

January 2025

# Welcome to MISH

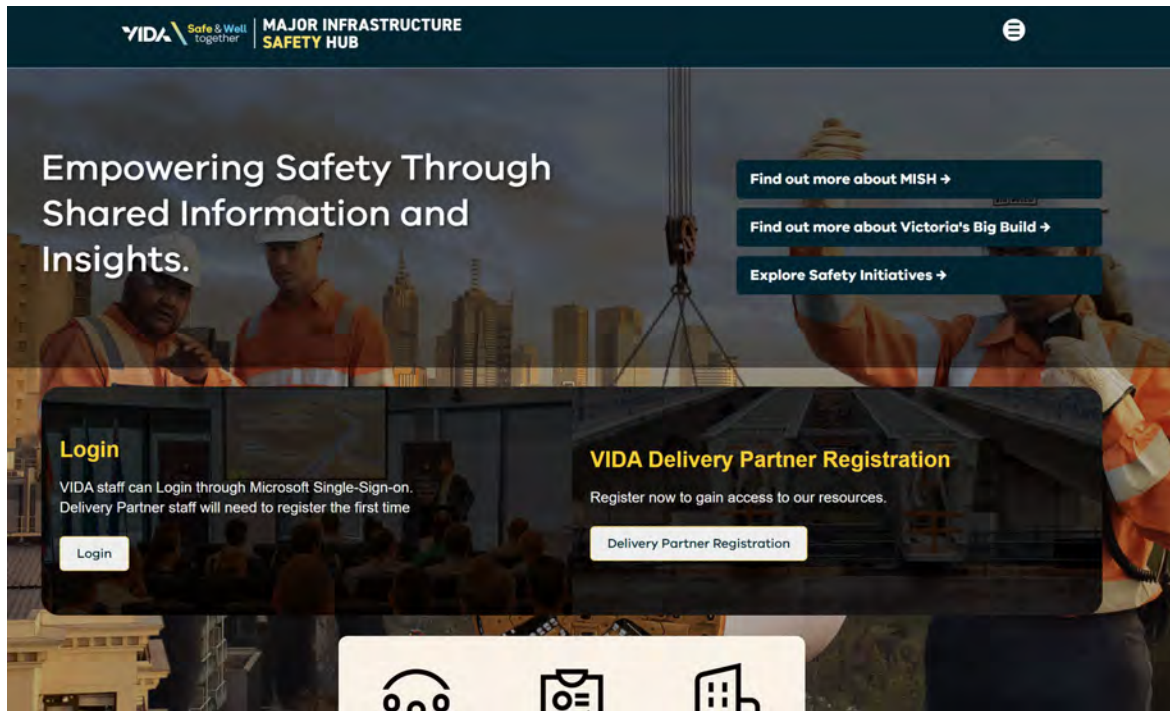
MISH User Guide

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# The Major Infrastructure Safety Hub



## A place for safety professionals to talk about their projects

[MISH](#) is an online platform through which safety information, programs, initiatives, learnings, and events across Victoria's major transport infrastructure program can be shared by Registered Users. Once materials have been uploaded, they are available to all Registered Users to view and use in seeking to achieve their own safety outcomes.

## Why was MISH created?

Research undertaken in 2017 (including surveys and focus interviews) indicated there was great interest in working collaboratively on safety matters.

MISH was initially designed and developed in 2019 to support improved collaboration across similar major infrastructure projects within Australia and internationally. After a short pilot with client-side government clients across Australia, it was decided that MISH should focus on participants in the Victorian major infrastructure program, VIDA and its delivery partners.

MISH supports the VIDA [Health and Safety Policy](#) and the VIDA [Health and Safety Framework](#) objectives.

## Benefits of using MISH

- Align safety management efforts
- Avoid unnecessary and duplicated efforts and costs (for initiatives, trials and research)
- Identify opportunities to implement leading safety practices
- Promote safety innovation and successes
- Share incident learnings and control solution
- innovation and programs across MTIA and delivery partners.

## Resources available on MISH

As of February 2025, MISH has more than 500 posts including: 80 safety alerts, 115 leading practice publications, 31 lessons learnt documents and information on 58 safety initiatives and trials.

## Secure and safe

MISH is hosted on a secure government server. Usership is limited and joining requests are screened. It is open to VIDA and SLRA staff, their Delivery Partners and sub-contractors' safety teams.

## Promotion of events and networking opportunities

Provided you comply with our Terms of Use (see Section 1 below), you can comment on every article, as well as engage in discussion on our message board. There are also opportunities to promote safety events such as conferences and webinars.

# 1. MISH Terms of Use

By accessing or using the MISH as a "Registered User", you agree you understand and accept the [MISH Terms of Use available](#).

If you have any queries in relation to the MISH Terms of Use, please contact: [VIDA-Safety@mtia.vic.gov.au](mailto:VIDA-Safety@mtia.vic.gov.au)

# 2. Privacy

VIDA is committed to protecting your privacy. The [MISH Privacy Collection Statement](#)

For more information about VIDA's broader privacy practises, please see the VIDA [Privacy Policy](#).

## 3. Submission Guidance

All materials, information, text, graphics and other content uploaded to or accessed on the MISH (**MISH Materials**) are governed by the MISH Terms of Use. MISH Materials may include, without limitation, safety alerts and incident learnings, factsheets, as well as comments and other content posted to the MISH Message Board.

This Section 3 sets out additional guidance on what content is suitable for sharing and what is not. Registered Users are required to conduct themselves in a manner that reflects integrity, respect for member contributions, professional management of content and courtesy, and must demonstrate an appreciation of the effort, resources and generosity made available in supporting a continued improvement in health and safety management and performance.

Registered Users should consider the relevance and useability of the content they propose to upload, and are reminded that they are posting content for other major infrastructure project safety leaders to read and view. Consideration should be given to the topics being shared, the relevance the content has to support continuous improvement, shared learnings, information and knowledge, health and safety-related research, news, technology, emerging issues, events etc.

### 3.1 Submission guidance

Aligned with the purpose of MISH as an interactive and collaborative platform, materials should be transferable and adaptable across projects. This will not only enable visibility of best practice across multiple major infrastructure projects, but will also encourage program-wide collaboration, problem-solving and networking. Materials that are merely operational or do not align with the purpose of the MISH should not be uploaded.

MISH Materials should be:

- **Factual** – only include the key facts and messages required to highlight the relevant health and safety matter(s).
- **Succinct** – materials should be brief and expressed in plain English to ensure clarity.
- **Appropriately referenced** – references should be made to specific regulations or standards (including relevant WorkSafe guides) where appropriate.

### 3.2 Legal and other considerations

MISH Material can be accessed by all Registered Users and, as such, should be considered ‘public’ once uploaded. It follows that there is a need to consider whether it is appropriate to create and/or share the relevant materials, including whether there are any legal matters which should prevent the specific material from being made available.

Some questions to ask, prior to uploading any materials, include but are not limited to:

- Does the material relate to a matter under regulatory investigation, or could it be investigated in the future?
- Is there any litigation underway that could/should preclude this material from being posted?
- Is this material legally privileged?
- Who created this material? Has the creator/owner of the material given permission for the materials to be uploaded?
- Does this material contain personal or health information which must or should not be disclosed?
- Does this material contain confidential or commercially sensitive information which must or should not be disclosed? In particular in relation to health and safety incident information, are there any implications of this material being viewed or shared? (e.g. consider regulatory implications).
- Does this document or information identify any health and safety risks that should preclude it from being posted? (i.e. a photo demonstrating the progress of a Project, showing workers on site who are working at height without edge protection).

As a general rule, the following information should be excluded (or redacted) from any MISH Materials:

- Names of individuals involved;

- Details regarding regulatory investigation (e.g., WorkSafe attendance or issuing of improvement notices);
- Information which may be subject to legal professional privilege;
- Material which does not have a basis in fact (e.g. opinions);
- Material which may be defamatory or misleading in a material way;
- Personal communications (e.g. extracts from text message or emails, or transcripts of private conversations such as phone calls, face-to-face discussions).

Where there is any difficulty in making a determination about uploading any materials, Registered Users should seek further specific legal advice.

### 3.3 Responsibility for the information

Registered Users are responsible for the MISH Material they post and acknowledge that such materials can be accessed, used and shared by other Registered Users.

As set out in the MISH Terms of Use, VIDA performs a role as host and administrator of the MISH but takes no responsibility for the use and disclosure of MISH Material, once uploaded by a Registered User. Registered Users are reminded that comments made in relation to any MISH Material, or within the MISH Message Board, must be made with respect, tolerance and acceptance. Diversity enhances perspective, content and experience. Inappropriate language is unprofessional and unacceptable. VIDA may in its discretion deem certain comments to be inappropriate and remove such comments without notice.

### 3.4 Personal Information and Public Sector Data

Registered Users must ensure they do not share any personal or health information<sup>1</sup> without consent or other permitted basis. Please note that information can still be personal information even where names and other obvious identifiers are removed (in the event that other information provided could otherwise be an identifying factor).

Care must also be taken to uphold VIDA's obligations under the Victorian Protective Data Security Standards (VDPSS) to protect 'public sector data' in accordance with internal VIDA policies and the applicable legislation.

### 3.5 Approval to publish

It is assumed that any content on MISH has been approved and allowed to be shared. Registered Users should accordingly consider any privacy, commercial or other obligations prior to uploading any documents, information or other content on the MISH – noting once uploaded it will be available to all without restriction.

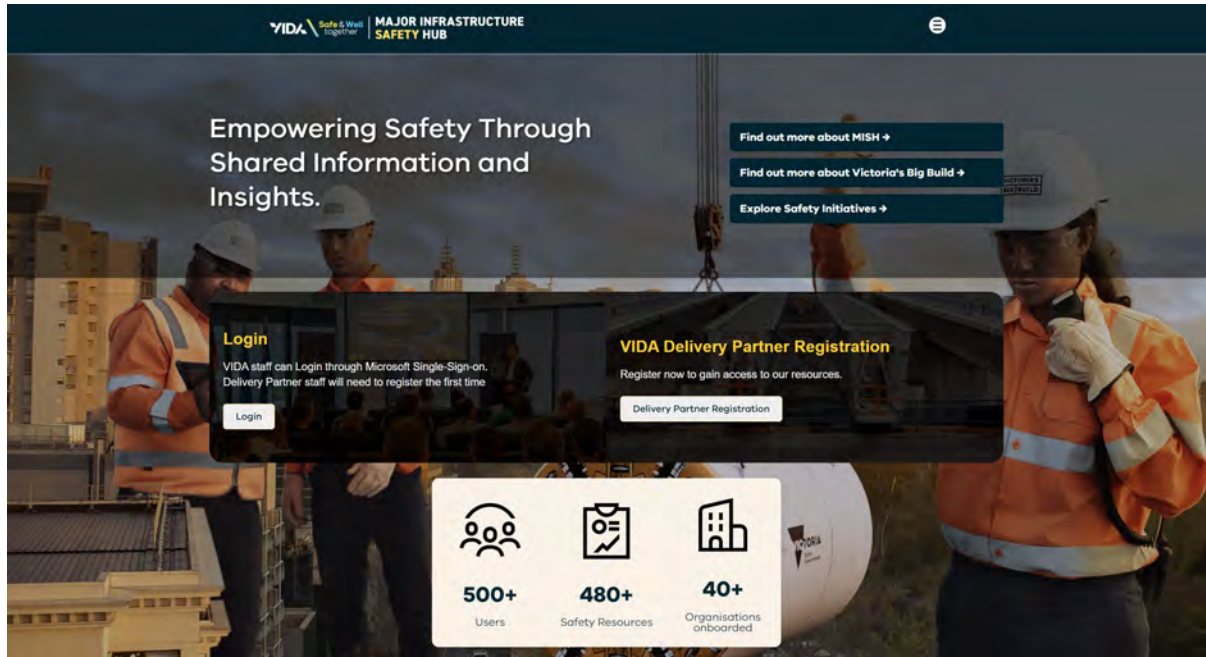
If you have an issue with any MISH Materials or queries about a proposed submission, please contact the MISH Coordinator for further assistance.

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<sup>1</sup> As those terms are defined in the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic), or such other applicable legislation.

## 4. Accessing MISH

Go to the MISH website <https://www.mish.vic.gov.au/>

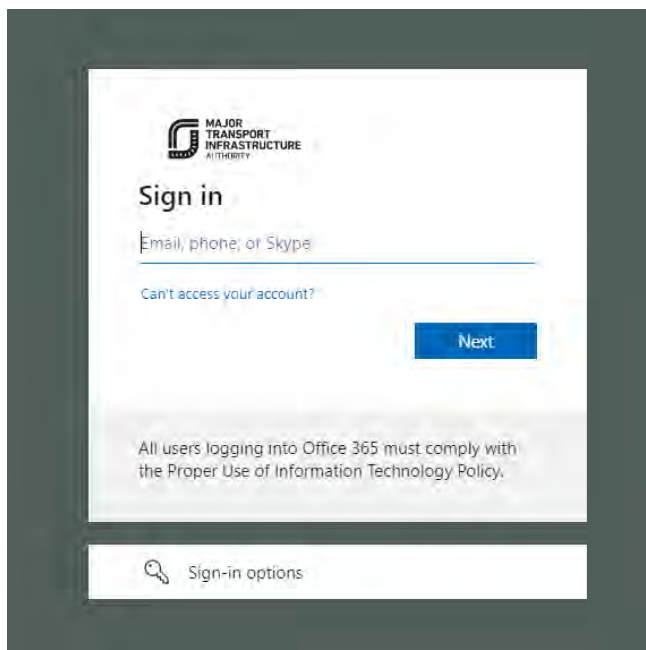


### 4.1 VIDA employees

VIDA employees (including all Project Offices) are automatically granted access to the MISH as a Registered User.

MISH runs on the Microsoft Single Sign On system, which means MISH will seamlessly login with your VIDA or Project Office email address as soon as you click on 'Login'.

Once you click on 'Login' you might be asked to authenticate yourself before you are taken to the MISH page. If this happens the following pop up will appear.



