

Materials Science Engineering

OHS Consultant Report

January-March 2021

1. MODIFIED OHS DOCUMENTS

Following the November 2020 "Monash University Occupational Health and Safety Committee" meeting, the following documents were revised and approved by Peter Marshall, Chief Operating Officer & Senior Vice-President. These documents are available for implementation in your work areas:

- [Designated Work Group \(DWG\) and Health and Safety Representative Procedure](#)
- [Healthy Food Procedure](#)
- [High Risk Scheduled Drugs and Poisons Procedure](#)
- [Management of OHS Actions Procedure](#)
- [Management of Scientific Diving Procedure](#)
- [Management of Suspected Exposure to Macacine Alphaherpesvirus 1 \(B Virus\) Procedure](#)
- [OHS Communication Procedure](#)
- [OHS Consultation Procedure](#)
- [OHS Legal and Other External Requirements Procedure](#)
- [OHS Management of Work Areas Procedure](#)
- [OHS Monitoring Procedure](#)
- [OHS Prescribed Activities and Permit to Work Procedure](#)
- [OHS Records Management Procedure](#)
- [OHSMS Management Review Procedure](#)
- [Protecting Unborn and Breast-Fed Children from the Effects of Maternal Exposure to Chemicals, Biologicals, Animals and Radiation Procedure](#)

If you have any comments or questions, please direct these to Norman Kuttner at norman.kuttner@monash.edu or Bernadette Hayman at bernadette.hayman@monash.edu.

2. MINOR UPDATES TO DOCUMENTS

2.1 Risk Management Program

The 'Risk Management Program' documents for specific hazards have been updated and are available from the OH&S website.

- [Risk Management Guidelines: Ergonomics and Manual Handling](#)
- [Risk Management Guidelines: Chemical](#)
- [Risk Management Guidelines: Radiation](#) (*under review*)
- [Risk Management Guidelines: Biological](#)

2.2 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.

2.3 Local OHS Committee meetings Agenda and Minutes templates

Please ensure that you download and use the most current version (June 2020) for your meetings.

- [Agenda template \(doc 199kb\)](#)
- [Minutes template \(doc 200kb\)](#)

3. EVACUATION DRILLS AND WORKPLACE INSPECTIONS

Due to COVID the evacuation trial 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/transmission of COVID-19, these programs may be affected and announcements regarding any changes will be communicated via OH&S.

4. RECOMMENDATIONS FOR IMPLEMENTATION FROM THE SURVEILLANCE AUDIT 2020 FOR AS4810, 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.

5. ADOPTION OF GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELLING OF CHEMICALS, SEVENTH EDITION, IN VICTORIA

The Occupational Health and Safety Amendment Regulations 2020 and the Dangerous Goods (Storage and Handling) Amendment Regulations 2020, which adopt the seventh edition of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS 7), were made by the Governor in Council on **Tuesday 15 December 2020**.

These changes come into effect on **1 January 2021**, however a two-year transition period applies to allow time for Australian manufacturers and suppliers to review and prepare new classifications, labelling and safety data sheets (SDS) of chemicals where applicable.

During this transition period, manufacturers and suppliers may use either GHS editions 3rd, 4th or 5th (but not a combination), or choose to use the 7th edition, to prepare classifications, labels and SDS for hazardous chemicals. From 1 January 2023, only GHS 7th edition may be used.

Further information will soon be available which provides an overview of these changes, particularly the classification criteria for flammable gasses (finalised in GHS 7) on the [WorkSafe website](#).

A notice also appeared in the Victorian Government Gazette here: <http://www.gazette.vic.gov.au/gazette/Gazettes2020/GG2020S667.pdf>.

6. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES TRAINING ONLINE

This new online course provides participants with general awareness training related to the use of Dangerous Goods and Hazardous Substances.

This training will focus on how to use Dangerous Goods and Hazardous Substances safely by following information provided in Safety Data Sheets and the causes to the individual, property and environment resulting in serious injuries and illness if they are not used properly.

