1. **MODIFIED OHS DOCUMENTS**

Following the June 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 for implementation in your work areas:

- OHS Contractor Management Procedure - revised
- Using Ionising Radiation Procedure - revised

For enquiries, OHS Manager, Occupational Health and Safety
Email: liz.holzschuster@monash.edu

2. **AS45001 AUDIT ACTIONS CLOSE OUT**

Following on from the ISO45001 Certification Audit that was conducted in April/May, relevant audit coordinators for the Faculties and Divisions have been assigned actions in SARAH.

Thank you to all that have completed their assigned action tasks in SARAH. For those with outstanding tasks, this is a timely reminder to address these now that Campus reactivation has commenced.

If there are any questions or clarification required in addressing some actions please, reach out to you OHS Consultant /Advisor for help.

3. **MINOR UPDATES TO DOCUMENTS**

3.1 **ISO 45001 CERTIFICATION LOGO**

Following the University's recent certification to *ISO 45001:2018 Occupational Health and Safety Management Systems*, the following minor updates have been made to all OHS Procedures:

- Updated certification logo in footer to ISO 45001
- Updated the Standard to ISO 45001 under “Associated procedures” in the Governance table

Please ensure that you access the most recent version of the OHS Procedures [here](#).

3.2 **OHS TOOLS (FORMS, CHECKLISTS, POSTERS, GUIDANCE)**

Upon the recommendation of the ISO Certification Body, Bureau Veritas, the BV logo has been removed from all OHS tools, as this proved difficult to keep-up-to date given the vast number of associated tools that support the OHS procedures.

Please dispose of any older versions that you may have printed or saved and ensure that you access the most recent version (August 2021) of the OHS tools [here](#).

4. **WORKSAFE – INTRODUCTION OF INFRINGEMENT NOTICE SCHEME**

From 31 July 2021, WorkSafe inspectors can issue infringement notices to individuals or corporations with fines varying, depending on the nature of the offence and ranging from $363.48 for an individual, and between $1,090.44 and $1,817.40 for a corporation.
Infringement notices can be issued for offences including:

- a person undertaking work without a required license, registration, qualification, experience or supervision
- the use of equipment or substances that are not licensed or registered as required
- failing to meet various duties relating to the removal and storage of asbestos
- failure to keep various required records

The infringement notice scheme is designed to strengthen WorkSafe’s compliance and enforcement capability, act as an additional deterrent and help keep Victorian workplaces safe. Importantly, under the infringement notice scheme the obligations of employers do not change. Duty holders must continue to do everything that is reasonably practicable to provide a workplace that is free from risks to health and safety.

WorkSafe and its inspectors and investigators will continue to provide guidance and information, issue improvement, non-disturbance, and prohibition notices, and prosecute safety breaches where appropriate.

5. **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 SARAH.

“**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**.

More information on events is available at our **Events and People Topics page** 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.

6. **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 or 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.
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%253dfodetails%2526lo%253d6bf469e8-5402-483c-9081-e166f1de4d0

8. THE NEW EPA ACT

From 1st July 2021 a new Environment Protection (EPA) Act commenced in Victoria. When the EPA act was initially introduced in 1970, it was seen as ground breaking but after 50 years, it was a little tired. The new legislation changes the way Victorians need to consider our environment.

- A General Environmental Duty (GED) has been introduced which requires people who are engaging in activities that may give rise to a risk of harm to human health or the environment from pollutions or waste; to minimise those risks so far as reasonably practicable. The inclusion of human health is new.
- The legislation also moves from a focus on prosecution to a focus on prevention. So instead of just fining people for polluting a creek, authorised officers will be focussing on prevention - what control measures are in place to avoid a problem. Similar concept to OHS legislation in Victoria.
- The legislation changes how waste must be managed and introduces other requirements including reporting of contaminated sites and incident notifications.

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 classifies, 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 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.

9. LAUNCH OF NEW ONLINE BIOSAFETY BASIC PRINCIPLES TRAINING

The new self-paced online Biosafety Basic Principles training has been launched. This will replace the current ‘Biosafety 1’ training which commenced 11th of August 2021. Approximate duration 60-90 minutes.

The new self-paced online course is mandatory for staff, Honours and Postgraduate students who work with biological materials or animal models. This training must be renewed every three years to maintain currency. The quiz component requires a 90% grade in order to mark it complete.

The completion of Biosafety Basic Principles does NOT exclude participants from completing a local Biosafety induction.

All undergraduate students will need to set up a myDevelopment profile and allow 24 hours before they can request any training. Postgraduate and staff do not need to create a profile, it is built in.

Note: All participants who have already started the current Biosafety 1 module are advised to complete it by close of business, 10th of August 2021. If you have not completed your current training module by that date, you will be required to request and complete the new version.

10. 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 that 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, m3 etc). Any quantities entered as Kg or m3 will be converted to L for all reporting.

For example; quantity in Chemwatch may be entered as 7.5m3 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 7.5m3, the storage amount is 50L not 7,500L. Some areas have added amounts of gases as a volume (m3) 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 (m3) 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.

10.1 **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.**

10.2 **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.

10.3 **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.

11. **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)*

12. **MINOR UPDATES TO DOCUMENTS**

12.1 **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.

13. **EVACUATION DRILLS AND WORKPLACE INSPECTIONS**

Due to COVID the evacuation drill 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. Safety Committees are encouraged to consider other emergency scenario options when creating their emergency drill program.

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.

14. **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.

15. **OCCUPATIONAL HEALTH & WELLBEING**

15.1 **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 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.

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.

15.2 **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)


OHS Information Sheet: Health and safety considerations for event planning


15.3 **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 providing 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.

15.4 FIRST AID REPORT FORMS AND REPORTING INCIDENTS IN SARAH
This information is for first aiders. All first aiders, as part of delivering first aid, are required to complete a based first aid report form at the conclusion of providing first aid. Until recently, this form is paper based. As part of reducing the burden of compliance, this paper based forms are replaced with an online First Aid Report Form. Please plan to remove the paper based forms from the first aid kits when the inspection for these kits fall due.

15.5 FIRST AID COURSES – MORE COURSES ADDED SEPTEMBER AND OCTOBER
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.

15.6 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.

15.7 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 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.
15.8 **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).

15.9 **MONASH WELLBEING ON WORKPLACE**

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