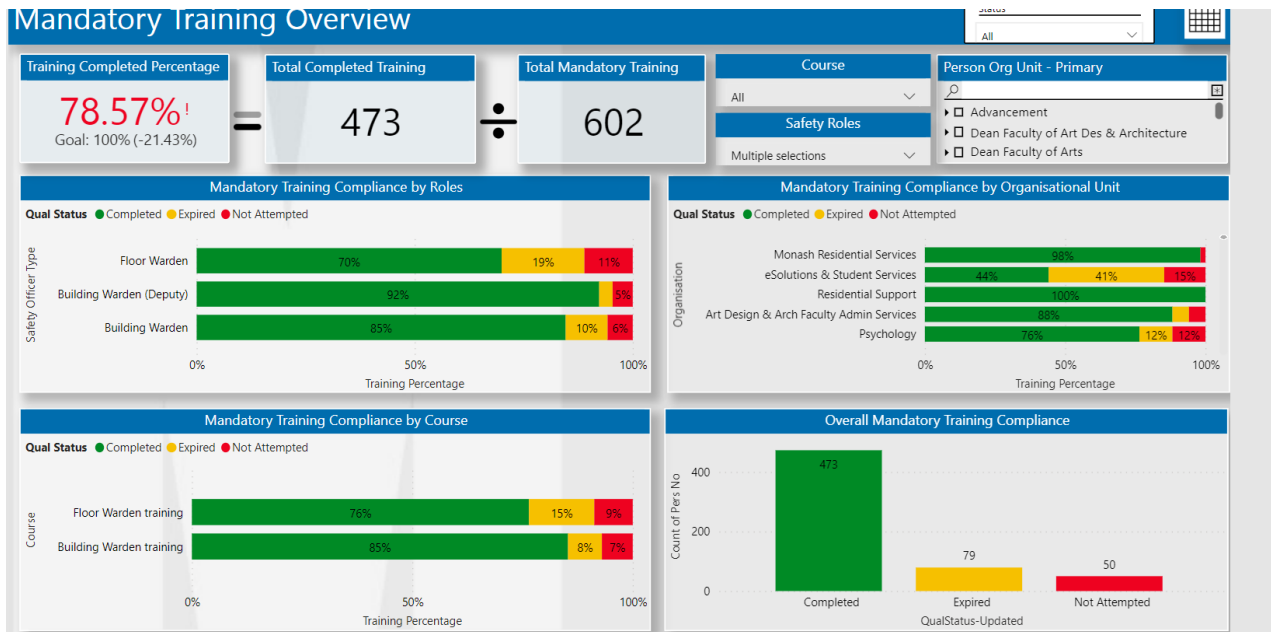
The changes to the Emergency Warden training have also been reflected in the HSW Dashboard, both in the Training Requirement Matrix and in the Training records.

Role Updated	Breathing apparatus training	Building Warden training	Fire Safety & Extinguisher Training	Floor Warden training	Operating an Emergency Warning & Intercommunicat
Building Warden	Yellow	Red	Green	Red	Green
Floor Warden	Yellow		Green	Red	

Compliance condition: Compliance Level Updated

- Mandatory
- Mandatory where relevant to the work/study/role
- Courses are recommended where relevant to the work/study or role

Staff who have completed 'OHS for Managers and Supervisors' training for their main Monash role are not required to complete 'OHS Risk Assessment training'.



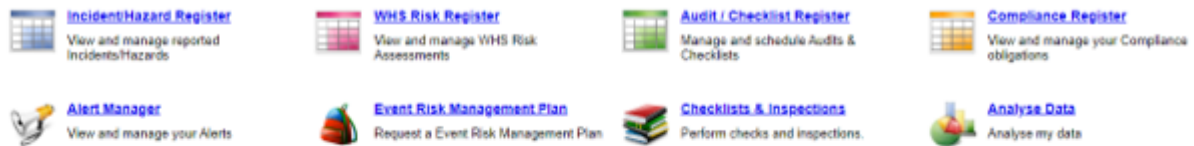
## 5. PERMANENT MOVE TO SARAH NEW LOOK SKIN

As you all may be aware, we are using the SARAH system to enter and manage, risk assessments, audits, checklist and inspections, with the new SARAH+ only for hazard and Incident reports.

From the 1st of April, the ability to toggle between the “classic view skin” to the “new view skin” in SARAH will be removed. All the functionalities within the SARAH system remain the same and all functions replicated, the only difference being the new look.

If you have any questions regarding the change please contact your OHS Consultant or Advisor for assistance.

### Old skin



### New skin



## 6. 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.

## 7. 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.

## 8. ARCHIVING OBSOLETE RISK ASSESSMENTS

The archiving of old and obsolete risk assessments is planned to occur in March. 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.

## 9. 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.



## 10. 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](mailto:ohshelpline@monash.edu) or use the [feedback form](#).

## 11. DOES NEW EQUIPMENT NEED TO BE TESTED AND TAGGED?

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.