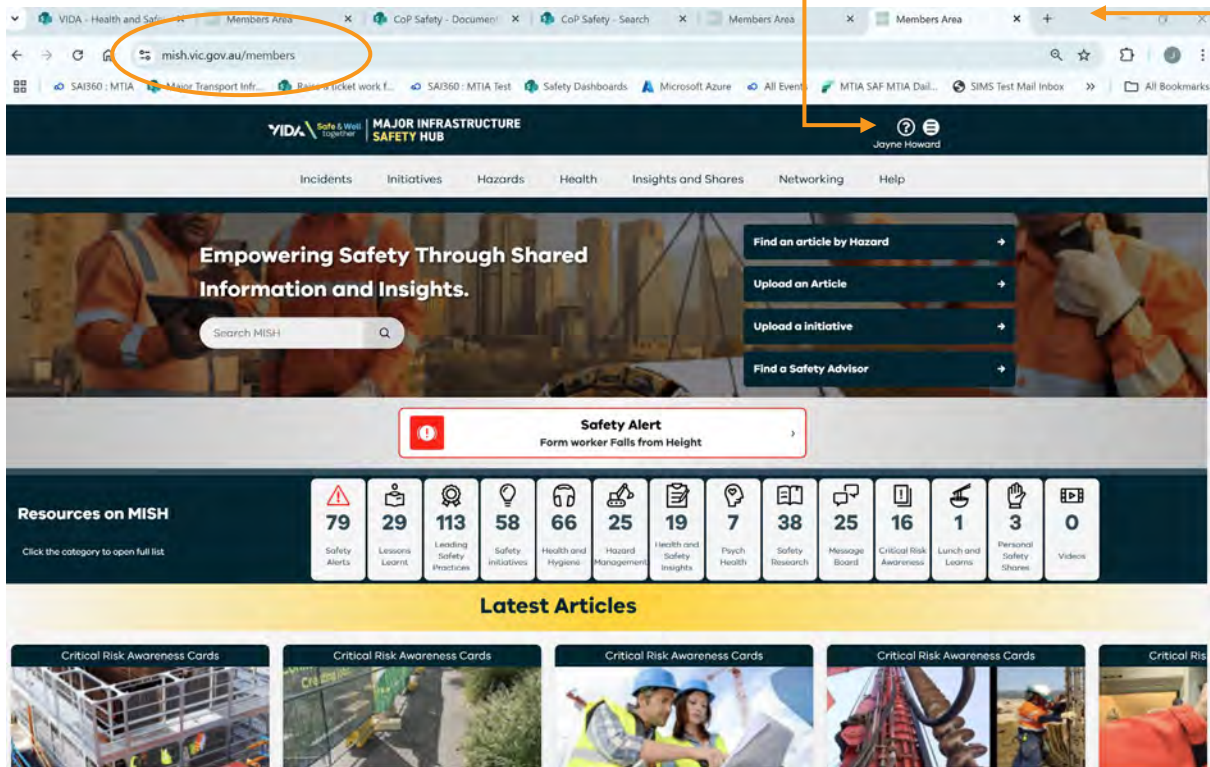
Follow the prompts and sign on using your work email address. It may ask to verify by giving you the standard call or by using your authenticator App. Follow the instructions on the call to verify and login.



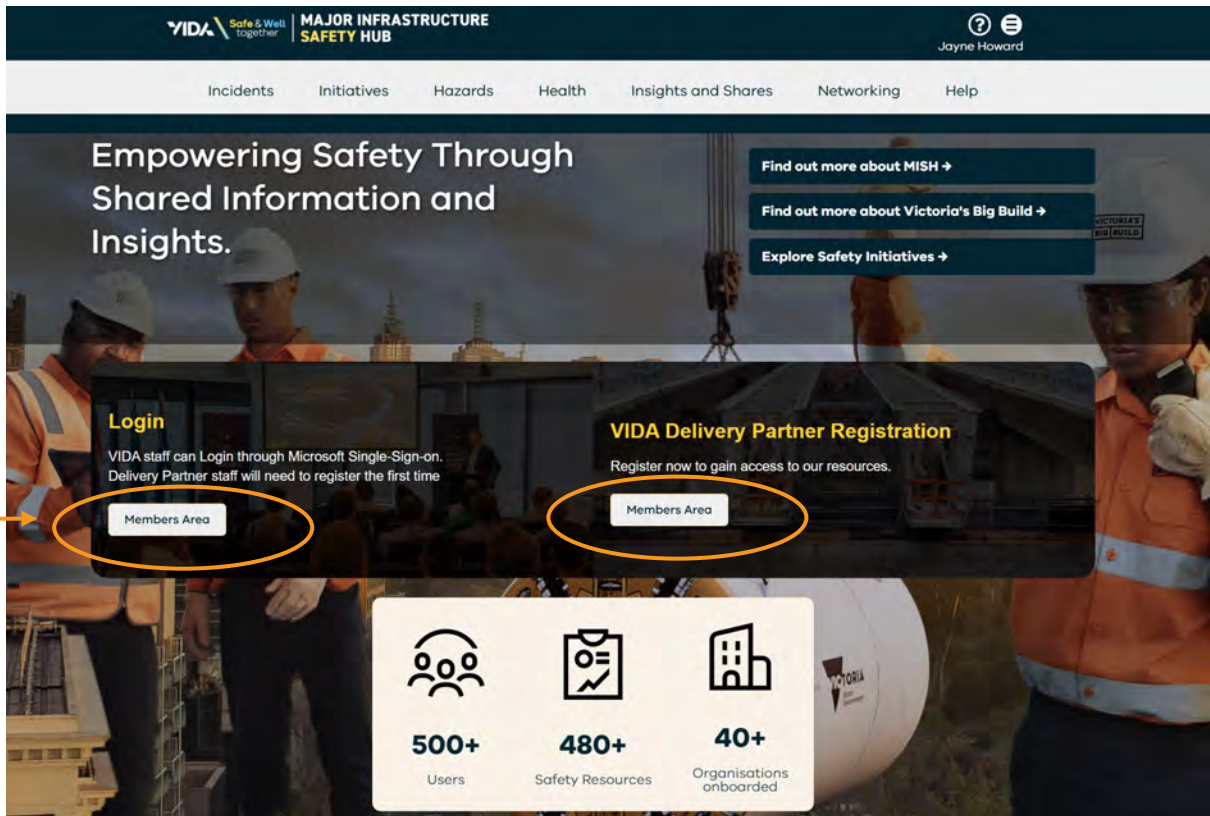
Please notify [MTIA-Safety@mtia.vic.gov.au](mailto:MTIA-Safety@mtia.vic.gov.au) of any new starters that require access if you weren't automatically granted access to MISH.

You will know you are logged into MISH as it will say 'Members' in the URL and 'Members Area' in internet browser tab. It will say 'Members Area' under Login and VIDA Delivery Partner Registration.

Your name will also appear in the top right-hand corner of the page.

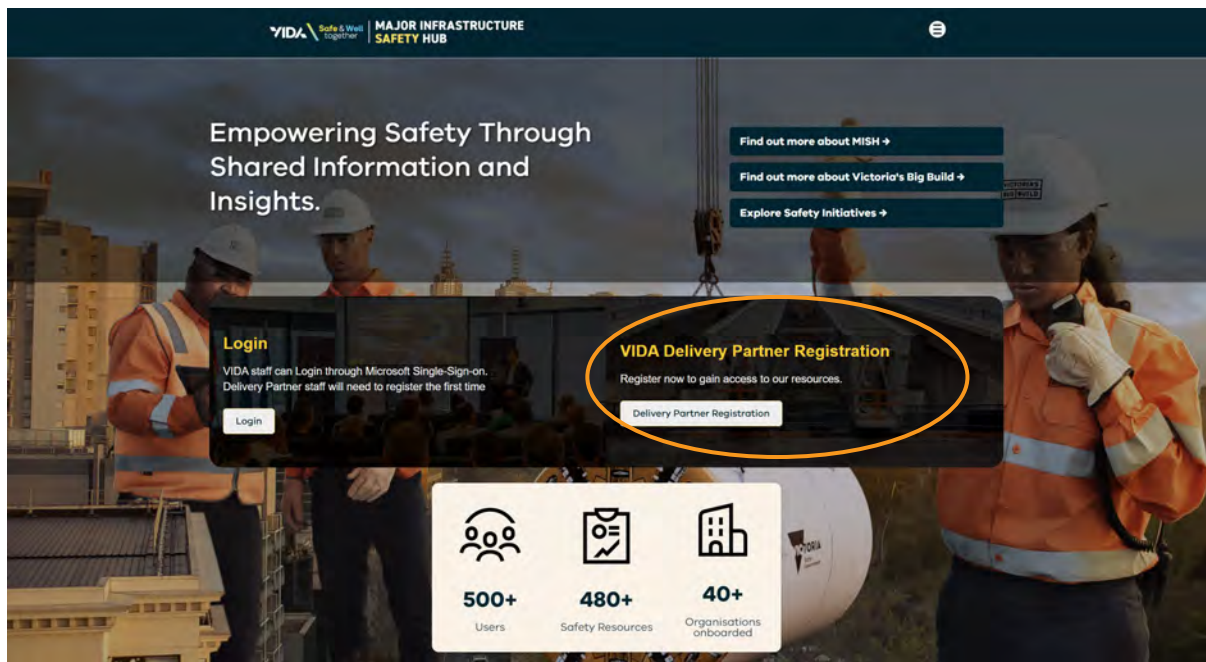


Your Registered User status will be automatically revoked/cancelled when you leave the organisation.



## 4.2 Delivery Partner safety employees

Delivery Partner employees will need to register for access to MISH. Follow the steps in the next section, [Registration](#).

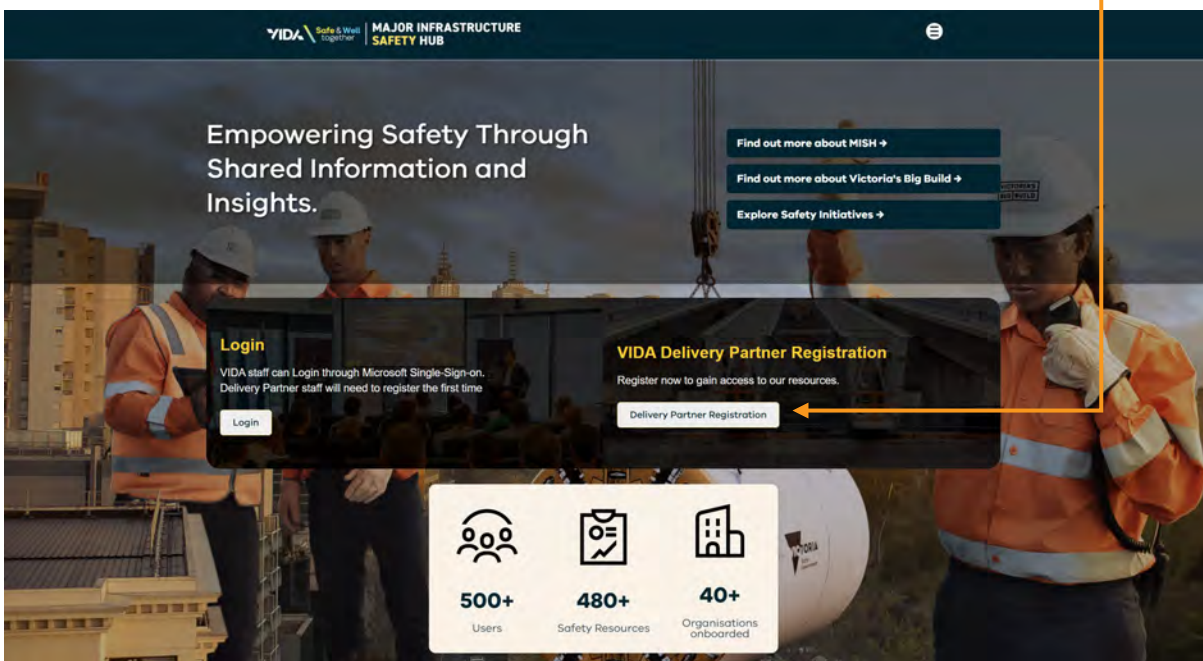


# 5 Registration

Delivery Partner employees will need to register for access to MISH.

## 5.1 How to register

From the MISH home page, Click on '[Delivery Partner Registration](#)'





The following details are required to complete the online registration form:

- First name
- Last Name
- Organisation
- Position Title
- Project Office
- Email Address
- Phone Number
- Office Location

Clicking on the 'Delivery Partner Registration' button will bring you to the 'Register' page, fill in this form, read the terms and conditions then tick the box. To submit the form select 'Sign up'.

YIDA Safe & Well together MAJOR INFRASTRUCTURE SAFETY HUB

Incidents Initiatives Hazards Health Insights and Shares Networking Help

## Register

Sign up for an account using the form below.

Email (please enter your organisations work email):

Unique system wide sign-in name

First name:

Last name:

Password:

Confirm password

Position Title:

Company or Organisation :

Project being worked on\*:

-- Leave empty --

Mobile:

## Terms and conditions

Please read the below terms and conditions. Accepting the conditions is a requirement before you are giving MISH access. You can read it in a new [window here](#)

By accessing or using the MISH as a Registered User, you agree you understand and you acknowledge that you have read and accepted the [MISH Privacy Collection Statement](#) and [MTIA Privacy Policy](#).

suspend the operation of the MISH at any time without notice. MTIA will not be responsible for any loss, damage or liability that may arise as a result. If you wish to remove or edit any MISH Materials from the MISH, contact MTIA to facilitate that removal or editing.

MISH Message Board

The MISH Message Board supports enhanced collaboration across projects by providing a forum through which Registered Users may identify emerging safety issues, raise safety queries, establish working groups and collectively solve problems impacting major transport projects in Victoria. Your use of the MISH Message Board is governed by these Terms of Use, as well as the User Guide.

