

Manager Bulletin

Monday 19 December 2022

Welcome to the December 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

Celebrating 2022 and looking ahead to 2023

During this challenging year, you have all played a critical role in keeping our employees, patients and community informed and safe.

We want to thank each of you for your contribution and hope you get the opportunity to relax and catch up with friends, family and loved ones this holiday period. For those of you working through, thank you for everything that you do.

Take some time to [watch our Power of Purpose video](#). It highlights some of Monash Health's achievements over the last year. You have played a big part in delivering excellent care for our community and we hope you feel very proud of the part you have played.

We'd love your feedback and suggestions for 2023

As we head towards the end of 2022, we want to [hear your feedback and suggestions](#) about our regular Manager Bulletins and Manager Briefings to make sure they continue to be valuable in supporting you in your role as a people leader at Monash Health. We have created a short survey and would ask you to [share your thoughts](#).

Meet our new Executive Director of People and Culture

Please give a warm welcome Chris McLoughlin, our new Executive Director of People and Culture at Monash Health. Chris comes to this role with extensive experience from multiple sectors, including executive leadership roles in health, consulting and manufacturing.

You can [read more about Chris's story here](#).

Farewell and thank you to Karen Lowe

While we extend a warm welcome to Chris, we'd also like to say thank you and farewell to Karen Lowe, who is retiring from the role this month. Karen has been Executive Director of People and Culture at Monash Health since 2017 and she has been an immensely important and valuable part of the Executive team.

Monash Health has greatly benefited from Karen's focus, wisdom and resilience, and her legacy will be felt for many years to come. We wish Karen all the best in her retirement as she enjoys travel, food, family and, of course, her dog Freddie.

Enterprise Agreements – what you need to know

As discussed at [this week's Employee Forum](#), many of the Enterprise Agreements that apply to us at Monash Health have recently commenced operating.

To find out the latest on your Enterprise Agreement, you can view the article on the [Manager Page of the COVID-19 employee site](#) which contains updates on the recently approved Agreements.

These resources can assist with any questions you may get from your team.

Workplace inspections reminder – Due 31 December

Don't forget to complete your outstanding [Workplace Inspections](#) by **31 December 2022**.

We have a responsibility to provide a safe working environment for our people and those we care for. Workplace Inspections are a mandatory component of our health and safety responsibility, and they allow us to identify, then reduce or eliminate risks and hazards.

Visit [Protect](#) to view your open actions. Update the action status, amend the date assigned and or close out once the action is completed.

Review and share the latest OHS safety information

MoveSmart to protect yourself from manual handling injury

Please download the [OHS presentation pack for December](#), containing important information on protecting yourself from manual handling injury. We have also included a [flyer](#) this month to highlight some common manual handling positions and how to do these safely.

Please [print a copy of the poster](#) for display on Monash Health Workplace Health and Safety Noticeboards.

Update on Worker's Compensation

We have a [new WorkSafe agent is Employees Mutual Limited \(EML\)](#) but there will be no change to how we support employees injured at work with a WorkCover claim.

If you have any questions or require assistance relating to the transition or a worker's compensation claim, please contact our Injury Management team on (03) 9554 1852 or via email at wadmin@monashhealth.org.

If you are a HSR or Manager on your ward or unit, you will need to replace the [‘If you are injured at work’ poster](#) on your notice board. The updated poster has the contact details of our new WorkSafe agent EML.

Workplace Inspections vs Safety (OHS) Internal Audit

To keep you and your teams safe and to minimise your risk of injury, we conduct regular Workplace Inspections as part of our OHS legislative requirements. In early 2023, we will introduce Safety (OHS) Internal Audits for the first time at Monash Health.

Not sure what the difference is between a Workplace Inspection and the new Safety (OHS) Internal Audit? Find out [how they differ and the requirements for you and your team](#).

Nominate your team for a STAR Award

Don't miss your chance to nominate someone in your team for a STAR Award. Our STAR Awards acknowledge and celebrate individuals and teams who demonstrate their commitment to our guiding principles and values.

If you know of a colleague or team who has shown an extraordinary example of kindness, respect, or excellence in the last few months, [nominate them today for a STAR Award](#).

Monash Health Library

The Monash Health Library has recently acquired a range of new print books on wellbeing and leadership topics, including *The Act of Leadership* by Dan Haesler, *I Thought It Was Just Me* by Brene Brown, and *The Space Between The Stars* by Indira Naidoo. [Check out our new books here](#) or drop by Clayton, Casey, or Dandenong libraries, or speak to one of our friendly librarians on our [instant chat service](#).

[Learn more](#) about Monash Health Library and how we can support you.

Wellbeing

Our Financial Wellbeing Program

December's edition of the Financial Wellbeing Program asks the question: 'What have we learnt this year?' Read the feature article this month to hear the editors answer that question and highlight their favourite modules from 2022.

To support you and your team's financial wellbeing, all our employees have [access to our Financial Wellbeing Program](#).

Check out the Hub's Highest Performers of 2022

The Healthy Body and Mind Hub is a fitness and wellbeing resource available to all Monash Health employees. All year the 2022 Hub has been filled with webinars, podcasts, and fun fitness challenges. This December, check out some of the best modules of the year.

All Monash Health employees have free access to the Healthy Body and Mind Hub until February 2023. You can [access the Healthy Body and Mind Hub here](#).

Help support a smoke-free Monash Health – take our short survey

Monash Health is dedicated to providing a smoke-free environment for our employees, volunteers and contractors.

Please encourage your teams to [complete our short 6-minute survey](#) to help determine appropriate services to support our employees who wish to quit or reduce smoking. You can [find out more about the survey here](#).

Events

Recent events

As part of our recent [16 Days of Activism Against Gender-Based Violence](#) campaign, we welcomed Dr Naomi Pfitzner, Monash Gender and Family Violence Prevention Centre (GFVPC) and Dr Ashlee Linck, Monash Health Gender Equity Lead – Organisational Development and Learning. Our experts explored what is required to build respectful relationships, the relationship between inequality and gendered violence, and the actions we can take to drive positive change, both at work and in our private lives.

[A recording of the session is available here](#).

At [this week's Manager Briefing](#), we welcomed Chris McLoughlin, our new Executive Director of People and Culture, bid farewell to Karen Lowe, and were joined by Paula Hakesley, General Manager, Mental Health Program, Monash Health and Georgina Hayden, Director, Emergency Medicine, Victorian Heart Hospital.

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](#).