

# Melbourne Centre for Nanofabrication OHS & Environmental Objectives and Targets 2011

By the end of December 2011, we will know we are on track if we have...

1. **Reduced workplace injuries and illnesses**
2. **Improved risk management processes**
3. **Continually improve OHS management and leadership (Goal #3)**
4. **Enhance the profile and practice of Health, Safety and Wellbeing across the MCN community (Goal #5) and**
5. **Undertaken OHS reporting and review (Goal #6)**

Notes: Some of the "Goals", "Strategies" and "tasks" are aligned with the current "Monash University Occupational Health and Safety Plan 2011".

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
<b>1. Objective: Reduce workplace injuries and illnesses (Goal #1)</b>			
a) Implement an electronic (IPS) hazard and incident reporting system (strategy 1)	<ul style="list-style-type: none"> <li>• Distribute promotional material produced by OH&amp;S branch</li> <li>• Participate in an IPS training session</li> <li>• Complete online IPS training program</li> <li>• Action all hazards and injuries lodged using IPS as instructed</li> <li>• Answer IPS related questions from staff and students and assist as required</li> </ul>	<ul style="list-style-type: none"> <li>• MCN to transition from paper based to electronic reporting of hazards and incidents once the system is available</li> <li>• Action all reported hazards and injuries in appropriate time frame.</li> </ul>	<ul style="list-style-type: none"> <li>• MCN Safety Manager in conjunction with the OHS branch</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
b) Develop and implement initiatives to minimize the impact of lacerations and contusions, needlesticks and eye injuries.	<ul style="list-style-type: none"> <li>Implement strategies developed by the OH&amp;S branch as appropriate (<i>strategy 2</i>).</li> </ul>	<ul style="list-style-type: none"> <li>Observed decrease in the number of lacerations, contusions, needlesticks and eye injuries.</li> </ul>	<ul style="list-style-type: none"> <li>MCN Safety and Instrument Managers in conjunction with the OHS branch</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
<b>2. Objective: Improve risk management processes (Goal #3)</b>			
a) Update building based emergency information folders.	<ul style="list-style-type: none"> <li>Replace outdated material with revised content as supplied by the OH&amp;S branch</li> </ul>	<ul style="list-style-type: none"> <li>Folder content revised and updated with new content</li> </ul>	<ul style="list-style-type: none"> <li>MCN Safety Manager with OHS branch</li> </ul>
b) Manage the safe use of Hydrofluoric acid	<ul style="list-style-type: none"> <li>All MCN laboratory staff and HF users to undertake accredited HF training</li> <li>Establish handling, emergency and disposal procedures (SOP's)</li> <li>Perform risk assessments using identified control measures</li> <li>New SOP's implemented</li> </ul>	<ul style="list-style-type: none"> <li>Identify and implement control measures for HF purchasing, storage, use and disposal (including PPE).</li> <li>Ensure all Training records are updated</li> <li>Reagents, cabinets and other items identified as being required for implementation are acquired and operational</li> <li>Risk assessments completed with control measures in place</li> </ul>	<ul style="list-style-type: none"> <li>MCN safety and Instrument Managers, users and OHS branch consultants</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
c) Manage the safe use of Lasers.	<ul style="list-style-type: none"> <li>All laboratory staff and all laser users to undertake accredited laser training</li> <li>Identify and implement control measures for laser purchasing, use and maintenance (including PPE)</li> <li>Establish a laser hazard register</li> <li>Establish maintenance and use procedures (SOP's)</li> <li>Perform risk assessments using identified control measures.</li> <li>Identify a laser protection officer (Staff) for the facility</li> </ul>	<ul style="list-style-type: none"> <li>Training records updated</li> <li>New SOP's implemented</li> <li>Control measured identified as being required implemented and operational</li> <li>Risk assessments completed with control measures in place</li> <li>The facility assigns (and trains) a laser protection officer.</li> </ul>	<ul style="list-style-type: none"> <li>Monash OHS branch consultants, MCN laboratory staff and users.</li> </ul>
d) Identify the potential hazards associated with the use of nanotechnology and develop a risk management framework.	<ul style="list-style-type: none"> <li>Use the new risk management framework for the use of nanotechnology developed by the OHS Branch</li> </ul>	<ul style="list-style-type: none"> <li>Risk management framework with hierarchy of controls evident</li> </ul>	<ul style="list-style-type: none"> <li>MCN safety Manager and Instrument Managers in consultation with the Monash OHS branch</li> </ul>
e) Review and implement management systems for the disposal of all dangerous goods and biological (waste) streams for MCN	<ul style="list-style-type: none"> <li>Identify contractors that are able to remove liquid/solid and chemical/biological waste along with suitable packaging groups for the labs (discuss with contractors)</li> </ul>	<ul style="list-style-type: none"> <li>Identify and purchase waste collection/disposal containers and implement them throughout the facility.</li> <li>Document the waste management system for users (including at induction)</li> </ul>	<ul style="list-style-type: none"> <li>MCN Safety Manager in consultation with the Instrument Managers</li> </ul>
f) Continually improve OHS management and leadership (Goal #3)	<ul style="list-style-type: none"> <li>Develop an action plan following audits and/or inspections</li> <li>Ensure that action items/recommendations are allocated to the appropriate person for</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of corrective action review</li> <li>Reduction in the number of audit non-compliances</li> </ul>	<ul style="list-style-type: none"> <li>MCN management, Safety Manager, Instrument</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>actioning</li> <li>Ensure that all action items/recommendations are implemented</li> <li>Periodically review the effectiveness of corrective/preventative actions</li> </ul>		Managers and Users
g) Implement an OHS management model consistent with faculty and divisional reporting lines (Goal #3, strategy 2)	<ul style="list-style-type: none"> <li>Establish a single Faculty/Divisional based OHS&amp;E committee underpinned by School/Departmental committees as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of regular site safety meetings</li> <li>MCN staff included in Divisional Safety Committee membership</li> </ul>	<ul style="list-style-type: none"> <li>MCN management, staff and users</li> </ul>