☐ I have read and accept the terms and conditions on this site

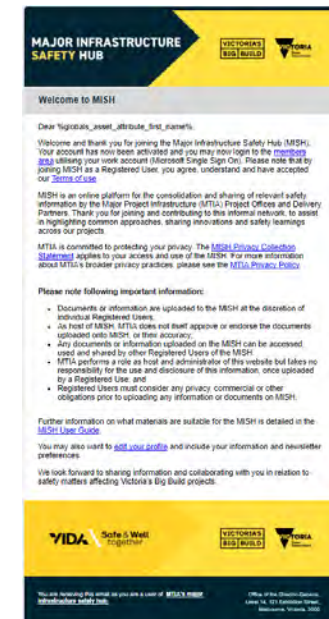
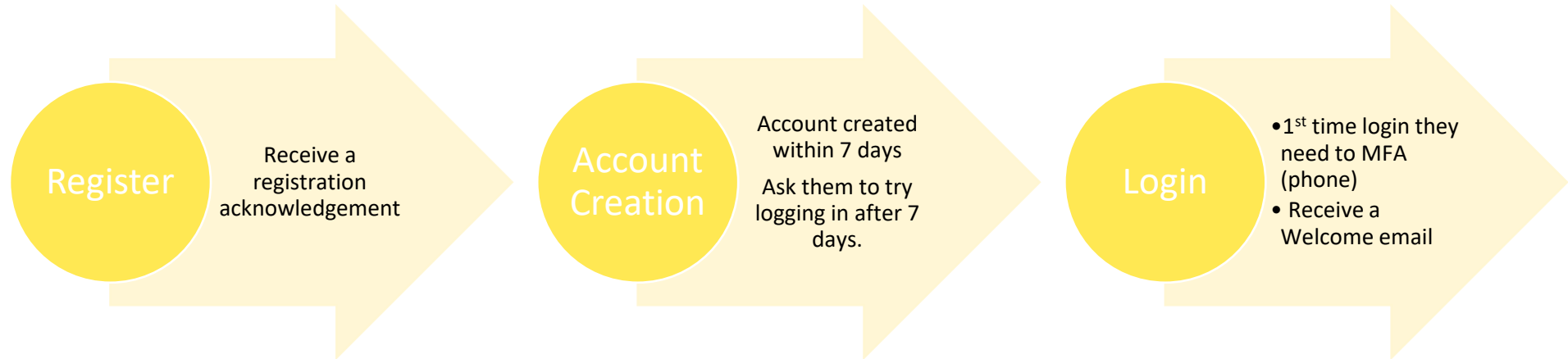
☐ I'm not a robot

reCAPTCHA

Signup

[Forgot password?](#)

## 5.2 Onboarding process



# 6 Navigating MISH

The home page has five distinct ways to get to where you need to go.

1. Icons top right ([Section 6.1](#))
2. Navigation menu bar ([Section 6.2](#))
3. Search feature ([Section 6.3](#))
4. Quick Action Buttons ([Section 6.4](#))
5. MISH resources ([Section 6.5](#))

The screenshot shows the MISH homepage with the following elements and callouts:

- Callout 1:** User profile icon and name (Jayne Howard) in the top right corner.
- Callout 2:** Navigation menu bar with links: Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help.
- Callout 3:** Search bar with the text "Search MISH" and a magnifying glass icon.
- Callout 4:** Quick Action Buttons on the right side: "Find an article by Hazard", "Upload an Article", "Upload a Initiative", and "Find a Safety Advisor".
- Callout 5:** "Resources on MISH" section with a list of categories and counts:
 

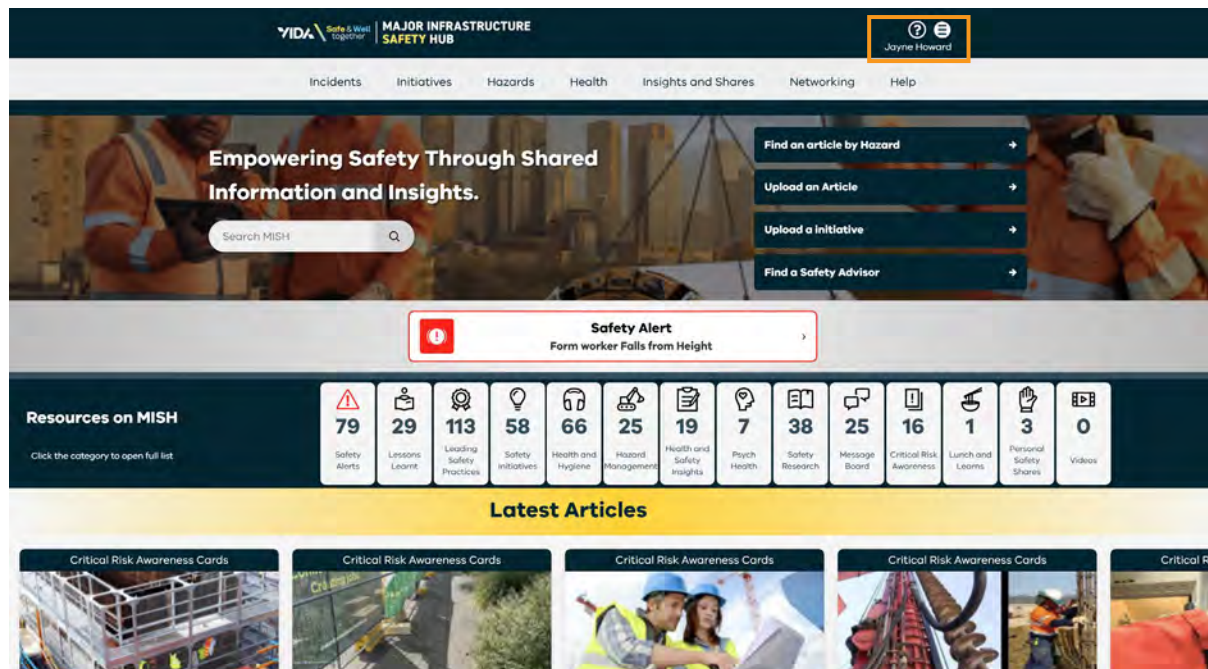
Category	Count
Safety Alerts	79
Lessons Learned	29
Leading Safety Practices	113
Safety Initiatives	58
Health and Hygiene	66
Hazard Management	25
Health and Safety Insights	19
Psych Health	7
Safety Research	38
Message Board	25
Critical Risk Awareness	16
Lunch and Learn	1
Personal Safety Shares	3
Videos	0

Below the resources section is the "Latest Articles" section, which is highlighted by an orange box and an arrow pointing to the text "Latest Articles" on the left. The articles shown are all titled "Critical Risk Awareness Cards" and feature various construction-related images.

On the far left, the text "Active Safety Alerts" is present with an arrow pointing to the "Safety Alert" banner, which displays a red warning icon and the text "Form worker Falls from Height".

## 6.1 Icons top right

Your name appears in the top right-hand corner of the page, indicating you are logged into MISH. Above your name are two icons.



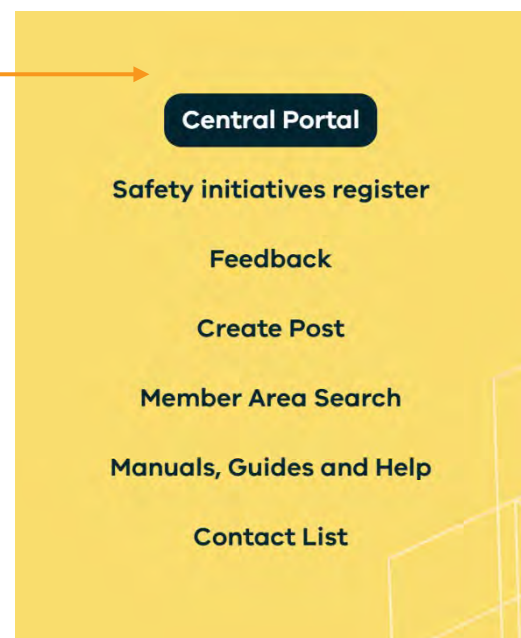
### 6.1.1 'Burger Menu'

The burger menu provides a quick way to navigate to key sections around the site. We call it a burger, because it's got three lines/layers like a burger.



The following table explains each of the menu options in the burger

Item in Burger Menu	Description
<b>Central Portal</b>	The central portal is MISH's home page. You will be able to find most things through this page either through search or by navigating through the menus or icons.
<b>Safety initiatives register</b>	Brings you to the safety initiatives register page  This is where you can search MISH for safety Initiatives researched/planned, trialled or implemented across VIDA ( <a href="#">refer section 9.1 of this manual</a> ).
<b>Feedback</b>	Opens the feedback form where users can leave comments to the MISH administrators ( <a href="#">refer to section 11 of this manual</a> ).

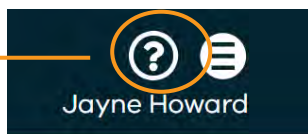




<b>Create Post</b>	<p>Opens the Create post page where users can add new:</p> <ul style="list-style-type: none"> <li>- Alerts (<a href="#">section 7.2</a>)</li> <li>- Events (<a href="#">section 6.2.6.1</a>)</li> <li>- Articles (<a href="#">section 6.4.2</a>)</li> <li>- Message Boards (<a href="#">Section 6.2.6.2</a>)</li> </ul>
<b>Member Area Search</b>	<p>Contains all the latest articles on MISH sorted by most recent to oldest.</p> <p>(<a href="#">refer to section 12 of this manual</a>).</p>
<b>Manuals, Guides and Help</b>	<p>Contains the user guides, Terms of User, FAQs, Privacy Policy, code of conduct, terms of reference and MISH PO representatives listed.</p> <p>(<a href="#">refer to section 6.2.7.1 of this manual</a>)</p>
<b>Contact List</b>	<p>A list of all Users who have accessed MISH</p> <p>(<a href="#">refer to section 6.2.6.3 of this guide</a>)</p>

### 6.1.2 Question mark icon

This question mark icon takes you directly to the Frequently Asked Questions page. To view each of the question in this document, go to the section '[MISH FAQ's](#)'



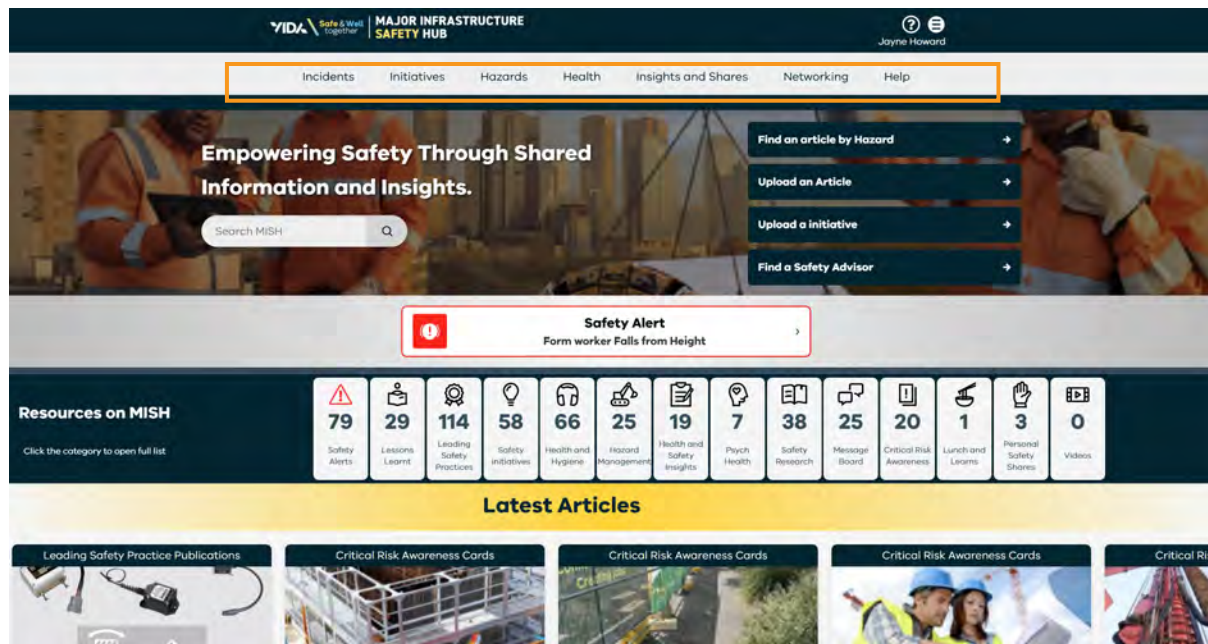
## Frequently Asked Questions

The frequently asked questions below have been compiled from a series of questions most commonly asked by users of MISH

Question	Answer
<b>Where can I access the MISH website?</b>	You can access the portal from <a href="http://mish.vic.gov.au">mish.vic.gov.au</a> . Access to the portal requires registration.
<b>Can anyone join MISH?</b>	<p><b>No – membership is by invitation only for individuals working on defined Major Infrastructure Projects within Australia and overseas. Individually issued memberships are not transferrable.</b></p> <p>We intentionally will be restricting membership to a small number of senior safety and/or delivery personnel to the client side of each project, with consideration for potential inclusion of contractor side personnel in the future.</p> <p>Membership is intentionally limited to ensure we maintain the confidence and integrity of this collaborative website.</p>
<b>What is the definition of a 'Major Infrastructure Project'?</b>	A project that is partially or fully government-funded (Federal or State), involves the building or development of infrastructure to facilitate the movement of people and/or goods for various social and business reasons, and has a project value of more than \$1 billion.

## 6.2 Navigation Menu Bar

The seven menu options across the top of the page gives access to all areas of MISH. This section will take you through each of these menu options.



### 6.2.1 Incidents



Menu option	Description
<b>Safety Alerts</b>	Add new safety alerts or search for existing alerts ( <a href="#">refer to section 7 of this guide</a> ).
<b>Lessons Learnt</b>	Add new lessons learnt, or incident learnings or search for existing articles. ( <a href="#">refer to section 8 of this guide</a> ).

### 6.2.2 Initiatives





Menu option	Description
<b>Safety Initiatives Register</b>	On this page you can either search through the initiatives register for all the safety initiatives researched/planned, trialled or implemented across VIDA. Or you can upload/create a new initiative.  <a href="#">(refer to section 9.1 of this manual)</a>
<b>Leading Practice Publications</b>	From this page you can search for Leading Safety Practice Publications.  <a href="#">(refer to section 10.1.1 of this manual)</a> .
<b>Submit Leading Practice Ideas</b>	From this page you can submit a new leading safety practice idea.  <a href="#">(refer to section 10.2 of this manual)</a> .
<b>Leading Safety Practices under development</b>	This will take you to the 'Leading Safety Practice Registration List' page.  This is a full list of published and finalised LSPs here. <a href="#">Refer to section 6.2.2.1 below</a>
<b>Vida Health and Safety Awards</b>	This will take users to the Health and Safety Awards page where users can read about the winners from the last awards and any video or materials from the event. <a href="#">Refer to section 6.2.2.2 below</a> .

