









Melbourne Centre for Nanofabrication







OHS & Environmental Objectives and Targets 2013







By the end of December 2013, we will know we are on track if we have...











1. **Reduced workplace injuries and illnesses**
2. **Improved risk management processes**
3. **Continually improved OHS management and leadership**
4. **Enhance the profile and practice of Health, Safety and Wellbeing across the MCN community and**
5. **Undertaken OHS reporting and review**
6. **Enhanced the health and wellbeing of Monash staff at work**











Notes: Many of the “Strategies” and “Outcomes” are aligned with the current “Monash University Occupational Health and Safety Plan 2013”.







STRATEGY	OUTCOMES/GOALS	TASKS	WHEN	RESPONSIBLE	PROGRESS	% COMPLETE			
1. Objective: Health and Safety Leadership					Progress	Q1	Q2	Q3	Q4
1.1 Integrate health and safety planning for faculties / divisions based upon the generic Monash University plan for 2013 (reference to Monash Objective 1.1)	1. An MCN specific WHS strategy is developed and implemented for 2013. 2. Strategies should integrate health, safety and well being performance into the business and planning process. 3. Positions of leadership to improve and influence positive OHS outcomes at the MCN.	1. Prepare an MCN strategic plan for 2013 2. Identify and implement health, safety and well being components into the MCN OHS Strategic plans. 3. MCN leadership to positively influence OHS outcomes through the PDP process, policy development, consultation (e.g. TechOPS meetings) and user training.	March & June June 28 Q1 - 4	MCN Director, Safety Manager and MCN staff.	1. Completed for MCN CC in MARCH, Revised format for DVC(R) OHS committee. 2. Completed in March, updated in June for DVC (R) OHS Committee 3. Ongoing	  	  		
1.2 Ensure appropriate OHS resources are provided allowing for the effective management of OHS at MCN.	1. Ensure that MCN specialist Safety Officer roles are reviewed, trained and fulfilled (i.e. Biosafety, Laser Safety, First aid, Breathing Apparatus and floor wardens)	1. Identify and appoint staff as required and have them trained for the (Biosafety Officer, First Aid, Breathing Apparatus and Floor Warden roles)	Q1 - 4	MCN Director, OHS Manager, MCN staff and users in conjunction with the OHS branch.	1. Other roles are also fulfilled (eg HSR via ballot in May 2013)				





(reference to Monash objective 1.2)	2. WHS is a standing agenda item at staff/lab/group meetings.	2. Ensure that WHS is covered in all committee/staff meeting agendas.	Q1 - 4		2. OHS is covered in all weekly TechOPS meetings				
	3. Existing and new managers/supervisors have current OHS knowledge and awareness of the responsibilities and obligations, leading to increased capability to drive OHS culture locally.	3. Ensure that the MCN Director is aware of important OHS issues and reviews the quarterly scorecard	Q1 - 4	MCN Director	3. The MCN Strategic Plan is available on the staff central drive for review by all staff and presented to the management committee at quarterly meetings.				
	4. That all MCN staff and users complete their OHS training obligations to ensure the effective management of OHS.	4. Employ OHS guidance material (e.g. templates etc) provided by the OHS branch.	Q1 - 4	All staff and users	4. Ongoing commitment to inductions, refresher inductions and OHS training at the MCN for all staff and users.				

STRATEGY	OUTCOMES/GOALS	TASKS		WHEN	RESPONSIBLE	PROGRESS	% COMPLETE			
2. Objective: Risk Management						Progress	Q1	Q2	Q3	Q4
2.1 Implement Monash University risk management procedures (reference Objective 2.1)	1. All hazards are proactively identified and controlled as reasonably practicable.	1. Foster a positive culture of risk identification and assessment using the Monash tools, ensuring risk assessments are reviewed every 2 years 2. Office areas to complete manual handling and ergonomics assessments	Ongoing	All MCN staff and users & Safety officers.	1. Existing processes are being updated, new EIF tools will be assessed as part of the commissioning process. 2. All Office areas to complete assessments including hot desks					
	2. Reduction in the frequency and severity of incidents.	1. Laboratory areas to review frequency and severity of incidents and report on methods for improvement if required. 2. Provide regular performance reports against predetermined indicators to all stakeholders.	Q1 – 4	MCN Director, Staff and Safety Officers	New MCN incident report format includes incident review history					
			Q1 – 4	MCN Safety Officer	Quarterly safety reports to the MCN Director, MCN Collaboration Committee and DVC(R) OHS CommitteeC					

