

# Manager Bulletin

Tuesday 19 September 2023

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

## Key actions and talking points

### A new approach to violence and aggression in our workplace

We are pleased to announce that we have published our [Prevention of Violence and Aggression \(PoVA\) Strategy 2023-2025](#).

The [Strategy is an important shift in our approach](#) to Occupational Violence and Aggression and sets our direction and priorities to achieve our vision to be *“relentless in our pursuit of a violence and aggression-free health service for all employees, patients, and visitors.”*

You will see and hear more about the goals and objectives as we bring the strategy to life over the coming months and commit to providing the safest possible workplace for our people.

### Our guide for inclusive event welcomes and introductions

As part of our commitment to creating a safe and welcoming environment, our [Guide to inclusive event welcomes and introductions](#) provides advice for presenters on

delivering acknowledgments and inclusive welcomes for events and forums at Monash Health.

We encourage you to model respectful and inclusive behaviours by following this guidance and adapting it as needed for your event.

You can [read the guide here](#).

## Workplace inspections reminder – Due 30 September

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

Workplace Inspections are critical to ensuring a safe working environment for our people and those we care for. They are also a mandatory component of your health and safety responsibility.

Please check to see if you have any overdue open actions in the [OHS \(Occupational Health and Safety\) Safety Dashboard](#). If you do, download the department workplace inspection forms, available via Protect, and determine if the open actions are still relevant or can be closed.

If you are experiencing any issues closing out your open actions, please contact your local OHS Advisor.

## All employees must complete Move Smart training by 1 October

All employees must [complete the mandatory Move Smart training](#) on LATTE – ‘[Move Smart - Introduction to Manual Handling](#)’, then complete the online ‘Move Smart’ quiz **by 1 October 2023**.

Nursing, Midwives and Theatre Technicians employees are required to complete an additional discipline-specific LATTE training module, ‘[Move Smart Manual Handling – Nursing, Midwifery, Theatre Technicians](#)’.

As a manager, you are required to ensure your team has completed this training module. Completion status can be checked via the BI Portal.

## Nursing units - do you have enough Move Smart Champions?

Each nursing unit requires a Move Smart Champion ratio of 1:30 (if a unit has 90 staff, you will require three Move Smart Champions).

If a Move Smart Champion is no longer available, you must nominate a new Move Smart Champion and organise for them to attend the next two-day Move Smart Champion Training, which can be [booked via LATTE](#).

Please note that all costs for the participating unit Move Smart Champions will be backfilled via a cost centre transfer to **R2053**.

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## Wellbeing

### The Resilience Shield

This month's Employee Wellbeing Forum featured special guests, Dr Dan Pronk and Ben Pronk DSC from The Resilience Shield. You can [watch the recording now](#) to learn about building resilience and supporting the mental wellbeing of yourself and others.

## Leading Mentally Healthy Teams – Registrations now open

The next sessions of Leading Mentally Healthy Teams are now open for registration.

These training sessions aim to empower leaders to help improve employee health, wellbeing and psychological safety in our working environment.

Department managers and second-in-charge managers are invited to attend the facilitated learning and training sessions; [dates and more information are available here](#).

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## Leadership resources

### Leadership Live

Leadership Live is a fortnightly, 45-minute session hosted by Monash Health leaders, for Monash Health leaders. These interactive sessions provide a platform for sharing ideas, learning, and experimenting with innovative leadership approaches.

You can catch up on recent sessions focussing on '[Thriving and high performance](#)' and '[Belonging](#)' [here](#).

### Manager Safety Toolkits – Your go-to guide for all things OHS

Our [Manager Safety Toolkits](#) are your go-to guides, providing leaders with details on specific Occupational Health and Safety (OHS) responsibilities and linking to relevant information and useful resources. Topics to date include incident management, chemical management, injury management and return to work.

New Manager Toolkits are released each month and can be found on the [Leadership Development Hub](#) or the [Safety Intranet page](#).

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## Events

### Upcoming Events

Join us tomorrow for our **Leadership Live** session on culture. As the saying goes, “Culture eats Strategy for breakfast”. No matter how great our strategy is, our plan will fail without a culture that encourages people to implement it. Being strategic about culture is a science *and* an art.

Join the session at [2pm, Wednesday 20 September](#), as we explore perspectives and ideas about workplace culture.

## Previous events

[Watch the recent August Safety Café](#). Hosted by OHS Advisor Ronald Castelo on Wednesday 30 August, the session covered topics including Health and Wellbeing Update, Occupational Exposure, and much more.

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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 or on the [Manager website](#).

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