#### 6.2.2.1 Leading safety Practices under development

Leading Safety Practices under development will have no link under the '**Published**' column. Users can see drafts by clicking on '**View Draft**' or published articles by clicking on '**Click to see article**'.

To submit a leading practice idea, use the form [here](#)

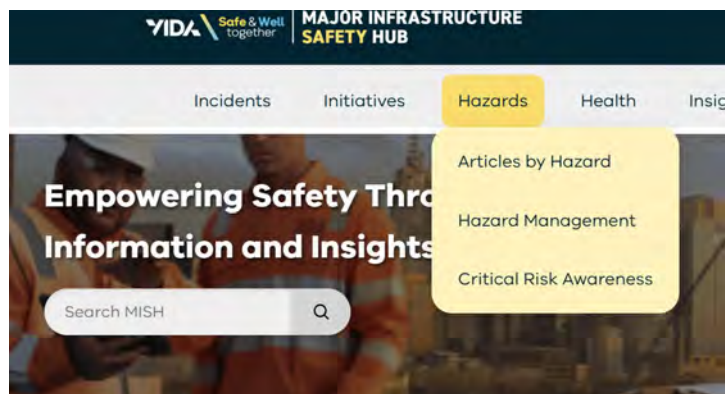
LSP #	Title	Description	Project Office	Author	Draft Attachment	Published
91, REF:823189	Fortawall - Pedestrian Safe Temporary Fencing	A new style of temporary fencing that has increased wind loading capabilities with the removal of fencing blocks that are potential tripping hazards. It's safer to install with less weight to move around, and the fence system meets the floor which reduces dirt and debris leaving the site. In turn it helps to prevent animals entering site.	Rail Projects Victoria	Neil Jeffery		Published - Click to see article
92, REF:824083	VEHICLE MANAGEMENT WITH THE TOUCH OF A BUTTON	Healesville Koo-Wee-Rup Road project is digitalising Vehicle Management Plans (VMPs) to improve the way construction sites are kept safe and reduce risks surrounding interactions of people, plant and equipment. Presenting VMPs is now interactive, engaging and visually appealing, with video sites	Major Road Projects Victoria	Teigan Durea	View Draft	Published - Click to see article
93, REF:838227	Hushtec Rock Breaker	A rock breaker attachment that is fitted to the rock breaker and is designed to reduce noise, minimise potential flying debris and assist in controlling dust generated during the works.	Major Road Projects Victoria	Matt Sinkinson	View Draft	

### 6.2.2.2 VIDA Health and Safety Awards

This page will cover the latest information regarding the awards, winners and any video or materials from the event. When the new award cycle commences users can see shortlisted entries and details about the upcoming event.



### 6.2.3 Hazards

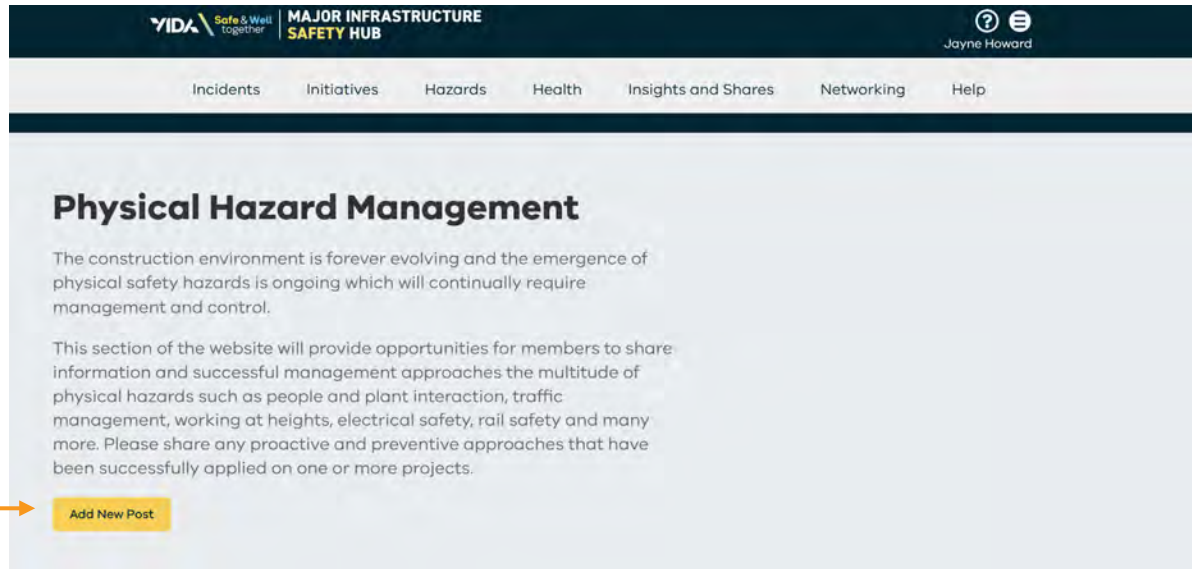


Menu option	Description
<b>Articles by Hazard</b>	This will take you to the page where you can find resources by the hazard type. <a href="#">Refer to section 6.4.1 - Find an article by Hazard.</a>
<b>Hazard Management</b>	This will take you to the physical hazard management page where you can search for resources on management approaches on a multitude of physical hazards such as people and plant interaction, or traffic management, rail safety etc. From here you can also add a new post. <a href="#">Refer to section 6.2.3.1 below.</a>
<b>Critical Risk Awareness</b>	This will take you to the critical risk awareness cards page. These are quick reference cards for how risks can materialise, and best practice control measures. <a href="#">Refer to section 6.2.3.2 below.</a>

### 6.2.3.1 Hazard Management

From this page you can add new content to MISH or search for existing material.

To add new content, click on 'Add New Post'.



This will open up the 'Create Post' form

1. **Title of Article**  
– Give the publication a title.
2. Click on 'Choose File' to add a thumbnail image that will accompany the article.
3. Select 'Article' from the 'Type' drop-down list.
4. Select 'Physical Hazard Awareness' from the 'Category' list.

[Help](#)

**Title:**  
  
Keywords that highlights the theme of content.

**Thumbnail:** Choose File No file chosen  
A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)

**Type:**  

Article
▼

Select the appropriate category for the type of content being uploaded

**Category:**  

☐ Safety Research

☐ Lessons Learnt

☐ Leading Safety Practice Publications

☐ Health and Hygiene

☒ Physical Hazard Management

☐ Psychological Health and Safety

☐ Critical Risk Awareness Cards

☐ Lunch and Learn Presentations

☐ Personal Safety Shares

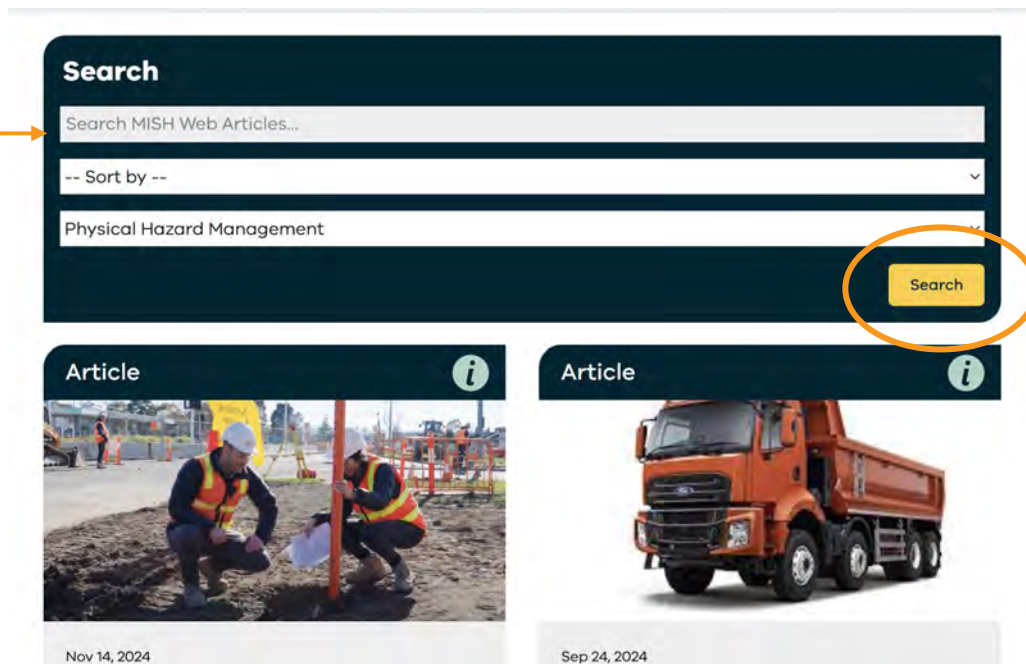
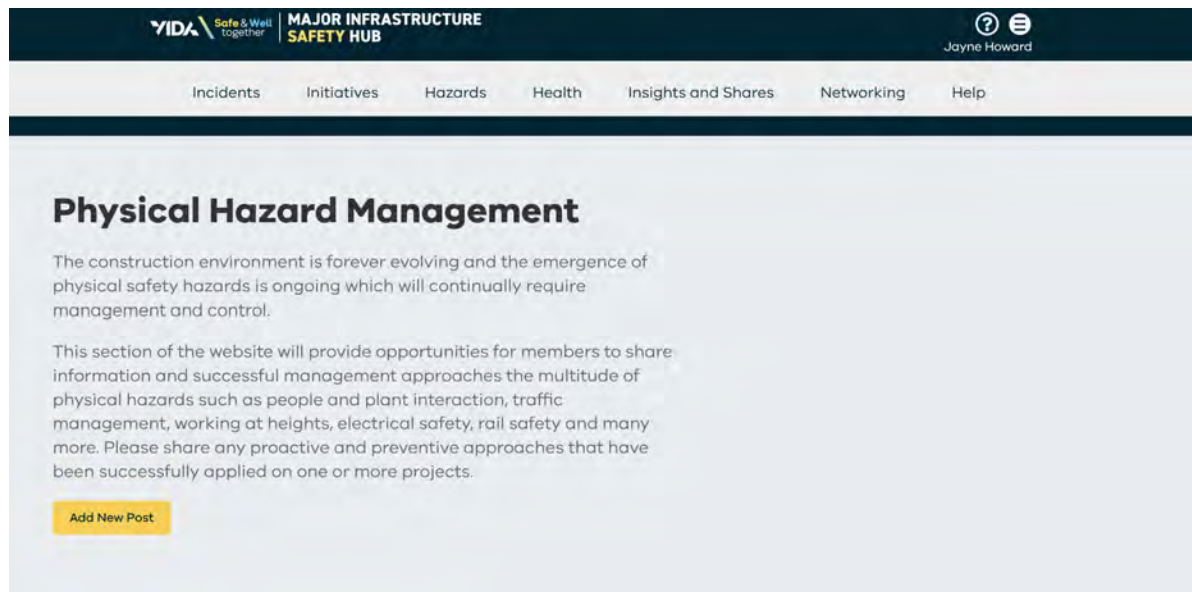
☐ Videos

☐ Health and Safety Insights

Categorises the post into 4 sections to customise the upload

[Refer to section 6.4.2](#) on how to complete the rest of the 'create a post' form.

To search for existing material on physical hazard management scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click 'Search'.



The content meeting your search criteria will appear below the search feature, sorted in the method chosen in the drop-down menu 'Sort by'.



### 6.2.3.2 Critical Risk Awareness

From this page you can add new content to MISH or search for existing content. To search for existing material on critical risk awareness scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (Title Ascending, Descending etc). Then click 'Search'.

To add new material related to 'Critical Risk Awareness', click on 'Add New Post'

This will open up the 'Create Post' form

**1** Title: Piling - Critical Risk Awareness Card  
*Keywords that highlights the theme of content.*

**2** Thumbnail: Choose File No file chosen  
*A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)*

**3** Type: Article  
*Select the appropriate category for the type of content being uploaded*

**4** Category:

- ☐ Safety Research
- ☐ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☒ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations
- ☐ Personal Safety Shares
- ☐ Videos
- ☐ Health and Safety Insights

*Categorises the post into 4 sections to customise the upload*

- 1. Title of Article**  
– Give the publication a title.
- 2.** Click on 'Choose File' to add a thumbnail image that will accompany the article.
- 3.** Select 'Article' from the 'Type' drop-down list.
- 4.** Select 'Critical Risk Awareness Cards' from the 'Category' list.

[Refer to section 6.4.2](#) on how to complete the rest of the 'create a post' form.

