

# Manager Bulletin

Wednesday 17 May 2023

Welcome to the May Manager Bulletin, summarising this month's key actions, talking points, links to further reading, and online material to support your role.

## Key actions and talking points

### Encourage your teams to receive the flu vaccination

Our free flu vaccinations are now available to all Monash Health employees with convenient times and locations across all campuses over the next two weeks.

Monash Health expects all healthcare workers to be vaccinated for Influenza. Please take a moment to [review the Flu Vaccination – BI Dashboard](#) to check the status of your team members and encourage those that haven't yet received their flu vaccination to do so as soon as possible.

### Developing our new workforce strategy

Over recent weeks we've been speaking with you and your teams about developing a workforce strategy that enables us to reach our full potential, today and in the future.

As people leaders, we thank you for your valuable feedback on what works for you and your teams. Whether you submitted your ideas via our online suggestion box, attended a virtual drop-in session or ran a local meeting in your area, thank you.

With the consultation phase now over, we have heard your ideas and we are now reviewing and incorporating your feedback as we [work towards our new workforce strategy](#).

## One Pay – a more efficient way to pay

Monash Health is moving to a “One Pay” system which will see the whole organisation operate on the same payrun.

Employees on the **H Payrun** will move across to the N Payrun. To move the pay week for H payrun, a one-off, one-week pay will run on 3 August to bridge the gap between payruns, with regular fortnightly pay to resume two weeks after that.

Full details are now available on [iNews](#) and the [employee website](#).

Manager-specific information will be coming soon, so you can help your teams prepare.

## Chemical Management

The new [OHS Chemical Safety program](#) launched recently, with the aim of providing our people with a better understanding of how to manage the risks associated with the use, handling and storage of chemicals in our workplace. For an overview of chemicals for managers refer [Safety Managers Toolkit - Chemical Management](#).

Managers must complete the area chemical inventory annually on ChemAlert. Managers can enroll in the [ChemAlert facilitated training module](#) or refer to the [OHS ChemAlert for Managers QRG](#) for support in completing this requirement.

Encourage your team to complete [Chemical Safety Training](#) on LATTE if they work with or near chemicals.

For more information, visit the [Safety intranet page](#) for Chemicals.

## Complete your OVA Risk Assessment by 31 May

Your annual OVA Risk Assessment helps us to identify potential environmental hazards which may contribute or escalate the risk of OVA. Your risk assessment must be **completed by 31 May**.

Download this month's [safety communication pack](#) and [poster](#) to learn more. Share these resources with your teams and display them on your OHS noticeboard.

## Move Smart

The "Move Smart" Manual Handling Program aims to provide a safer workplace for our employees through reduced manual handling risk and increased education. The program provides practical and safe techniques for common manual handling tasks.

Encourage your staff to complete the online Move Smart training available through LATTE. "[Move Smart – Introduction to Manual Handling](#)", is mandatory for all employees.

Nurses, Midwives and Theatre Technicians need to complete an additional module, "[Move Smart Manual Handling – Nursing / Midwifery / Theatre Technicians.](#)"

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## Leadership resources

### Frontline Leadership Program launching soon

Our Frontline Leadership Program is launching soon and at [last week's Manager Briefing](#), we heard from Linda Neitz, Senior Manager, Organisational Development and Learning and Cynthia Wilson, Organisational Development Consultant who took us through the program and nomination process.

Keep an eye on your email for more information coming soon.

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## Events

### What does it mean to be an ally? Join us at our IDAHOBIT event today

Join us to recognise IDAHOBIT, in a conversation with our Monash Heath colleagues about what it means to be an ally at work.

Our panel will discuss the lived experience of being an LGBTIQ+ employee or patient, the importance of being an ally at work, and how some managers have fostered an LGBTIQ+ inclusive environment.

All managers and employees [are invited to the event at 2.00pm today](#). For your questions, use the Slido code: #MHIDAHOBIT

## Wellbeing Forum

As we know, our goals and means for a healthy lifestyle are not linear. At this month's [Wellbeing Forum](#), we are excited to bring you our three top trending topics in health, wellbeing and safety at Monash Health: Smoke-Free campaign, Fitness Passport, and a special presentation from our Be Well team to follow up on last month's topic, vicarious trauma.

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## We want to hear from you

It's important to us that the Manager Bulletin is a valuable tool in your role as a People Leader at Monash Health. We want to know what you'd like to hear more about [so please let us know](#) what topics or information you'd like to see covered in the Manager Bulletin, our Manager Briefings or on the [Manager website](#).

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