

# Department of Materials Science & Engineering OHS Consultants Report

April-July 2021

## 1. ISO45001 AUDIT REPORT

The department's management of OHS is mature and OHS intergration into the core business was endorsed by a pleasing and successful audit report . This success belongs to all members of this department and they should be very proud of this audit outcome. There was one minor non conformance and one area for improvement. Most pleasing the auditor noted the use of the ilab platform to collate local lab OHS induction and training records.

## 2. MANAGING HEALTH AND SAFETY AT MONASH UNIVERSITY ORGANISED EVENTS

A number of changes have been made to provide better clarity on the management of health and safety before, during and after events at Monash University. These changes have now been endorsed by the Monash University OHS Committee (MUOHSC), approved by the Chief Operating Officer, and are now requirements of the University. The key documents that have been revised are:

[OHS ROLES, RESPONSIBILITIES AND COMMITTEES PROCEDURE](#)

This Procedure outlines the roles and responsibilities at Monash University in relation to Health and Safety. The new version includes:

- A definition of an event as: a gathering of people at specific times and locations that present risks outside business-as-usual controls, due to the:
  - Types of activities being performed during the event (e.g. outdoors activities, provision of food and alcohol, travel);
  - Number of people gathering at the event;
  - Changes in the use of spaces (e.g. changes to egress, the installation of temporary structures and equipment);
  - Access limitations for emergency services (e.g. remoteness, disruption to roads and pathways).
- A definition for Event Managers as a worker assigned to manage an event. This is referred to as the 'Event Risk Management Plan leader' in SARA.

Section "8. Event Related Roles" has also been included that articulates the responsibilities of both Event Managers and the newly established role of Event Safety Marshals (ESM). It now a requirement that any event with more than 10 participants has at least 1 ESM on duty at all times, and an additional ESM:

- For each 500 participants; and
- To adequately monitor all event spaces and activities.

It is important to note that both Event Managers and Event Safety Marshals now have mandatory training requirements as outlined in the [OHS Training Matrix](#).

[OHS MANAGEMENT OF WORK AREAS PROCEDURE](#):

This Procedure has been established to ensure that all work areas at Monash University are without risk to the health and safety of workers and the public, so far as is reasonably practicable. As a result, it is now recognised that, for the duration of an event, work areas may fall under the management control of an Event Manager, and the requirements of the [OHS MANAGEMENT OF WORK AREAS PROCEDURE](#) must be adhered to.

More information on events is available at our [Events and People Topic](#) on the [OHS Website](#).

OH&S will continue to monitor events at Monash and make further adjustments to these requirements where warranted. We welcome your feedback and thank you for your ongoing support.

## 3. THE NEW EPA ACT

**From 1<sup>st</sup> July 2021 a new general environmental duty (GED) comes in to force, which requires that people engaging in activities that may give rise to risks of harm to human health or the environment from pollution or waste must minimise those risks, so far as reasonably practicable.**

There are also new duties applicable to waste generators:

- **duty to investigate alternatives to waste disposal**
- **duty to notify of transactions in reportable priority waste.**

**Reportable Priority Wastes – previously known as prescribed wastes** and include clinical (biohazard) waste, solvents, acids, asbestos and grease and neutraliser trap wastes. These wastes will be transported using the new “waste tracker” system to ensure appropriately classified, transported by permitted vehicles and drivers and take to a lawful place.

In general, Monash is already compliant with the EPA Act. However, an immediate implementation issue is with the conversion from the wasteCert system to the “Waste Tracker” system for reportable priority waste tracking. This is related to the authorisation requirement for the individual Monash waste tracker users. EPA have stipulated that individual Waste Tracker users need to be Authorised by the Chief Executive Officer.

BPD is currently working with wasteCert system users in the Faculties, Schools, Research Institutes, Monash Research Office and Purchasing to establish an appropriate hierarchy of Authorisers to suit our complex organisation.