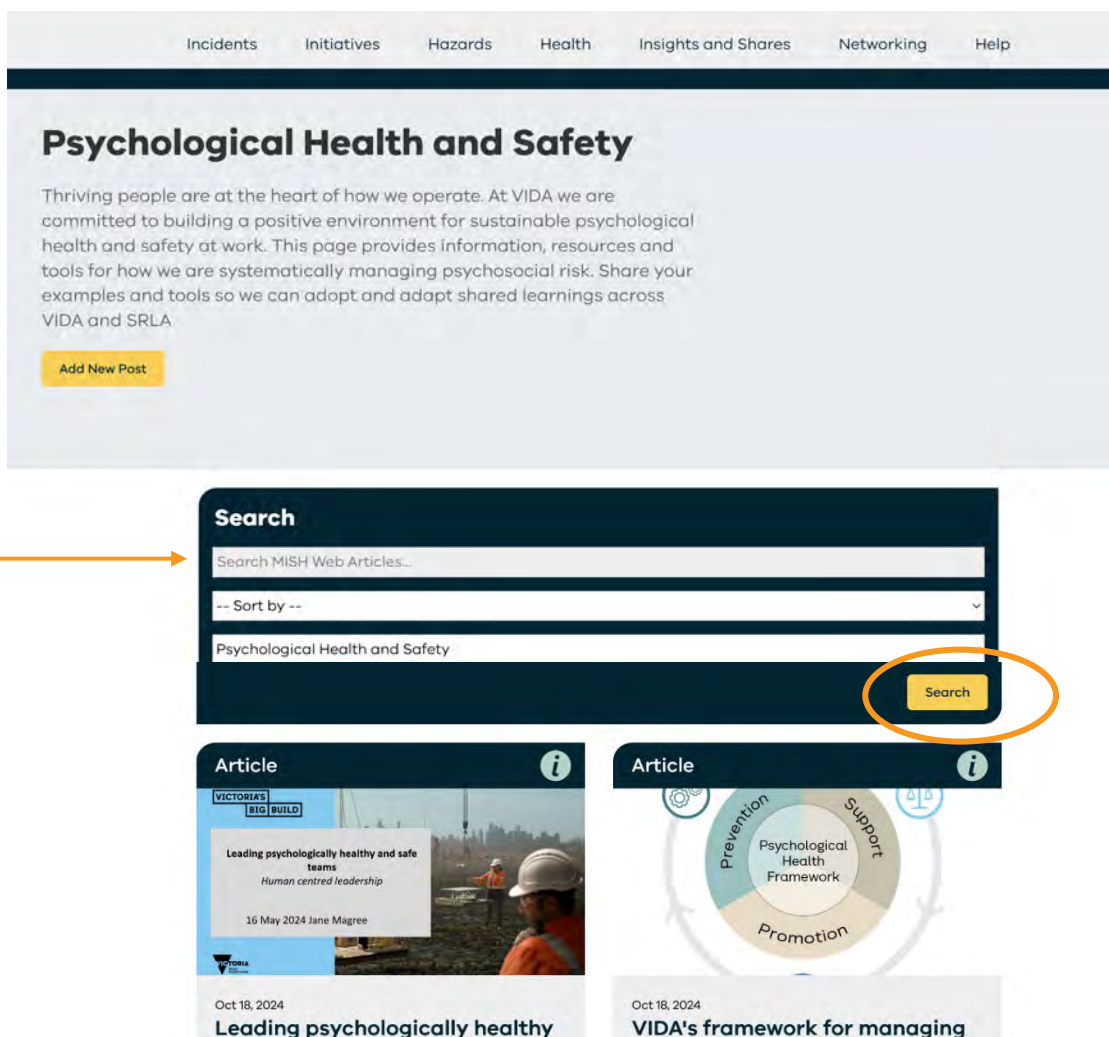
## 6.2.4 Health



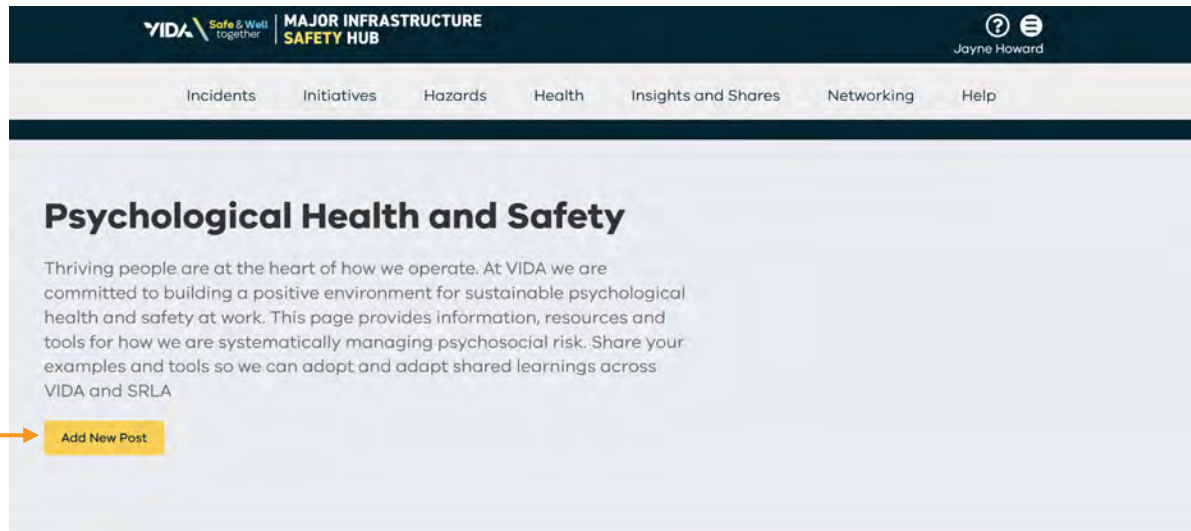
Menu option	Description
<b>Psychological</b>	This will take you to the page where you can view content for how we manage psychosocial risk. From this page you can also add new content on the topic. <a href="#">Refer to section 6.2.4.1 below.</a>
<b>Occupational Hygiene</b>	This will take you to the page where you can view content about management approaches to specific occupational hygiene hazards. From this page you can also add new content on the topic. <a href="#">Refer to section 6.2.4.2 below.</a>

### 6.2.4.1 Psychological

From this page you can add new material to MISH or search for existing material. To search for existing material on psychological health and safety scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (Title Ascending, Descending etc). Then click 'Search'



To upload new psychological health content, click on 'Add New Post'.



This will open up the 'Create Post' form

**5. Title of Article**

– Give the publication a title.

**6. Click on**

'Choose File' to add a thumbnail image that will accompany the article.

**7. Select 'Article'**

from the 'Type' drop-down list.

**8. Select**

'Psychological Health and Safety' from the 'Category' list.

[Refer to section 6.4.2](#) on how to complete the rest of the 'create a post' form.

#### 6.2.4.2 Occupational Hygiene

From this page you can add new material to MISH or search for existing material. To search for existing material on occupational hygiene scroll down to the search area and type any key words in the 'search' field. Use the drop-down to select how you want the materials organised in the 'Sort by' field (Title Ascending, Descending etc). Then click 'Search'

The screenshot shows the MISH website interface. At the top, there is a navigation bar with the VIDA logo and 'Safe & Well Together' tagline, followed by 'MAJOR INFRASTRUCTURE SAFETY HUB'. The user 'Jayne Howard' is logged in. The main navigation menu includes 'Incidents', 'Initiatives', 'Hazards', 'Health', 'Insights and Shares', 'Networking', and 'Help'. The 'Health and Hygiene' section is highlighted, with a description: 'This section of the website will provide opportunities for members to share information, successful management approaches to specific occupational hygiene hazards, training programs, and proactive and preventive approaches that have been successfully applied.' Below this is an 'Add New Post' button. A search bar is located below the 'Add New Post' button, with a 'Search' button next to it. The search bar contains the text 'Search MISH Web Articles...'. Below the search bar is a 'Sort by' dropdown menu with the option 'Health and Hygiene' selected. Below the search bar, two article cards are displayed. The first card is titled 'Fatigue' and features an illustration of a person working at a machine. The second card is titled 'Lead Hazard Awareness Training' and features an illustration of a person wearing a hard hat and safety glasses.

The content meeting your search criteria will appear below the search feature, sorted in the method chosen in the 'Sort by' drop-down menu.

To upload new occupational hygiene content, click on 'Add New Post'. This will open up the 'Create Post' form



1. **Title of Article**  
– Give the publication a title.
2. Click on **‘Choose File’** to add a thumbnail image that will accompany the article.
3. Select **‘Article’** from the **‘Type’** drop-down list.
4. Select **‘Health and Hygiene’** from the **‘Category’** list.

The screenshot shows a dark-themed form titled 'create a post'. It has a 'Help' link in the top right. The form fields are:
 

- Title:** A text input field containing 'Noise Awareness Training'. Below it is a placeholder text: 'Keywords that highlights the theme of content.'
- Thumbnail:** A button labeled 'Choose File' followed by 'No file chosen'. Below it is a placeholder text: 'A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)'.
- Type:** A dropdown menu currently showing 'Article'. Below it is a placeholder text: 'Select the appropriate category for the type of content being uploaded'.
- Category:** A list of categories with checkboxes. The categories are: Safety Research, Lessons Learnt, Leading Safety Practice Publications, Health and Hygiene (which is checked), Physical Hazard Management, Psychological Health and Safety, Critical Risk Awareness Cards, Lunch and Learn Presentations, Personal Safety Shares, Videos, and Health and Safety Insights. Below the list is a placeholder text: 'Categorises the post into 4 sections to customise the upload'.

[Refer to section 6.4.2](#) on how to complete the rest of the **‘create a post’** form.

### 6.2.5 Insights and Shares



Menu option	Description
<b>Lunch and Learns</b>	This will take you to the page where you can search for any lunch and learn presentations or add any new content for new lunch and learn events. <a href="#">Refer to section 6.2.5.1 below</a>
<b>Personal Safety Shares</b>	This will take you to the page where you can search for information about building awareness of risks and controls. Content on this page is presented through storytelling. New material of this nature can be added from here as well. <a href="#">Refer to section 6.2.5.2 below.</a>
<b>Health and Safety Insights</b>	This page is for informal posts. Information to let everyone know what it is we're doing that forms part of good or best practice, is easy to implement and simple to explain. Things that demonstrate better ways of doing existing tasks. New material can be added from this page as well. <a href="#">Refer to section 6.2.5.3 below.</a>

<b>Videos</b>	Any health and safety related videos can be searched or added on this page. <a href="#">Refer to section 6.2.5.4 below.</a>
---------------	---

### 6.2.5.1 Lunch and Learn

From this page you can add new presentations to MISH or search for presentations already added to MISH. To search for existing material, scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (Title Ascending, Descending etc). Then click 'Search'

**Lunch and Learn Presentations**

Any health and safety presentation or lunch and learns that have been delivered on any topic

[Add New Post](#)

**Search**

Search MISH Web Articles...

-- Sort by --

Lunch and Learn Presentations

[Search](#)

To upload new lunch and learn content, click on 'Add New Post'. This will open up the 'Create Post' form

- 1. Title of Article**  
– Give the publication a title.
- 2. Click on 'Choose File'**  
to add a thumbnail image that will accompany the article.
- 3. Select 'Article'**  
from the 'Type' drop-down list.
- 4. Select 'Lunch and Learn Presentations'**  
from the 'Category' list.

[Help](#)

**1** Title:   
*Keywords that highlights the theme of content.*

**2** Thumbnail: [Choose File](#) No file chosen  
*A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)*

**3** Type:   
*Select the appropriate category for the type of content being uploaded*

**4** Category:

- ☐ Safety Research
- ☐ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☐ Critical Risk Awareness Cards
- ☒ Lunch and Learn Presentations
- ☐ Personal Safety Shares
- ☐ Videos
- ☐ Health and Safety Insights

*Categorises the post into 4 sections to customise the upload*

[Refer to section 6.4.2](#) on how to complete the rest of the 'create a post' form.

### 6.2.5.2 Personal Safety Shares

From this page you can add new content to MISH or search for existing material. To search for existing material, Scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click 'Search'

**Personal Safety shares**

Information and stories to assist build awareness of risks and controls through storytelling.

[Add New Post](#)

**Search**

Search MISH Web Articles...

-- Sort by --

Personal Safety shares

[Search](#)

**Article**

Jan 3, 2025

**Distracted Walking**

Distracted Walking. This Personal Share relates to the risks of distracted walking. It is a template that others can use for their own Health, Safety, and Wellbeing shares on this topic. FACTS: Direct correlation between being distracted while in

**Article**

Common Symptoms of Carbon Monoxide Poisoning

Headache, dizziness, and fatigue

Blurry or double vision

Shortness of breath

Confusion

Chest pain

Nausea and vomiting

Jan 3, 2025

**Carbon monoxide in the home**

Carbon monoxide in the home. This Personal Share relates to the risks of carbon monoxide in the home. It is a template that others can use for their own Health, Safety, and Wellbeing shares on this topic. FACTS: Carbon monoxide is an odourless,

To upload a new content, click on 'Add New Post'. This will open up the 'Create Post' form

**Personal Safety shares**

Information and stories to assist build awareness of risks and controls through storytelling.

[Add New Post](#)

1. **Title of Article**  
– Give the publication a title.
2. Click on **'Choose File'** to add a thumbnail image that will accompany the article.
3. Select **'Article'** from the **'Type'** drop-down list.
4. Select **'Personal Safety Shares'** from the **'Category'** list.

[Help](#)

**Title:**  

Keywords that highlights the theme of content.

**Thumbnail:** Choose File No file chosen  
A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)

**Type:**  

Article
▼

Select the appropriate category for the type of content being uploaded

**Category:**

- ☐ Safety Research
- ☐ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☐ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations
- ☒ Personal Safety Shares
- ☐ Videos
- ☐ Health and Safety Insights

Categorises the post into 4 sections to customise the upload

[Refer to section 6.4.2](#) on how to complete the rest of the **'create a post'** form.



### 6.2.5.3 Health and Safety Insights

From this page you can add new content to MISH or search for existing material. To search for existing health and safety insights material, scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click 'Search'

## Health and Safety Insights

Any good practices, quick wins, or health and safety presentation or lunch and learns that have been delivered on any topic.

Good Practices are a informal post to quickly put-up easy wins and to let everyone know what it is we're doing that's forms part of good or best practice, is easy to implement and simple to explain. Things that demonstrate better ways of doing existing tasks.

Add New Post

### Search

Search MISH Web Articles...

-- Sort by --

Health and Safety Insights

Search

#### Article



Nov 27, 2024

**Heavy Vehicle Fatigue and Distraction Detection Technology - good...**

#### Article



Nov 15, 2024

**Technician stuck in basket by malfunctioning Mobile Elevated Work...**

To upload new content, click on 'Add New Post'. This will open up the 'Create Post' form

## Health and Safety Insights

Any good practices, quick wins, or health and safety presentation or lunch and learns that have been delivered on any topic.

Good Practices are a informal post to quickly put-up easy wins and to let everyone know what it is we're doing that's forms part of good or best practice, is easy to implement and simple to explain. Things that demonstrate better ways of doing existing tasks.