STRATEGY	OUTCOMES/GOALS	TASKS	WHEN	RESPONSIBLE	PROGRESS	% COMPLETE			
3. Objective: Health and Safety Management					Progress	Q1	Q2	Q3	Q4
3.1 Improve effectiveness of hazard and incident reporting	1. Actively report and capture all hazards and incidents	1. Foster a positive incident reporting culture at the MCN using the TechOPS meetings to capture hazards and MCN staff / users to report incidents.	Ongoing	All MCN staff and users & Safety officers.	1. Good reporting of hazards and incidents to date. All hazards and incidents fully reviewed and reported.				
		2. Ensure that all H&I reports are sent to OHS central and the OHS committee Chair within 48 hours of the occurrence	Ongoing						
	2. Investigation teams to include HSR's, safety officers, local users and management. Hazard and incident reporting investigators should	1. Ensure that safety officers, SR's and supervisors are aware of the investigation requirements and have up to date training	Q1 - 4	MCN Director, Staff, HSR and Safety Officers	2. New MCN HSR and Biosafety Officer require training.				
3.2 OHS Operational safety Management	1. Safety culture is reinforced as employees gain an understanding of how their OHS responsibilities and expected safe work practices. 2. Reduced exposure to risks and increased level of compliance with OHS legislation.	1. Maintain OHS noticeboards for staff displaying issue resolution flow chart, names and locations of al OHS related officers, RA's and SWT's	Q 1 - 4	All MCN Safety Officers	1. Awaiting training compliance for roles of new staff to be updated on noticeboards				
		2. Ensure that all staff have undertaken the Online OHS induction upon commencement including contractors and casuals	Q1 - 4	MCN Staff	2. All MCN staff/users undertake the online OHS induction at commencement				

<p>3. Local OHS issues are addressed, OHS culture is improved, information is shared and consultation through employee representation is ensured</p>	<p>3. Allow for voluntary OHS representation on OHS committees such as staff elected HSR's</p>	<p>Q1 - 4</p>	<p>MCN Safety Officers</p>	<p>3. The new MCN HSR will attend OHS committee meetings</p>	<p></p>	<p></p>		
	<p>4. Ensure that all OHS officers are effectively communicating relevant OHS information to all staff</p>	<p>Q 1 - 4</p>	<p>MCN Safety Officers</p>	<p>4. Open communication at TECHOPS meetings to staff and users</p>	<p></p>	<p></p>		
<p>4. OHS committee effectiveness is improved with OHS issues being satisfactorily addressed (compared to previous years)</p>	<p>5. All divisions to complete self audits. Following the first self audit, these are to be updated annually.</p>	<p>7th July</p>	<p>MCN Staff</p>	<p>5. Last completed in November '12. Will be reviewed again July 2013.</p>	<p></p>	<p></p>		
<p>5. Improvement in quality information available leading to implementation of more effective controls with a subsequent reduction in injury rate.</p>	<p>6. Effectively implement methods of providing quality information for staff / contractors in areas of risk in order to prevent injury (in laboratory based areas).</p>	<p>Q1 - 4</p>	<p>MCN staff</p>	<p>6. Staff and contractors receive OHS induction (online & local) + local area induction</p>	<p></p>	<p></p>		
<p>6. Investigations completed and recommendations implemented within four weeks of incident occurring</p>	<p>7. Safety Officers continue to undertake regular safety inspections and promptly carry out recommendations identified from the inspections.</p>	<p>Q1 - 4</p>	<p>MCN Staff</p>	<p>7. Weekly laboratory checks by MCN staff.</p>	<p></p>	<p></p>		

7. Manage the safe implementation and operation of the new EIF tools at the MCN	8. Update all SOP's as required and create new SOP's for the new EIF tools.	Q1 - 4	MCN Safety Officer	8. Existing SOP's already under review for training signoff				
	9. Risk assessments must be completed for the new tools and where work area changes occur as a result, existing risk assessments must be reviewed with existing/new control measures.	Q1 - 4	MCN Staff and safety Officers	9. The first new EIF tool for 2013 arrived in June				
	10. Employ international best practice to the installation of high risk services and equipment at the MCN.	Q1 - 4	MCN Safety Officers	10. US CGA standards for gas technology setup as required by the new diamond and furnace tools.				

STRATEGY	OUTCOMES/GOALS	TASKS	WHEN	RESPONSIBLE	PROGRESS	% COMPLETE			
4. Objective: Health and Wellbeing at Work					Progress	Q1	Q2	Q3	Q4
4.1 Promote and support initiatives that enhance physical and mental health, occupational health and well being at Monash)	1 Health and well being is a standing agenda item at meetings. 2 Aim for a 30% participation rate in physical and mental health initiatives at Monash during 2013.	3. Ensure health and safety is an agenda item on all OHS/staff meetings at the MCN 4. Continue to promote and encourage participation in health and wellbeing activities at the MCN and Monash	Ongoing	All MCN staff and users & Safety officers.	2. MCN holds a weekly boxercise class with >30% participation.				
									

Prepared by: _____
Print name
Signature

Date: ____/____/____

Authorised by: _____
Print name
Signature

Date: ____/____/____

Progress Key	
Actions	Progress Percentage
No Progress reported to date (ongoing)	0%
Actions to be taken are currently under review	25%
Review completed and actions have been identified	50%
Actions currently being undertaken	90%
Completed all actions identified	100%

APPROVED

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