If you are a current user of the wasteCert system please advise Michelle Giovas, via email [michelle.giovas@monash.edu](mailto:michelle.giovas@monash.edu) or complete the google sheet available [here](#) so that you can be appropriately authorised to use Waste Tracker. Please include detail on your work area and your location. **Please do not register for the system until your authoriser is confirmed.**

Further information on Waste Tracker is available at <https://www.epa.vic.gov.au/for-business/business-forms-permits-online-tools/waste-tracker/waste-tracker-for-producers>

#### **4. CHEMWATCH MANIFEST QUANTITIES FOR GAS CYLINDERS**

A recent audit of the current chemicals and gases entered within the Chemwatch system, identified that gas quantities have been entered incorrectly. This is causing the maximum quantities shown in Chemwatch to be significantly higher than the actual quantity stored or used.

Chemwatch maximum quantities for gases are based on litres(L). However, Chemwatch will also allow the user to specify other units of measure (eg, kg, m<sup>3</sup> etc). Any quantities entered as Kg or m<sup>3</sup> will be converted to L for all reporting. This is causing a significant discrepancy in Chemwatch regarding the actual quantity being stored versus the quantity that Chemwatch is showing as stored.

For example; quantity in Chemwatch may be entered as 7.5m<sup>3</sup> of Argon gas. Chemwatch will convert this amount to L and therefore show it as 7,500L being stored.

##### **Why is this a problem?**

The Dangerous Goods Regulations (DG Regs 2012) and relevant Australian Standard, AS4332 base the storage amount of a cylinder on the water capacity of the cylinder as per below attached image, Table C1. If 7,500L of argon gas is compressed into a G size cylinder at a volume of 7.5m<sup>3</sup>, the storage amount is 50L not 7,500L. Some areas have added amounts of gases as a volume (m<sup>3</sup>) or weight in (Kg), when Chemwatch has converted these values to L the amount stored has significantly been inflated and therefore causing Chemwatch to identify the storage areas as Fire Protection zones.

##### **Solution to fix Chemwatch quantity**

Each area will need to identify if they have entered the storage capacities as volume (m<sup>3</sup>) or weight (Kg or g). Once identified, the units will need to be converted to L and the maximum storage amount can be updated and calculated based on the number of cylinders stored multiplied by the water capacity of the cylinder. (eg, G size cylinder (50L water capacity) x 4 Cylinders stored = 200L stored as the maximum quantity

To further assist users in understanding how to specify gas cylinders quantities in Chemwatch, OHS has developed a guidance document that can be referenced by users and it is included in the below link. [https://www.monash.edu/\\_data/assets/pdf\\_file/0017/2205503/gas-cylinder-water-capacity-guide.pdf](https://www.monash.edu/_data/assets/pdf_file/0017/2205503/gas-cylinder-water-capacity-guide.pdf)

**TABLE C1**  
**APPROXIMATE DIMENSIONS AND CAPACITIES OF CYLINDERS FOR HIGH-PRESSURE INDUSTRIAL GASES**

Dimension and unit	C	D	E	F	G/K
Water capacity, L	2-3	9-10	22-24	34	48-50
Height, mm	460	760	910	1295	1410
Diameter, mm	100-120	150-175	200-215	215	230-250
Empty weight-steel, kg	3-5	11	28	—	50
Empty weight-aluminium, kg	3.0	10	22	24	42

#### 4.1 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.

#### 4.2 CHEMWATCH MANIFEST TEMPLATE

The [Chemwatch Manifest Template](#) now includes some pre-populated and locked fields to streamline the manifest upload requests and help maintain consistency of the registers in Chemwatch.

#### 4.3 GUIDANCE FOR SETTING UP FOLDERS IN CHEMWATCH:

The new [Setting up a folder structure in Chemwatch](#) document provides information on how to structure the folder pathway in Chemwatch and how to transcribe this information correctly into the [Chemwatch Manifest Template](#). This guidance is particularly useful for shared occupancy areas. It is available from the OHS [Chemwatch](#) webpage.

