

Manager Bulletin

Tuesday 20 June 2023

Welcome to the June 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

Influenza and COVID-19 vaccination

The following vaccination services for employees have now **ended**:

- Dedicated stationary and roaming Influenza vaccination at all campuses and sites
- COVID-19 vaccination at other campuses and sites, except Monash Immunisation Clayton

From this week, employee vaccinations for Influenza and COVID-19 are only available at the locations below, **during the advertised times on the intranet**:

- COVID-19 **only** - available at Monash Immunisation, **Clayton**
- COVID-19 and Influenza **co-administered** - available at Monash Immunisation, **Clayton**
- Influenza **only** - available at Infection Prevention Offices

All the information will be on the vaccination pages on the intranet. At Monash Health we expect all clinical employees to receive their Influenza vaccine and recommend every employee gets vaccinated. Please encourage your teams to get vaccinated or [complete the mandatory declaration form](#) for Influenza.

[Managers with BI portal access](#) please check the status of each of your team members.

Do you manage H payrun employees? Important onboarding information

As you know, Monash Health is moving to a “One Pay” system which will see the whole organisation operate on the same fortnightly payroll run from August 2023.

To prepare for this change, [from 26 June, all new employees to Monash Health will onboard to the N payrun](#) regardless of their role or Enterprise Agreement.

If you currently only manage employees on the H payrun, you will need to be mindful that any team members you onboard from 26 June onwards, will be on the N payrun. You will therefore be approving rosters across two payruns until One Pay takes effect in August.

More information about One Pay can be found on the [employee website](#), or you can reach out to the [One Pay team](#).

Complete your workplace inspections

[Workplace inspections are due to be completed](#) by **30 June 2023**.

They are critical to making sure we provide a safe working environment for our people and those we care for. They are also a mandatory component of our health and safety responsibility.

Please take the time to review your overdue open actions in the [OHS \(Occupational Health and Safety\) Safety Dashboard](#), download the department workplace inspection forms, which are available via Protect, and determine if they are still relevant or if they can be closed. If you are experiencing any issues closing out your open actions, please contact your local OHS Advisor.

Have you completed your SMR upgrade training?

With less than one week left before our SMR (Scanned Medical Records) system undergoes a significant upgrade, now is the time to complete your training.

[Please ensure your teams are aware of the upgrade](#) and remind them to complete their training. Take a moment to schedule a drop-in session into your calendar, and set aside 30 minutes to complete your required LATTE modules, noting that LATTE training needs to be completed by **Friday 23 June**.

Employee work visa status audit

To ensure we have accurate and up-to-date records/information for our transition to SAPPHire, and for our ongoing management of visa expiries and work conditions, we are conducting a [routine audit of our employees' work visa status](#).

There are no active concerns about the visa status of our employees, employees currently holding a work visa will be contacted directly with information, guidance and next steps.

As people leaders, please support your teams and relevant employees through this process.

Student visa – changes to work hours

From 1 July, work restrictions for Student visa holders will be capped at 48 hours per fortnight. Student visa holders already working in the aged care sector as of 9 May are exempt from the change on 1 July. Instead, they can continue to work unrestricted hours in the aged care sector until 31 December 2023.

Please ensure employees holding student visas are scheduled to work in accordance with the visa conditions applicable and that their work hours do not exceed the cap. It is expected that any employee with visa conditions is treated in a manner that is consistent with Australian workforce law. For more information about the student visa work restriction changes, visit the [Australian Government Department of Home Affairs website](#).

End of financial year close 2023 – what do you need to do?

The end of the financial year is nearly here. We need your help to ensure that all expenditure incurred, and income received, up to 30 June 2023 is recorded in the

2022/23 financial year. [Click here](#) to view all cut-off dates for expenditure and income.

Adhering to cut-off dates will ensure the completeness of our financials as at 30 June 2023, and allow sufficient processing time for our heavily-affected departments during this time – Accounts Payable, Accounts Receivable, and Procurement.

It's time to complete your Move Smart training

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.

Your staff must complete the mandatory online Move Smart training available through LATTE. “[Move Smart – Introduction to Manual Handling](#)” by **1 October 2023**.

Health, Safety and Wellbeing Strategy – have your say!

Are you and your colleagues passionate about health, safety and wellbeing in your area?

We'd love to hear your ideas as we develop our next Health, Safety and Wellbeing Strategy. Share the survey with your colleagues and [have your say](#). The survey closes on **Friday 23 June**.

Chemical Management – training and tools to manage risks and stay safe

Lucilla Bucholtz, Safety Systems Manager, joined our recent [Manager Briefing](#) where we heard about the new [OHS Chemical Safety program](#). The aim of the program is to provide our people with a better understanding of how to manage the risks associated with the use, handling and storage of chemicals in our workplace.

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

Please 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.

Leadership resources

Support for managers with our Employee Assistance Program (EAP)

The [Manager Assist](#) service stream of our EAP can support you to lead in the changing world of work and to manage and support your team to maximise their performance, achievement and mental fitness. As leaders here's how you can access Manager Assist and the EAP:

- Call [1300 687 327](tel:1300687327) for immediate support, 24/7, including holidays
- Use the [Live Chat](#) on the Converge International [website](#) for immediate support during business hours
- Appointment via video conferencing, phone call or face-to-face, booked through the [Converge International booking form](#) for non-urgent support

Visit our [Health and Wellbeing page](#) to learn more.

Events

Upcoming events

The next **Safety Café** will be held on **Wednesday 28 June at 2pm via Teams**. This forum provides an opportunity for our OHS team to discuss all matters of safety.

Our Health and Safety Representatives (HSRs), play a valuable role in promoting and communicating safety messages to our teams across Monash Health. We ask that you [share the event details](#) with HSRs in your area and encourage their attendance.

Recent events

This week we held a special event to acknowledge **World Elder Abuse Awareness Day (WEAAD)**. We welcomed Julie Dewberry from Commonwealth Financial Information Services (Services Australia) who spoke about the financial implications of gifting money to adult children and the pitfalls of assets for care agreements. If you missed the event, [you can watch the recording here](#).

Earlier this month **we proudly launched our Disability Strategy and Action Plan 2023-2027**. We were joined at the launch by Chris Varney, Chair of the Victorian Disability Advisory Council, along with a panel of our employees and consumer advisors with different experiences of disability, as they shared their lived experience.

If you missed the launch, [you can view the recording](#), or [read our event wrap-up on iNews](#).

Check out the **Employee Wellbeing Forum** recording from last week where we learned about men's mental health for Men's Health Week (12-18 June). We were joined by James Sclater, National Learning Solutions Manager from our Employee Assistance Program (EAP) provider, Converge International. [Watch the event](#) and [access the presentation slides](#) about men's mental health and the EAP now.

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](#).