The content in this training provides the participant with basic information on the effects of dangerous goods and hazardous substances and how to access essential information to ensure that the correct and most effective risk controls are applied.

While the course content covered in this training is general in nature, following the training the participant is required to engage with their local safety officer or supervisor, for a local induction and specific practical training.

[Dangerous Goods And Hazardous Substances](#)

7. FACE TO FACE OHS TRAINING (FIRST AID, CPR, EMERGENCY WARDEN)

Please note that due to COVID-19, courses that have a face to face component such as First Aid, CPR and Building Warden training, have been postponed by Talent Development until further notice ([see Item 18.2](#) for update on First Aid and CPR training). Staff that are required to fulfill this component of the training will be noted in the areas OHS progress report as “to be completed”. However, due to current circumstances this is acknowledged by OH&S and does not reflect negatively on the area for lapsed training. Staff can complete their courses when they are offered again.

8. 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.

9. CORONAVIRUS (COVID-19)

Please see the dedicated [Monash Coronavirus website](#) which is regularly updated as new information, plans and recommendations come through. Please refer to the online [factsheet](#) for information about international travel, leave provisions, deferred exams and what to do if you're feeling unwell.

Staff can contact Access HR for support and advice, and to discuss their personal circumstances

For information regarding the gradual return to campus refer to <https://www.monash.edu/ohs/news-and-health-alerts/health-alert/covid19-return-to-work>

10. CENTRALLY MANAGED RISK ASSESSMENTS

These risk assessments form part of the implementation of the OHSMS and are developed by Monash OH&S for common activities as deemed appropriate, and are approved by the Manager, OH&S.

Centrally managed risk assessments outline the minimum controls expected by Monash University. If for any reason these controls are not able to be adhered to, or if the risk level remains unacceptable, additional risk control measure must be identified through a bespoke risk assessment.

In addition, Risk Assessment templates have been developed for some activities. These can be used to update existing risk assessments using the formal review, or the template can be cloned to develop a new risk assessment. The template should not be used verbatim, but rather adjusted and contextualised to suit each task and/or activity. This includes updating the Risk Assessment Name and descriptive text.

A list of all centrally managed risk assessments can be found at the following [link](#).

11. EMERGENCY PREPAREDNESS DURING AND UPON RETURN TO CAMPUS DURING COVID ISOLATION.

During times when there is limited emergency coverage on campus, Monash Security will provide support to the building warden if present, or step in to take control of the emergency and liaise with the Fire Brigade to evacuate the building.

During this unprecedented time, OH&S is not expecting workplace inspections or building evacuations to be completed until further notice.

For areas being audited, explanation of this directive to the auditor will be expected and an understanding of the situation that we face must be considered.

12. CHEMWATCH

Following the findings of an external chemical management audit, the Monash University OHS Committee has approved Chemwatch as the mandatory tool for chemical management at Monash University.

This will be rolled out in a soft launch with individual areas being approached to commence transferring their chemical registers into Chemwatch this year. Please be aware that those areas using chemicals, are required to provide a list of their Domain Administrators to the [OHS Administrators](#) by **29th May 2020**. Complete instructions for this transition are available [here](#).

The full use of this tool will be made mandatory by 1st of January, 2021.

13. OHS PLAN TEMPLATE

We have developed a [new OHS plan template](#) which can be used for this year if one has not already been implemented.

The requirement for this has arisen from the outcome of last year's OHS Surveillance audit that identified inconsistencies in the way areas across the University were completing their plans. This new plan template has handy drop-down menus and simplifies the process. It also is prepopulated with three goals, two of which are mandatory for every area, and one which is mandatory only for those areas that use chemicals.

14. UPDATED LOCAL AREA INDUCTION CHECKLISTS

All local area OHS induction checklists have been updated (Date of review: April 2020) and are available on the OHS website: <https://www.monash.edu/ohs/induction-training/local-area-induction>

Please ensure that you always access the latest version from the OHS website and dispose of any superseded printed copies.

