

Materials Science and Engineering OHS Consultants Report

May 2022

1. MODIFIED OHS DOCUMENTS

Recently approved by the Chief Operating Officer & Senior Vice-President

Following the March 2022 "*Monash University Occupational Health and Safety Committee*" meeting, the following document was approved by Peter Marshall, Chief Operating Officer & Senior Vice-President. These documents are for implementation in your work areas:

- OHS&W Policy
- First Aid Procedure
- High Risk Scheduled Drugs and Poisons Procedure
- Immunisation Procedure
- Isolation of Plant Procedure
- OHSMS Audit Procedure

Contact for document enquiries

Health, Safety & Wellbeing Manager (OH&S)
Email: liz.holzschuster@monash.edu

2. UPDATES TO OHS TOOLS

The following OHS tools have recently been updated:

[OHS Cyclic Events checklist](#)

[Laser – User Registration](#)
[Laser – Vision Report](#) (*previously Laser Eye Exam record*)

[First Aid Kit Contents lists](#) (*aligned to new First Aid Compliance Code*)

Please ensure that you discard any previous versions that you have saved to your desktop or printed and access the updated versions from the links above or the [A-Z OHS Documents index](#).

3. NEW ONLINE HYDROFLUORIC ACID SAFETY PRINCIPLES TRAINING

This is now available as a self-paced online course in myDevelopment and will take 30-45 minutes to complete. This training is mandatory for workers who use Hydrofluoric Acid and must be renewed every three years to remain approved to use Hydrofluoric Acid. The course covers the hazards associated with HF use, laboratory requirements, Personal Protective Equipment, good lab practices and protocols, First Aid and Emergency response requirements.

NOTE: The completion of Hydrofluoric Acid Safety Principles does NOT exclude participants from completing a local facility induction.

4. LEGISLATIVE CHANGES

4.1 NEW REGULATIONS FOR RESPIRABLE CRYSTALLINE SILICA

The Occupational Health and Safety Regulations 2017 (OHS Regulations) have been amended to provide greater protection to workers working with respirable crystalline silica. The Occupational Health and Safety Amendment (Crystalline Silica) Regulations 2021 will come into effect on 15/05/22.

Further information can be found [here](#).

To ensure compliance with the new Regulations, OH&S are reviewing the University's processes involving respirable crystalline silica (RCS). Your OHS Consultant/Advisor will be requesting the following information (if applicable):

- Faculty/School/Department/Group name that are working with RCS;
- Location;
- Process/activity/material containing crystalline silica;
- Frequency of activity;
- Duration of activity;
- The number of workers performing the activity;
- SARA Risk Assessment #;
- Is the activity likely to be deemed as high-risk i.e. likely to exceed half the exposure standard (0.05 mg/m³ over 8hr);
- Any personal monitoring completed.

4.2 NEW COMPLIANCE CODE FOR LEAD

WorkSafe have released a new Compliance Code for Lead/Heavy metals, which can be accessed [here](#).

To ensure the University meets the new requirements, OH&S are reviewing the University's processes involving Lead/Heavy metals. Your OHS Consultant/Advisor will be requesting the following information (if applicable):

- Faculty/School/Department/Group name that are working with Lead or other heavy metals (e.g. Mercury);
- Location;
- Process/activity/material containing Lead (heavy metals);
- Frequency of activity;
- Duration of activity;
- The number of workers performing the activity;
- SARA Risk Assessment #;
- Is the activity likely to be deemed as high-risk i.e. likely to exceed half the exposure standard for lead / Heavy Metals;
- Any personal monitoring completed.

5. HSW HELP AND FEEDBACK FORM

The [HSW Help and Feedback Form](#) is now live and is the first module in the new, easier to use SARA+ 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.

6. UPDATE TO OHS TRAINING REQUIREMENTS MATRIX

In line with a number of recent changes to OHS training courses and in response to stakeholder feedback, the OHS Training Requirements matrix has been reviewed and simplified and we have also added a summary table of training pre-requisites for easy reference. The documents can be accessed at the following links:

- [OHS Training Requirements Matrix](#)
- [Overview of OHS Training Pre-requisites](#)

7. EMERGENCY PROCEDURE ON DESK PHONES

Emergency procedure protocols for life threatening and non life threatening incidents can now be selected as back ground image on your desk phone.

In order to access and select this image follow these steps.

1. Select “settings” on your desk phone
2. Select “user preferences”
3. Select “Background images”
4. Scroll down to item “25” and hit “select”
5. Hit “save”
6. Hit “exit”

8. ONLINE MANUAL HANDLING AND LOTO TRAINING

In our quest to reduce the burden of compliance, the Health, Safety & Wellbeing (OH&S) team together with Talent Development HR have launched two new online training modules in my Development:

1. Manual Handling Basic Principles training and;
2. Lock Out Tag Out Basic Principles training.

These two training courses provide the basic foundations and information to perform tasks safely. Staff and students that undertake the training courses are encouraged to seek further assistance from either their Safety Officer or their Supervisor related to risks associated with their local work area.

9. RUNNING EVENTS SAFELY ONLINE MODULE

The OH&S team together with Talent Development HR have made available the "Running Events Safely" module online.

This allows participants to access the module at anytime and conduct it at their own pace, without the need to book into face to face sessions. The online training session has been reduced from one hour to 20 minutes.

This course is aimed at Event Safety Marshalls (ESMs) and will provide safety awareness training related to providing a safe environment for participants at Monash events. It covers:

- Basic principles of how health and safety obligations are applied during events
- Subsequent roles and responsibilities
- Type of risks/hazards that may be encountered during events and;
- Practical advice on how to eliminate or otherwise eliminate these risks.