Add New Post

1. **Title of Article**  
– Give the publication a title.
2. Click on **'Choose File'** to add a thumbnail image that will accompany the article.
3. Select **'Article'** from the **'Type'** drop-down list.
4. Select **'Health and Safety Insights'** from the **'Category'** list.

The screenshot shows a dark-themed form titled 'create a post'. It includes a 'Title' field, a 'Thumbnail' section with a 'Choose File' button, a 'Type' dropdown menu set to 'Article', and a 'Category' list with 'Health and Safety Insights' selected. A 'Help' link is in the top right corner.

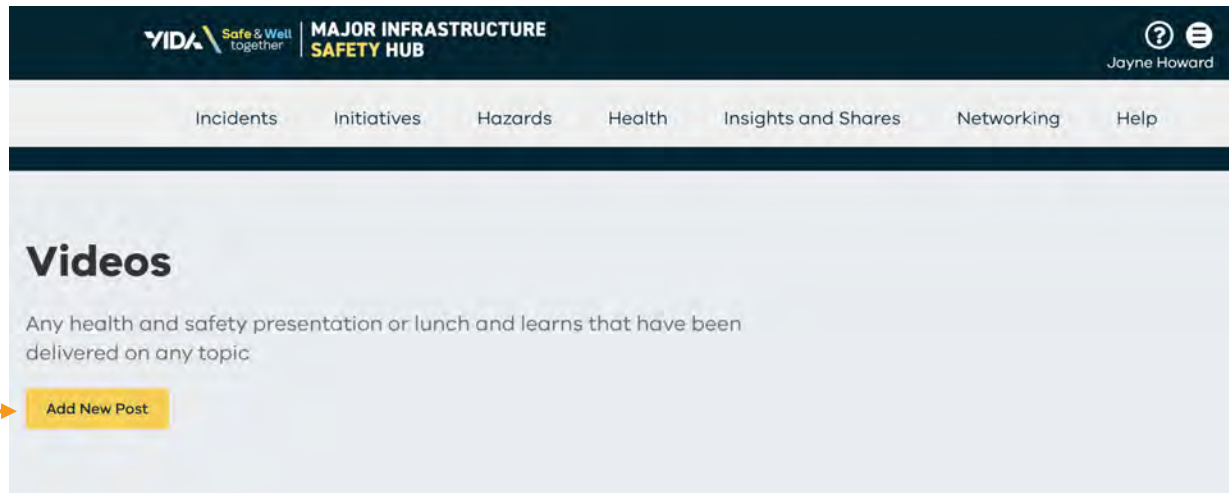
Refer to [section 6.4.2](#) on how to complete the rest of the **'create a post'** form.

#### 6.2.5.4 Videos

From this page you can add new Videos to MISH or search for existing videos. To search for existing videos, scroll down to the search area and type any key words in the **'search'** field. In the **'Sort by'** field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click **'Search'**

The screenshot shows the 'MAJOR INFRASTRUCTURE SAFETY HUB' interface. The 'Videos' section is highlighted, showing an 'Add New Post' button. A search overlay is shown at the bottom with fields for 'Search MISH Web Articles...', 'Sort by', and 'Videos', and a 'Search' button circled in orange. An orange arrow points from the search overlay back to the main page.

To upload new videos, click on 'Add New Post'. This will open up the 'Create Post' form



1. **Title of Article** – Give the publication a title.
2. Click on '**Choose File**' to add a thumbnail image that will accompany the article.
3. Select '**Article**' from the '**Type**' drop-down list.
4. Select '**Videos**' from the '**Category**' list.

[Help](#)

**Title:**  
  
*Keywords that highlights the theme of content.*

**Thumbnail:**  No file chosen  
*A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)*

**Type:**  
  
*Select the appropriate category for the type of content being uploaded*

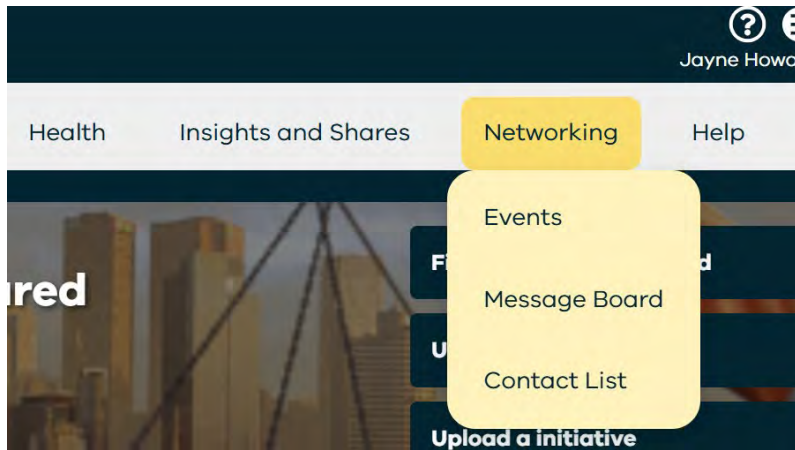
**Category:**

- ☐ Safety Research
- ☐ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☐ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations
- ☐ Personal Safety Shares
- ☒ Videos
- ☐ Health and Safety Insights

*Categorises the post into 4 sections to customise the upload*

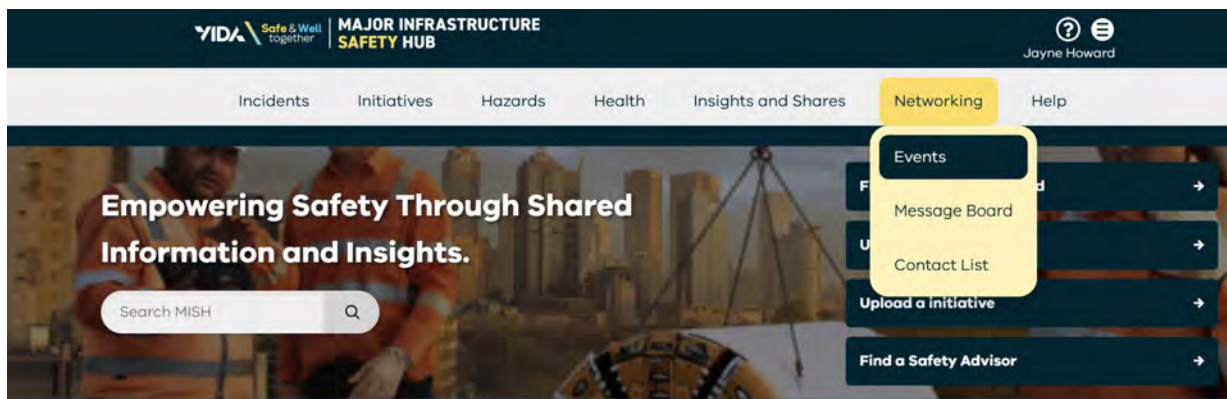
[Refer to section 6.4.2](#) on how to complete the rest of the 'create a post' form.

## 6.2.6 Networking



Menu option	Description
Events	In this section of the website, members can add new posts about up-and-coming events. Members can also search for outputs such as presentations from safety related events. <a href="#">Refer to section 6.2.6.1 below.</a>
Message Board	This will take you to the page where you can post information that doesn't fit into other categories to ask questions and facilitate discussions. <a href="#">Refer to section 6.2.6.2 below.</a>
Contact List	This will take to you the page that lists the MISH Users. <a href="#">Refer to section 6.2.6.3 below.</a>

### 6.2.6.1 Events





From this page you can add new networking events to MISH or search for events already on MISH. To search, scroll down to the search area and type any key words in the 'search' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click 'Search'.

Click on 'Add New Post', This will open up the 'Create Post' form

1. **Title of the Event.** Give the Event a title
2. Click on 'Choose File' to add a thumbnail image that will accompany the article.
3. Select 'Event' from the 'Type' drop-down list.

Once Event is selected additional fields will appear in the form.

**4. Start date and End date** – use the calendar to select the dates for the event.

**5. Address** – Use the Address, Suburb, State and Postcode fields to enter the location of the event.

**6. Category** – 'Networking Events' will auto select when you create a post from the Networking Events page

Type: Event

Select the appropriate category for the type of content being uploaded

**Event details**

Start date:

End date:

Address:

Suburb:

State: VIC

Postcode:

February, 2025

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

12 2 0

Hours Minutes Seconds

6

**Category:**  
☒ Networking Events  
 Categorises the post into 4 sections to customise the upload

Choose the related hazard/risk, work activity or related safety system. If there isn't a related item, you can choose 'not specific' to indicate that the risk or work activity isn't specific to one item or activity

**Hazard being addressed:**

Please select the primary hazard

**Work Activity:**

Please select a work activity if applicable

**Related safety system:**

Please select a system if applicable (optional)

**Legislative update or requirement:**

No

**7. Hazard, Work Activity and Related Safety System** – If applicable use the drop-down lists to select the most appropriate hazard, work activity and safety system being addressed at the event.

8

**Summary:**

A small text that contains keywords and describes the content in one line that goes underneath the Title

**Body:**

B I U [List Icon] [Link Icon] [Image Icon]

Detailed information of the upload

**8. Summary:** Add a summary: A small text that contains keywords and describes the event in one line that goes underneath the title. The search engine will only look for keywords in the summary.

**9. Body:** Add a detailed upload of the information. This section allows for limited formatting. Administrators will check formatting and adjust if necessary.

1. **Source:** You can add a hyperlink by either pasting existing linked text or add using the *link infographic*. Save

2. **Video:** You can embed a video anywhere in the body of the text by clicking on the *film infographic* and pasting the URL in the pop-up window. Save

Source:

Flags the originator of the document/article/alert etc.

Video (YouTube or Vimeo link):

A direct link to youtube/VIMEO source videos

**Attachments** +

Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.

Choose File No file chosen

**Note:**  
Any documents or information uploaded on the MISH Website can be accessed, used and shared by other members of the MISH Website. MTIA performs a role as host and administrator of this website but takes no responsibility for the use and disclosure of this information, once uploaded by a MISH member.

MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.

Create

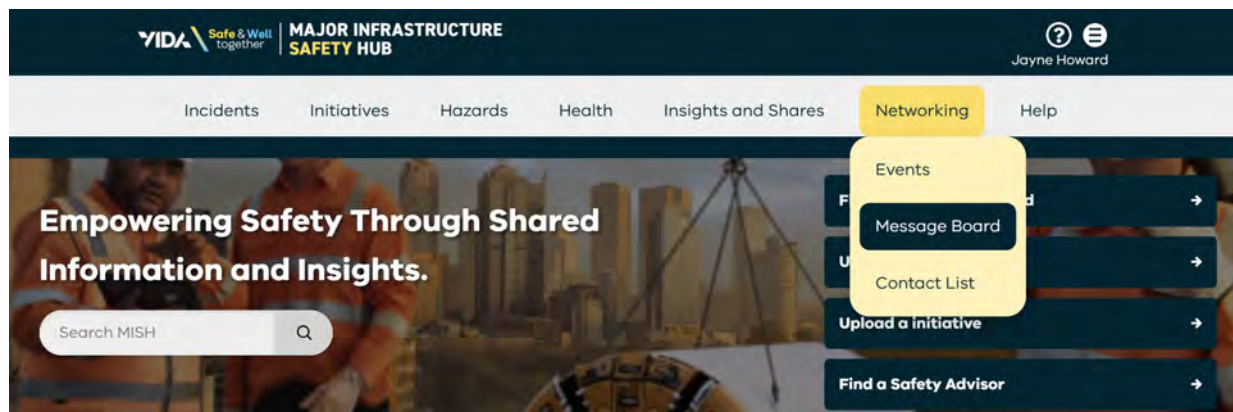
There is an option to add up to five attachments. Click on the '**Choose File**' button. Navigate to file location in the file window that opens.

If you need to add more attachments, Click on the "+" icon and an additional '**Choose File**' button will appear.

Once all attachments are added click on the '**Create**' button.

### 6.2.6.2 Message Board

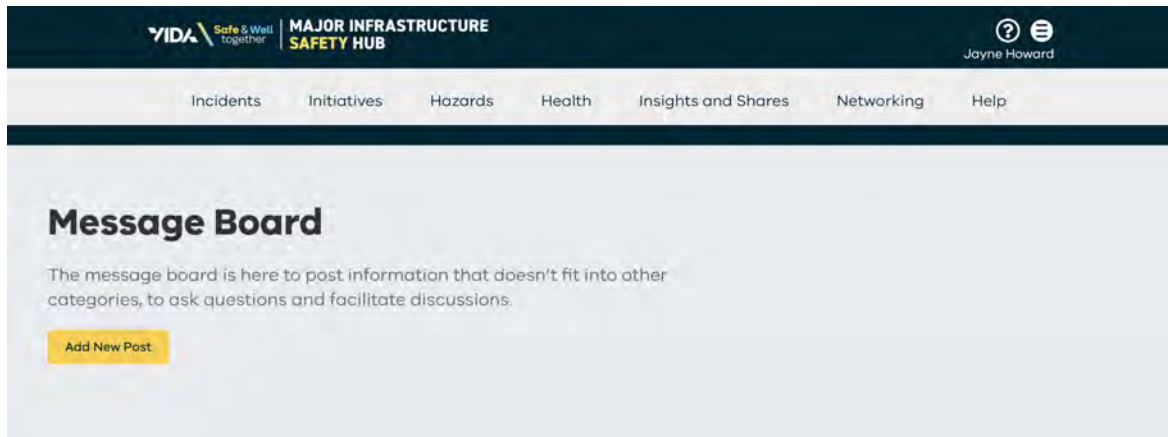
The message board is an area to post questions or information that doesn't fit in any of the other categories. Can be News articles, or interesting links.



The message board is provided to Users to support enhanced collaboration across major infrastructure projects, the flagging of emerging safety issues, collective problem solving, the creation of working groups, the sourcing of information, and subject matter support.

Please note that this message board facility is not for the purposes of raising any general matters relating to issues, concerns or feedback about this website. These types of matters should be directed to your MISH PO representative or the MISH Coordinator (refer to the Contact Us section) of the website.

Click on 'Add New Post'



4. **Title.** Give the message a title.

5. Click on 'Choose File' to add a thumbnail image that will accompany the message.

6. **Type:** 'From the drop-down list select 'Message Board'

7. **Category:** 'Message Board' will auto select when you select 'Message Board from the Type list.