15. NEW MANSLAUGHTER LAWS

New industrial manslaughter laws will come into effect in Victoria on 1st July 2020. Victoria is a third Australian jurisdiction to make industrial manslaughter a criminal offence.

The new industrial manslaughter laws have been added to the current OHS Act 2004 and will apply to organisations, self-employed persons as well as officers.

The new laws will attract the highest penalty in the OHS Act, introducing maximum fines of approx. \$16.5m for employers and jail terms of up to 20 years and fines of up to \$1.65m for officers whose actions or omissions by negligent conduct, cause the death of anyone who is owed an existing duty under the OHS Act, including employees and members of the public. This may include situations where negligent conduct causes an injury or illness which later leads to death of the individual.

For more information on the new Industrial Manslaughter laws, visit Worksafe website: <https://www.worksafe.vic.gov.au/victorias-new-workplace-manslaughter-offences>”

16. HOW TO USE SARAH (TUTORIALS/TRAINING)

Although the university’s Safety and Risk Analysis Hub has been used since 2014, there have been times whereby staff that utilize the system infrequently require guidance or retraining to operate or navigate their way around. OH&S have developed tutorial videos that can be accessed [here](#) for hazard incident reporting and investigations and [here](#) for risk management.

If there are specific needs that need to be addressed in using SARAH, you can engage your OHS consultant or advisor to assist you in navigating the system and completing tasks. Your OHS Consultant or Advisor can be found at the following link; <https://www.monash.edu/ohs/AboutUs>

17. CHANGES TO ‘PRACTICAL COMPONENT’ OF GAS CYLINDER AND CRYOGENICS TRAINING

The ‘Practical Observation’ component will be phased out for both the Gas Cylinder and Cryogenics training, and staff and students will only need to complete the respective online theory training to be awarded their training qualification in myDevelopment. The instructions in myDevelopment/Talent Development intranet will be updated shortly to reflect this change.

Cryogenics:

Once theory training has been completed, staff and students will need to complete the specific local induction(s) for the Cryogenic facilities they wish to access and this must be recorded and retained as a local induction record using the [Local Area Cryogenics Facility Induction checklist](#). The induction must be delivered by the relevant facility manager/authorised delegate.

Gas Cylinders:

The [Local Area Laboratory Induction checklist](#) has been updated to identify whether staff/students will be using gas cylinders. If this is the case, they must be provided with the relevant local training and this must be recorded in a [Local Training Record](#).

Note: It is up to each area to develop the relevant local training specific to the gas cylinder set-up/context of use. The training must be delivered by an authorised staff member who has been trained in gas cylinders.

The new “online” gas cylinder training will be available imminently.

There will no longer be a requirement for Safety Officers to complete the ‘Practical Observation checklist’ and upload this to myDevelopment.

18. MANDATORY CHEMICAL REGISTER IN CHEMWATCH – CONSULTANT’S REPORT COMMUNICATION 1:

An external audit conducted by KPMG in 2018 on hazardous chemicals at Monash University recommended that a centralised University chemical register be implemented at Monash.

OH&S were tasked with implementing this recommendation and have set up a working group with representation from major users of chemicals across the University to investigate appropriate solutions.

A number of commercially available products were reviewed and evaluated. In June 2019, the working group provided a recommendation to the Monash University Occupational Health & Safety Committee (MUOHSC) for the establishment of a chemical register utilising Chemwatch.

Monash currently has a licence for the use of Chemwatch GoldFFx, an online-based chemical management program which is provided at no cost to all users in the University.

MUOHSC subsequently endorsed the mandatory use of Chemwatch by all users of chemicals at Monash University. OH&S together with the working group are developing a process to assist user areas with establishing their chemical register in Chemwatch.

Many areas have already established their chemical register in Chemwatch which provides access to SDSs and other safety information relating to chemical management.

It is expected that all areas will transition their chemical register to Chemwatch in 2020. Detailed instructions and timeframes will be communicated to all areas following further consultation and feedback.