The training is applicable to events either small and large as well as on-campus or off-campus.

The deep link to Running Events Safely is: [Running Events Safely](#)

10. UPDATES TO EVENT RELATED TRAINING

10.1 HOW TO ENTER AN EVENT RISK MANAGEMENT PLAN (ERMP) INSTRUCTIONAL VIDEO

To assist with the completion of Event Risk Management Plans, the Health, Safety & Wellbeing (OH&S) team have developed a step-by-step instructional video.

The video will guide you on how to use the OHS Safety and Risk Analysis Hub (S.A.R.A.H) to log, manage and track event planning (Event Risk Management Plan) through to approval.

The video is interactive, with the ability for you to use the scroll bar located at the bottom to review, revisit and clarify any steps when entering an event risk management plan and can be accessed via the myDevelopment portal. A deep link to this resource is available [here](#).

11. FIRST AID AND EMERGENCY WARDEN QUALIFICATIONS/ TRAINING DURING "COVID" TIMES

First aiders that need to complete either their yearly CPR refresher or their 3 year First aid training course will be given a grace period until the 30 of June 2022 to undertake the appropriate courses so that their qualifications remain current.

This rule also applies to emergency wardens that need to undertake their three year refresher training for currency.

New first aiders and emergency wardens that haven't completed any "Monash " accredited/approved training, cannot be listed on area safety roles listing until they have completed the relevant training.

This grace period for safety role training will assist areas in managing these roles and posting role holder details within their work area.

12. REQUESTING SAFETY EQUIPMENT

To organise safety equipment (Event vests, Building/Floor warden vests, EWIS/WIP keys), you will need to firstly complete the online "[Request for Safety Equipment](#)" form and once you have received the equipment, you will need to also complete and submit the online "[Receipt of Safety Equipment](#)" form.

For a step-by-step guide, refer to the following OHS topics pages:

[Event related safety equipment](#)

[Emergency role safety equipment](#)

13. OCCUPATIONAL HEALTH & WELLBEING

13.1 HEALTH ALERT – JAPANESE ENCEPHALITIS

Japanese encephalitis virus (JEV) has recently been detected in piggeries in New South Wales, Queensland and **Victoria** and human cases have been reported. Currently, mosquito numbers are high along many parts of the **Murray River and its surrounds**, from **Mildura to Wodonga**.

Most JEV infections are asymptomatic, however approximately one percent of those infected can develop encephalitis which may lead to death or permanent disability (prolonged neurological complications). Usually symptoms develop 6-16 days after being bitten by an infected mosquito.

If you are travelling to any of the affected areas for work, study or recreation, make sure to read the [OHS Health Alert](#) for advice on how to protect you and your family.

Map of local government areas with infected premises: <https://agriculture.vic.gov.au/biosecurity/animal-diseases/general-livestock-diseases/japanese-encephalitis/japanese-encephalitis-current-situation>

13.2 UPCOMING CAMPAIGN: PLANETARY HEALTH CAMPAIGN

Planetary Health recognizes that the health of humans is dependent on the systems that we're surrounded by, and having a healthy planet creates healthy societies and healthy people. This June, we're bringing the Planetary Health Campaign to Monash, we have a range of activities planned for staff.

The "Meat me halfway" Challenge is a delicious, nutritious and fun way to eat well and do something good for the planet. For the month of June, we're challenging staff to go meat-free for at least 2 days each week and make the swap to plant based proteins.

We will also be delivering a three-part webinar series on Planetary Health, and we will explore how it impacts our health and wellbeing, our food systems and what is monash doing to promote planetary health. Registration details and dates are to be confirmed, and more information will be available soon. Any questions please email wellbeing@monash.edu

13.3 SAVE THE DATE- MEN'S HEALTH WEEK 14TH OF JUNE

We have been very fortunate to get Dylan Alcott AO to come to Monash Clayton campus as part of Men's Health week on Tuesday 14th of June. The event will be in person and for those who cannot attend live can livestream the keynote. The session will not be recorded so please save the date if you wish to attend.

Registrations will be open shortly

Any questions please email wellbeing@monash.edu

13.4 GREEN IMPACT 2022

Last year's [Green Impact Program](#) was a fantastic success, with over 40 teams participating, contributing to over 40% of the actions taken in Australia/New Zealand, and 9% globally! Our teams also engaged over 13,000 of our colleagues in sustainability. As you can see, Green Impact makes a difference, and you're invited to join our growing Monash Green Impact community and help make a difference for our planet and our health.

Take action

Green Impact is the perfect tool to implement change. Many participants have said that Green Impact empowers them to make positive changes in their personal and professional lives, helps build team moral, and gives them a sense of purpose and contribution.

It's free, and you'll save

Green Impact is a free program for all staff and students. The targeted actions in the program help reduce your environmental footprint, and contribute savings to your department and home.

Show your leadership

This is an excellent opportunity to take on a leadership role and drive initiatives in your area – something you can add to your myPlan!

Full Monash support

At Monash, caring for the environment is our priority. We're committed to reducing our collective impact through our operations, and we need your help to get us there!

After registering for Green Impact, you'll get access to an online toolkit that will help guide you through the program, and of course, we're here to help too!

Registration and information sessions

[New participants and teams register here](#) for the information session on the 16th March, via Zoom.

[Returning participants register here](#) for the information sessions on 17th March, via Zoom.

More information

- [Green Impact Program website](#)
- [Green Impact group on Workplace](#)
- [Green Impact Facebook Group](#)
- [Campus Sustainability website](#)

13.5 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 in line with government guidelines, including 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.

13.6 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.

<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](#)

13.7 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.**

13.8 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.

13.9 MONASH WELLBEING ON WORKPLACE

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