## 12. ELECTRICAL SAFETY AT MONASH

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.

## 13. OCCUPATIONAL HEALTH & WELLBEING

### Upcoming Events

#### 13.1 SAVE THE DATE: WELLBEING 2023 - INNOVATE + EDUCATE + INSPIRE

The Monash Wellbeing team will be hosting [Wellbeing 2023 - Innovate+Educate+Inspire](#) at Robert Blackwood Hall and Monash Sport (Clayton campus), on **Tuesday 5 September from 8:30-4:30pm.**

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 and Dr Dinesh Palipana OAM, with many more still to come.

This event is only offered in person, so please save the date in advance if you wish to attend. More details will be available soon.

#### 13.2 DIABETES WEEK - FOOD SWITCHES WEBINAR

This 60 minute seminar is delivered by a dietitian and will break down how to interpret a food label and provide some suitable food switches to help you achieve better health.

Date: Monday 10 July

Time: 12-1pm

Register at [MyDevelopment](#)

#### 13.3 DRY JULY – CHEERS TO GOOD HEALTH ALCOHOL AWARENESS WEBINAR

This 60 minute seminar is delivered by a dietitian, and it explores the realities of excessive alcohol consumption, the positive effects of staying within the alcohol intake guidelines and strategies to reduce, or at least manage, alcohol intake and support those around you.

Date: Wednesday 19 July

Time: 12-1pm

Register at [MyDevelopment](#)

#### 13.4 FINDING YOUR PURPOSE THROUGH GOAL SETTING (PART 2)

This event is a second series from a session hosted earlier in February, and it aims to assist Monash staff to develop realistic goals that deliver meaningful outcomes related to their roles at Monash and also more broadly to personal and wellbeing goals. ***Participants do not need to have completed Part 1 to attend this session.***

Date: Wednesday 12 July

Time: 12-1pm  
Register at [MyDevelopment](#)

### 13.5 NEW STAFF HEALTH AND WELLBEING WEBSITE NOW LIVE

Improving access to health and wellbeing resources and services has been a common feedback topic in our THRIVE@Monash surveys. We have now turned this feedback into action, rebuilding the University's online health and wellbeing experience to make it easier for our staff to find the help they need, when they need it.

The new [staff health and wellbeing website](#) is now live, and can also be found on the my.monash portal.

### 13.6 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](#)
  - Wed 19 April, 12:00-1:00pm
  - Tues 8 August, 12:00-1:00pm
- [Mindful Parenting 6 week course](#)
  - Tue 7 March, 12:00-1:00pm
  - Tue 3 October, 12:00-1:00pm
- [Managing Stress Mindfully 6 week course](#)
  - Tue 7 March, 9:30-10:30am
  - Thurs 10 August, 12:00-1:00pm

### 13.7 NEW FINANCIAL WELLBEING PORTAL WITH UNISUPER

Unisuper have released a new financial wellbeing portal (<https://gateway.on24.com/wcc/eh/1092753/group/116607/financial-wellbeing>) that contains resources, webcasts and information about financial wellbeing. To support staff in their financial wellbeing, a 4 part webinar series will be available starting in April. Further information will be sent as a global email to all Unisuper members. Please note this session is not only for UniSuper members and is open to all Monash staff.

### 13.8 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

- 14 March ,1pm - Parenting Support: Avoiding the pitfalls of parenting by "what others will think".
- 4 April, 1pm - Family Wellbeing: Thriving as a family during the pre-teen and teen years.

- 16 May, 1pm - Family Relationships: Harmful versus nurturing communication
- 13 June, 1pm - Managing kids screen time: Strategies for safe technology use.
- 18 July, 1pm - Family Wellbeing: Self-care for working parents and kids.
- 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

### 13.9 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.

### 13.10 NEW FIRST AID GUIDELINES – BURNS

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

### 13.11 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

### 13.12 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 cohesions activities are encouraged to record this through their own systems and processes and if required report this accordingly to your relevant stakeholders.

### 13.13 RECRUITING WELLBEING CHAMPIONS

The role of a Wellbeing champion is to support the implementation and delivery of Monash University's Health and Wellbeing Strategic Action Plan, which aligns with Impact 2030's goal of Fostering Thriving Communities.

Wellbeing champions will actively promote the Wellbeing at Monash program within their local areas, encourage colleagues to access relevant health and wellbeing opportunities, share best practice and stories of success and highlight the benefits of participation. Additionally, Wellbeing Champions will also represent employees and provide feedback relating to improving health and wellbeing at Monash University.

If you would like to become a Wellbeing Champion, please email [wellbeing@monash.edu](mailto:wellbeing@monash.edu) for further information

### **13.14 HEALTHY CATERING**

The Monash Healthy Catering website [monash.edu/catering](http://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](mailto: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.

### **13.15 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](http://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](mailto:reuse@monash.edu).**

### **13.16 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](http://www.monash.edu/wellbeing).

### **13.17 MONASH WELLBEING ON WORKPLACE**

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