19. OCCUPATIONAL HEALTH & WELLBEING

19.1 NEW GUIDANCE ON FIRST AID PROVISION DURING COVID-19 PANDEMIC

In early 2020, guidance was developed for the [provision of First Aid during the COVID-19 pandemic](#). First Aiders are to treat all casualties as a suspected case of COVID-19. In doing so, contact and droplet precautions are recommended. Recommendations include First Aiders using P2/N95 masks when conducting first aid within 1.5m of a casualty. Other personal protective equipment (PPE) is required, including gloves and eye protection.

OHS is provided an initial supply of P2/N95 masks for first aid kits of [areas that remained open in 2020](#) and to First Aiders who continued to work on campus. We encourage areas to review their First Aid processes on their return to work on-campus and ensure they are adequately supplied with masks, eye protection and gloves. Please contact BPD-OHNC@monash.edu with any questions relating to First Aid provision.

19.2 FIRST AID COURSES – UPDATE FOR 2021

Talent & Leadership Development (TLD) will resume face-to-face (F2F) training at 211B Wellington Road from **1st 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) so the alternative training provider's COVIDSafe plan and infection control measures can be assessed.

19.3 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-ONHC@monash.edu.

19.4 BLENDED ONLINE MENTAL HEALTH FIRST AID COMMUNITY COURSES NOW AVAILABLE ON MYDEVELOPMENT

Mental Health Programs team is now offering Mental Health First Aid training online. The next session is on February 16th and 23rd 2021. The course has two components (1 e-learning component and a group zoom training day) and staff can register via [myDevelopment](#)

19.5 SLEEP SEMINAR

Shantha Rajaratnam from Turner Institute for Brain and Mental Health will be delivering a presentation on how you can improve your sleep during this time. The session will run on Thursday 18th of February. More details will be available here: <https://my.monash.edu/news-and-events/bookings/hubs/view/265659/>

19.6 SMART EATING WEEK (8-14TH OF FEB)

Smart Eating Week is aimed at encouraging individuals to make healthier food choices and supporting them to eat well and nourish their bodies for optimal health and wellbeing. To celebrate Smart Eating Week, we've organised two events for staff to take part in:

- **30min aerobics and toning workshop on 8th Feb, 12pm Aus time (9am Malaysia time)**
 - Registration: <https://my.monash.edu/news-and-events/bookings/hubs/view/266481/>
- **30min label reading and nutrition workshop 10th Feb, 12pm Aus time (9am Malaysia time)**
 - Registration <https://my.monash.edu/news-and-events/bookings/hubs/view/266392/>

19.7 MINDFULLY DEALING WITH STRESS, CHANGE AND UNCERTAINTY

The year 2020 presented numerous challenges on many different fronts and there are still many uncertainties about what 2021 will bring. With challenge also comes opportunity and the potential for learning. In this interactive seminar we will explore how mindfulness can help us to not only to deal with the stress that commonly comes with change and uncertainty but also to grow through the experience.

Register here to attend on Tuesday 16th Feb

<https://my.monash.edu/news-and-events/bookings/hubs/view/266325/>

19.8 BE WELL AT MONASH

During this Covid-19 crisis, it's important to continue to look after yourself and your family. Monash Health and Wellbeing together with our key partners Monash Sport, Counselling Services, HR and others, will be developing further programs and services to bring to you at home during this time. For some great tips for maintaining good health and wellbeing wherever you are, go to <https://www.monash.edu/ohs/health-and-wellbeing/be-well-at-monash>

19.9 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.

19.10 MONASH SPORT ACTIVE BODIES ONLINE

Monash Sport continues to support staff and students through physical activity online. The Monash Sport Active Online site provides online workouts, health and wellbeing tips, live videos, demonstrations and motivations to support your active lifestyles.

See the summer series timetable on their website: <https://www.monash.edu/sport/active-bodies-online>

19.11 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.

19.12 MONASH WELLBEING ON WORKPLACE

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