**Title:**  
Keywords that highlights the theme of content.

**Thumbnail:** Choose File No file chosen  
A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)

**Type:**  
Message Board  
Select the appropriate category for the type of content being uploaded.

**Category:**  
☒ Message Board  
Categorises the post into 4 sections to customise the upload

**Body:**  
B I U [List Icons] [Link Icon] [Image Icon]  
Detailed information of the upload

5. **Source:** You can add a hyperlink by either pasting existing linked text or add using the *link infographic*. Save

6. **Video:** You can embed a video anywhere in the body of the text by clicking on the *film infographic* and pasting the URL in the pop-up window. Save

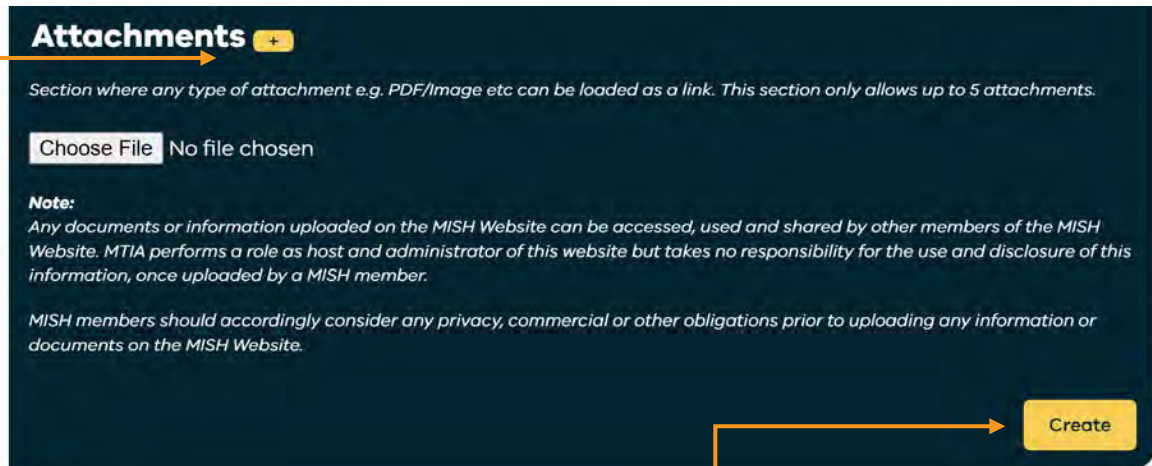
**Source:**  
Flags the originator of the document/article/alert etc.

**Video (YouTube or Vimeo link):**  
A direct link to youtube/VIMEO source videos



There is an option to add up to five attachments. Click on the '**Choose File**' button. Navigate to file location in the file window that opens.

If you need to add more attachments, Click on the "+" icon and an additional 'Choose File' button will appear.



**Attachments** +

Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.

**Choose File** No file chosen

**Note:**  
Any documents or information uploaded on the MISH Website can be accessed, used and shared by other members of the MISH Website. MTIA performs a role as host and administrator of this website but takes no responsibility for the use and disclosure of this information, once uploaded by a MISH member.

MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.

**Create**

Once all attachments are added click on the '**Create**' button.

#### 6.2.6.3 Contact List



This page lists MISH Registered Users by Project Office. The list only includes VIDA internal employees not delivery partner users.



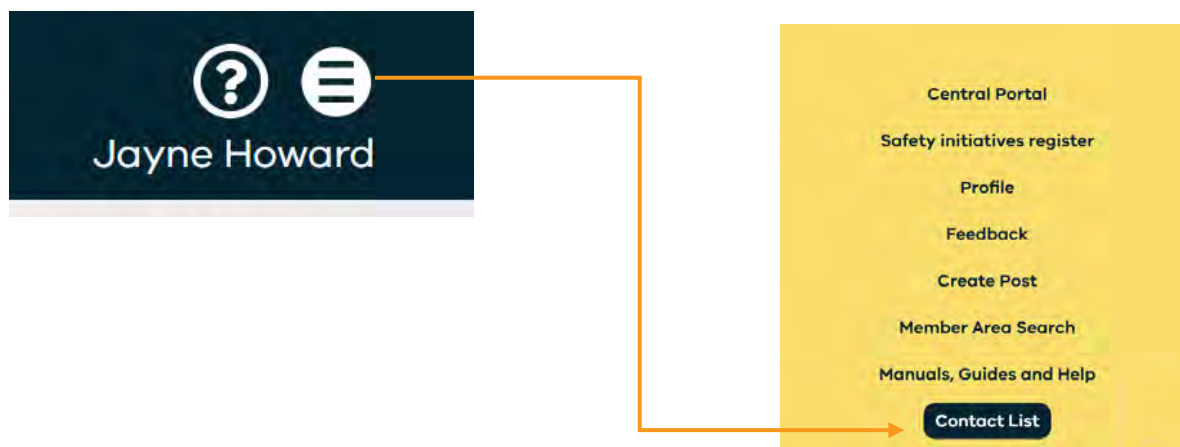
### Level Crossing Removal Project

Name	Job Title	Email
Frank Bendeich	Manager, Corporate Safety Systems	frank.bendeich@levelcrossings.vic.gov.au
Alan Sapsford	Senior Safety Adviser - Health & Safety Initiative	alan.sapsford@levelcrossings.vic.gov.au
Gerard Daley	Health Safety and Wellbeing Culture Adviser	gerard.daley@levelcrossings.vic.gov.au
Catherine Hall	Manager, Wellbeing, Health & Safety Culture	catherine.hall@levelcrossings.vic.gov.au
Rick Rooney	Senior Project Safety Advisor	rick.rooney@railprojects.vic.gov.au
Rick Najjar	Executive Director, Safety	rick.najjar@levelcrossings.vic.gov.au
Joanna Khng	Safety Support Officer	joanna.khng@levelcrossings.vic.gov.au

You can view other people's profiles and information by either clicking their names at the bottom of articles or by finding them on the contact list.

You will be able to see their contact information, interests, articles, initiatives and messages they have posted.

This list can also be accessed from the burger menu and selecting '**Contact List**'.



### 6.2.7 Help

The help menu can navigate users to many useful areas within MISH.



Menu option	Description
MISH FAQs	This will take you the Frequently asked questions page. <a href="#">Refer to section 15 of this guide.</a>
MISH Guides	This will take you to the page where you can see MISH reference material, user guide and legal documentation. <a href="#">Refer to section 6.2.7.1 below.</a>
Contact Us	This will take you to a 'Contact Us' form so users can directly contact the MISH administrators.
Your profile	This will take you to the Profile page. From this page you can edit details about yourself or see content you have posted on the site. <a href="#">Refer to section 6.2.7.3 below.</a>
MISH newsletter and Safety Alerts	This page is an archive of all the MISH newsletters, listed by year and month. <a href="#">Refer to section 6.2.7.4 below</a>
Upload an article	This option in the menu takes you to the 'Create Post' page. To see how to upload an article <a href="#">refer to section 6.4.2 of this guide.</a>

### 6.2.7.1 MISH Guides

The MISH Help, Manuals and Reference Material section contains this User Guide, Terms of Use and other legal documentation and help information for Registered Users. Click on the file name and the document will open.

## MISH Help, Manuals and Reference Material

This section will contain links to reference material covering

### Users and contributors

- [Terms of Use](#) (PDF, 215.0 KB)
- [MISH User Guide](#) (PDF, 21 MB)
- [MISH Frequently Asked Questions](#) (PDF, 251.5 KB)
- [MTIA Creation, Publication and Sharing of Safety Knowledge](#) (PDF, 212.8 KB)
- [MTIA's privacy policy](#)
- [MTIA's privacy collection statement](#)

### MISH PO Representatives

- [Terms of Reference](#) (PDF, 102.5 KB)

### MISH Project Office Representatives

Project Office	Name	Email
Level Crossing Removal Project (LXRP)	Debra Azzopardi	debra.azzopardi@levelcrossings.vic.gov.au
Metro Tunnel Project (MTP - previously RPV)	Bronwyn Hayden	bronwyn.hayden@railprojects.vic.gov.au

### 6.2.7.2 Contact us

You can email us at [VIDA-Safety@mtia.vic.gov.au](mailto:VIDA-Safety@mtia.vic.gov.au)

Or You can submit a form using the contact us link.

<https://www.mish.vic.gov.au/contact-us>

The screenshot shows the MISH Safety Hub website. The top navigation bar includes links for Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. The 'Help' dropdown menu is open, highlighting the 'Contact us' option. Below the navigation bar, the 'Contact us' section is visible, featuring a form with the following fields:

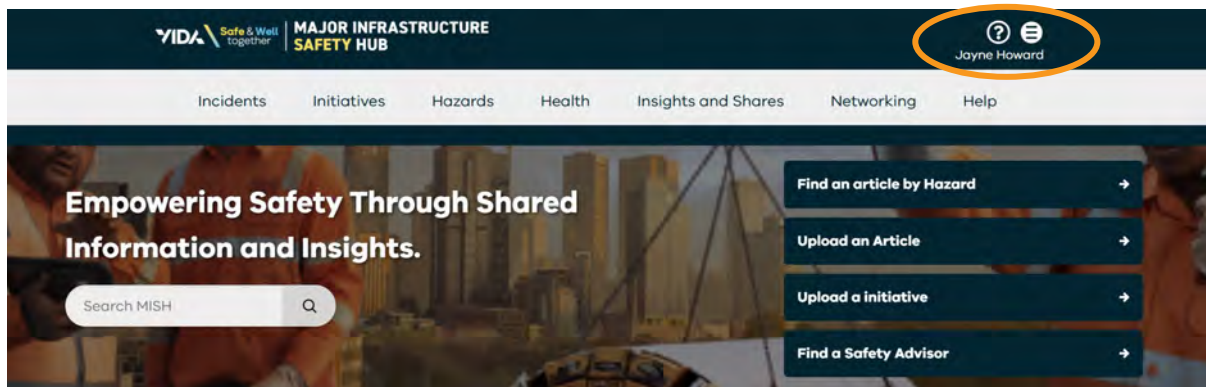
- Name \***: A text input field.
- E-mail address \***: A text input field with a placeholder 'Enter your work email address'.
- Message \***: A text area with a placeholder 'Type your message, request or feedback here'.
- Type of Request \***: A radio button selection with options 'Access Request' and 'Feedback' (selected).
- Security Key**: A CAPTCHA image showing the characters 'd c H T 4'.

Below the security key, there is a text input field for the security key and a link: 'Can't read the security key? [Click here to get a new key](#)'. A 'Submit' button is located at the bottom right of the form.

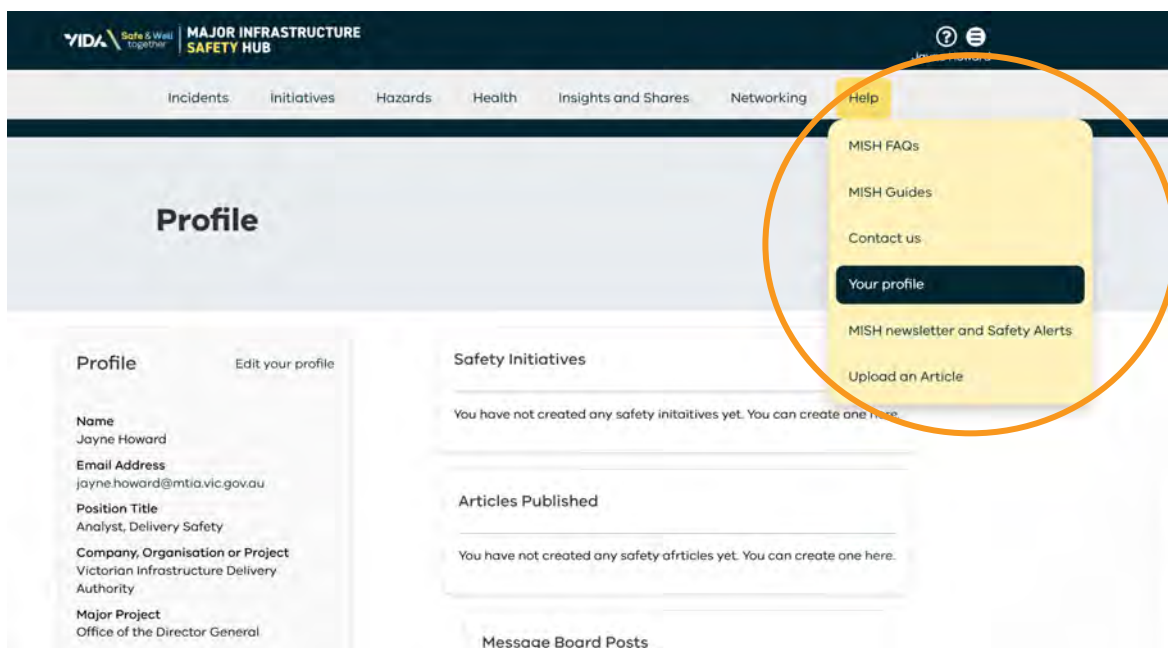


### 6.2.7.3 Your profile

You can access your profile by clicking on your name in the top right



or clicking on 'Help' then 'Your Profile'.



This page lists your name, email, position title, organisation and any content you have added. E.g. Safety initiatives or safety articles.

This page will also list any content you have uploaded onto MISH. For example, any articles or safety initiatives you have uploaded. This is designed to give you visibility of your content.



### 6.2.7.3.1 Editing your profile

From the profile page shown above, click on 'Edit your profile' link

The screenshot shows a 'Profile' page. On the left, there is a 'Profile' sidebar with a list of fields: Name, Email Address, Position Title, Company, Organisation or Project, Major Project, Client/Contractor, Twitter URL, and LinkedIn URL. An orange arrow points from the 'Edit your profile' link in the sidebar to the 'Edit your profile' button in the main content area. The main content area has three sections: 'Safety Initiatives', 'Articles Published', and 'Message Board Posts', each with a text input field and a message: 'You have not created any safety initiatives yet. You can create one here.', 'You have not created any safety articles yet. You can create one here.', and 'You have not posted on the message board. You can post here.' respectively.