## 5. 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: **monashuni**

Username: **smartsuitesds**

Password: **appSDS2021** (*case sensitive*)

## 6. 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.

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.

## 7. MONASH COVID SAFE PRACTICES 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.

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

## 8. OCCUPATIONAL HEALTH & WELLBEING

### 8.1 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/>

## 8.2 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 developed to guide and 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.

## 8.3 CATERING FOR PARTICIPANTS WITH FOOD ALLERGY OR ANAPHYLAXIS

We've updated our information sheet on [Health and Safety Considerations for Event Planning](#). The guide provides information on processes for Event Organisers to follow to minimise risk for participants with known food allergy or anaphylaxis.

Additionally, the Centrally Managed OHS Risk Assessment “#10560 Minimum requirements for the provision of food during events (v1.0)” has been created. It includes the new risk management processes and can be cloned and adapted for use.

OHS centrally managed risk assessment #10560 Minimum requirements for the provision of food during events (v1.0)

<https://www.monash.edu/ohs/info-docs/risk-management-and-work-safe-instructions/centrally-managed-risk-assessments>

OHS Information Sheet: Health and safety considerations for event planning

<https://www.monash.edu/ohs/info-docs/safety-topics/events-and-people/health-and-safety-considerations-for-event-planning>

## 8.4 FIRST AID COURSES – UPDATE FOR 2021 MORE COURSES BEING ADDED -AUGUST SPETEMBER

Talent & Leadership Development (TLD) will resume face-to-face (F2F) training at 211B Wellington Road from 1<sup>st</sup> February, 2021. The Occupational Health team has developed a COVIDSafe plan and implemented infection control measures for F2F training.

First Aid Blended

<https://monash.csod.com/ui/lms-learning-details/app/event/39daec99-804b-4de3-a2ff-8c77a41c593c>

CPR Refresher

<https://monash.csod.com/ui/lms-learning-details/app/event/0a170550-d8f1-408c-a052-af6100f9adb9>

Also, you can apply directly to TLD for training (see links below). The course request form is available on this webpage:

<https://www.intranet.monash/talent-leadership-development/occupational-health-safety>

The course request form link is

<http://www.intranet.monash/staff-development/media/documents/forms2/OH-And-S-Training-Request-Form.docx>

If you do not have enough numbers to fill the course (max. 20 participants per group), you can advertise through [Monash First Aid Coordinators and Defib Coordinators Workplace Group](#) to combine your training session with other groups or individuals.

If you would like your staff/students to attend a course with an external provider, please contact the Occupational Health team (T: 9905 1014 or E: [BPD-OHNC@monash.edu](mailto:BPD-OHNC@monash.edu)) so the alternative training provider's COVIDSafe plan and infection control measures can be assessed.

## 8.5 AMBULANCE VICTORIA DEFIBRILLATOR REGISTRY

Ambulance Victoria (AV) have undertaken a project to build a registry with defibs that are available for public use. This was previously brought to the attention of the Defib Coordinators in 2016. OH&S is supportive of our defibs being registered but understand that not every area can/will sign up as it may not be appropriate for their defib to be made accessible to the general public.

OH&S has registered a few Monash defibs already and AV is now contacting coordinators to assist with registering their defib.

The benefits are:

- The defib's location is known and is able to be accessed by the general public.
- The casualty's cardiac arrest ECG data is taken from the defib by AV and made available to their treating team in the emergency department/ICU/wards.
- If the defib data is collected by AV, they will also replace the electrode pads free of charge. It will mean the defib is likely to be in AV's possession for 24-48 hours while this occurs.

It is not mandatory to sign up to this registry and OH&S recommends discussing it with your OHS committee to determine if this is appropriate for your group. If you have any other questions, please email [BPD-OHNC@monash.edu](mailto:BPD-OHNC@monash.edu).

## 8.6 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.

## 8.7 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. 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).**



## **8.8 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).

## **8.9 MONASH WELLBEING ON WORKPLACE**

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