APPROVED

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
<b>3. Objective: Continually improve OHS management and leadership (Goal #3)</b>			
a) Maintain OHS resources including a full complement of skilled (and safety trained) personnel and users to ensure effective management of workplace hazards and risks (Goal #3, strategy 4)	<ul style="list-style-type: none"> <li>Identify vacancies for local safety personnel</li> <li>Appoint appropriate staff/call for HSR nominations</li> <li>Review staff / user training matrix</li> <li>Identify training yet to be completed or where there has been greater than 3 years since completion</li> <li>Safety personnel, relevant staff and users to enroll and undertake identified training</li> <li>High rate of attendance for staff/users to</li> </ul>	<ul style="list-style-type: none"> <li>All vacancies for local safety roles filled and personnel appropriately trained</li> <li>All staff to complete the "Guide to OHS training" to identify the need and currency of hazard management training modules for themselves and users</li> <li>All users to undertake (relevant) specific hazard management training modules as identified by the Instrument Managers or Safety Manager. Copies of training records will be kept on site. Where</li> </ul>	<ul style="list-style-type: none"> <li>MCN Safety Officer, Instrument Managers and users</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
	identified hazard training modules	equivalent training has already been provided at the users host organisation, documentary evidence (demonstrating currency) will be required. <ul style="list-style-type: none"> <li>Evidenced through an attendance rate of at least 80% for persons identified as requiring this training</li> </ul>	

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<b>4. Objective: Enhance the profile and practice of Health, Safety and Wellbeing across the MCN community (Goal #5)</b>			
a) Increase user (particularly student) participation in MCN safety meetings (Goal #5, strategy 2 variant)	<ul style="list-style-type: none"> <li>Create a safety meeting opportunity for users to attend</li> <li>Advertise meeting to users</li> </ul>	<ul style="list-style-type: none"> <li>User/Student attendance at MCN Safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>MCN Management and student users</li> </ul>

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
<b>5. Objective: OHS Reporting and Review (Goal #6)</b>			

STRATEGY	TASKS	INDICATORS	PERSON RESPONSIBLE
a) Conduct an annual review of the OHS management system at Monash University (Goal #6, strategy 2)	<ul style="list-style-type: none"> <li>Conduct an annual faculty/divisional OHS management review including:                             <ul style="list-style-type: none"> <li>Injuries/illnesses/hazards</li> <li>Audits/Inspections</li> <li>OHS performance indicators</li> <li>OHS training and induction</li> </ul> </li> <li>Complete the OHS self audit questionnaire</li> <li>Complete first aid assessments for all work areas</li> <li>Report OHS achievements to all staff, students and users and to the faculty/divisional management</li> <li>Identify areas where action is required</li> <li>Include action items in the OHS plan for 2012</li> </ul>	<ul style="list-style-type: none"> <li>OHS management review conducted, documented and results communicated.</li> <li>Areas of action identified</li> </ul>	<ul style="list-style-type: none"> <li>MCN Management and student users</li> </ul>

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