Once you click on 'Edit your profile' and new screen will appear – 'Account Preferences'.

Most details should autofill from your Microsoft account. We recommend that you don't edit your personal information/ phone numbers/ emails /names etc. You may wish to edit your content preferences.

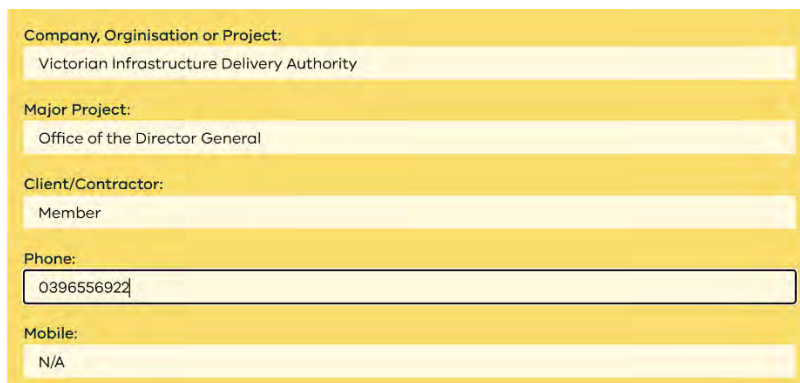
Setting	Preference
Safety Alert	It will allow you to select if you want to receive immediate safety notifications via email whenever a new safety alert is uploaded to MISH.
Monthly Newsletter	Sends you a monthly summary of every article uploaded that month
Categories	Receive a immediate notification when a new article is uploaded from the category selected

The screenshot shows the 'Account Preferences' page with the text 'No content available'.

Go to homepage Hello, Jayne Howard

The screenshot shows the 'User details' form with the following fields: 'First and last name:' (Jayne Howard), 'Position Title:' (Analyst, Delivery Safety), and 'About me:' (empty text area).

Click inside the field to update your details. We recommend that you don't edit your personal information/ phone numbers/ emails /names –



Company, Organisation or Project:  
Victorian Infrastructure Delivery Authority

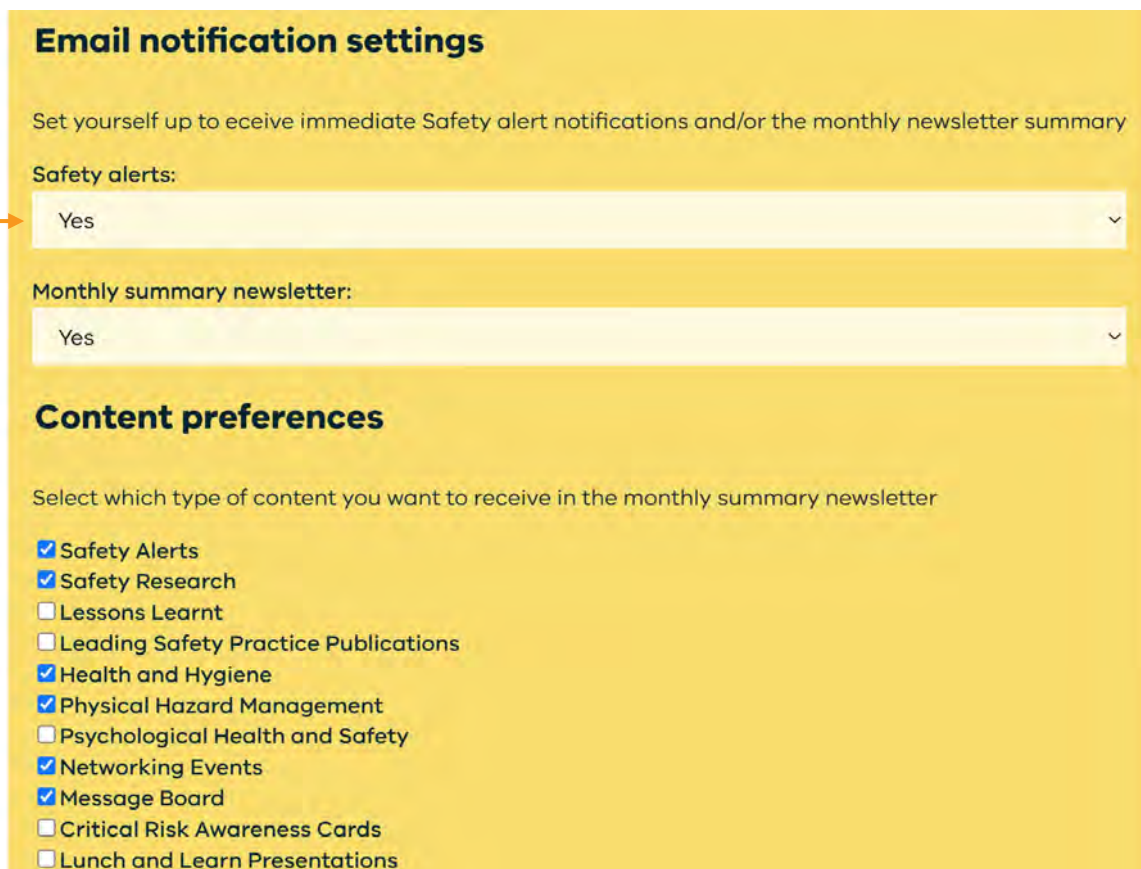
Major Project:  
Office of the Director General

Client/Contractor:  
Member

Phone:  
0396556922

Mobile:  
N/A

Use the drop-down menus and tick boxes to select your preferences.



### Email notification settings

Set yourself up to receive immediate Safety alert notifications and/or the monthly newsletter summary

**Safety alerts:**  
Yes

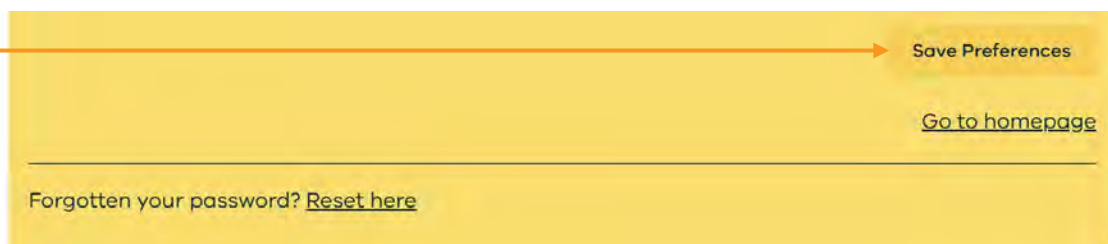
**Monthly summary newsletter:**  
Yes

### Content preferences

Select which type of content you want to receive in the monthly summary newsletter

- ☒ Safety Alerts
- ☒ Safety Research
- ☐ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☒ Health and Hygiene
- ☒ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☒ Networking Events
- ☒ Message Board
- ☐ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations

Click on 'Save Preferences' to save any changes you have made to your profile.



Save Preferences

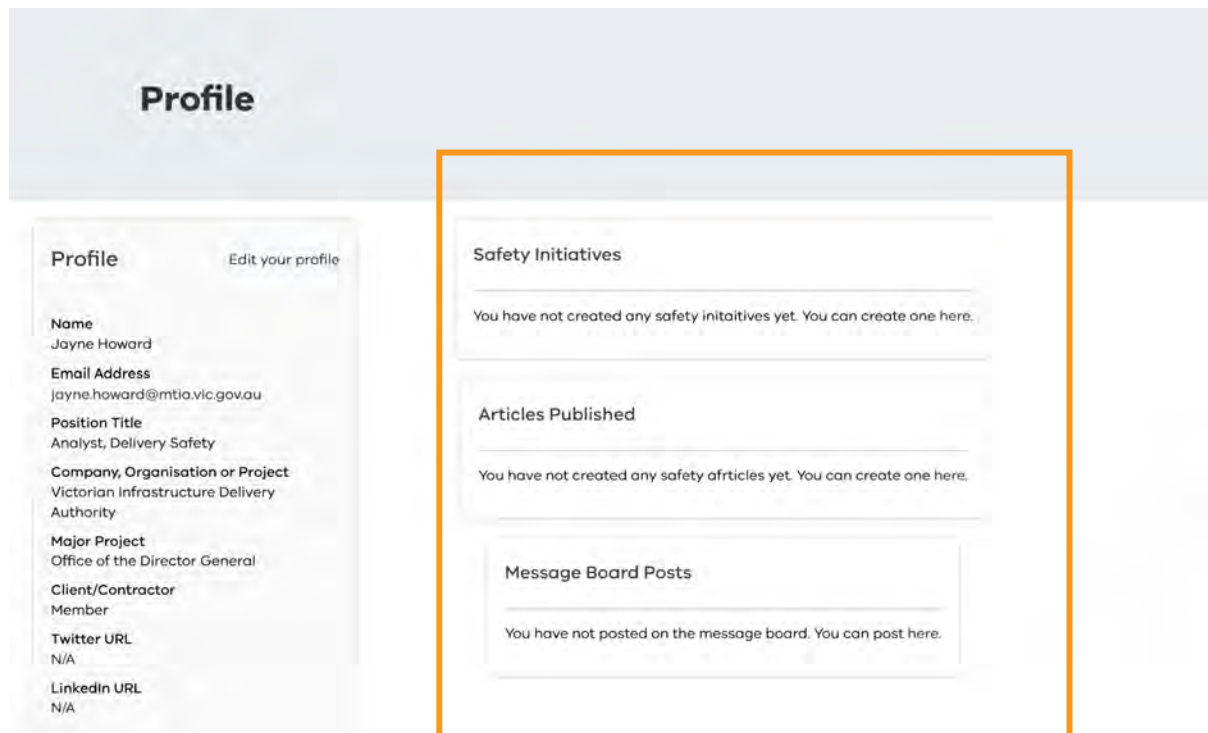
[Go to homepage](#)

---

Forgotten your password? [Reset here](#)

### 6.2.7.3.2 See your uploaded (work in progress) initiatives, articles and message board posts

Your profile will also be able to display articles and safety initiatives you have uploaded. This is designed to give you visibility of your content.



Click on the 'View Safety Initiative' or 'Edit Safety Initiative' or 'View Article'

Your Safety Initiatives (1)		
Title	Last Updated	
Nigel Test initiatives - profile	03 / 14 / 2023	<a href="#">View safety initiative</a> <a href="#">Edit safety initiative</a>

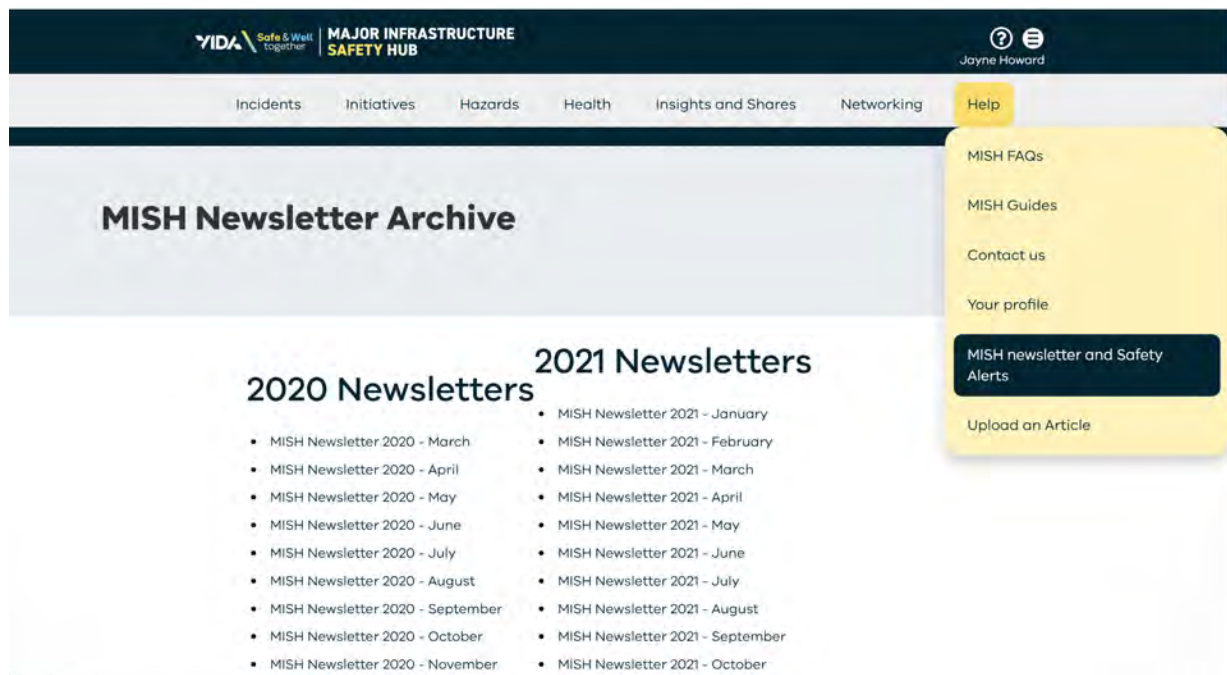
Articles you've published (146)		
Title	Last Updated	
MTIA guidance on travelling to construction sites	06 / 24 / 2021	<a href="#">View Article</a>
LKRP - Systems of work to minimise fatigue	06 / 24 / 2021	<a href="#">View Article</a>
AIHS publishes Body of Knowledge on Workers Working from Home	06 / 24 / 2021	<a href="#">View Article</a>
COVID-19 Guidelines For the Building and Construction Industry Victoria	06 / 24 / 2021	<a href="#">View Article</a>
WHS regulations to address psychological harm and mental health	06 / 24 / 2021	<a href="#">View Article</a>
Safe Work Australia: Work Health and Safety Duties in a Contractual Chain	04 / 28 / 2022	<a href="#">View Article</a>
Working safely at height using super T inspection platform	11 / 18 / 2022	<a href="#">View Article</a>
Undertaking Piling and Foundation Work Safely within the Rail Corridor in Victoria	06 / 24 / 2021	<a href="#">View Article</a>

### Viewing other profiles

You can view other people's profiles and information by either clicking their names at the bottom of articles or by finding them on the contact list. You will be able to see their contact information, interests, articles, initiatives and messages they have posted.

#### 6.2.7.4 MISH Newsletter Archive

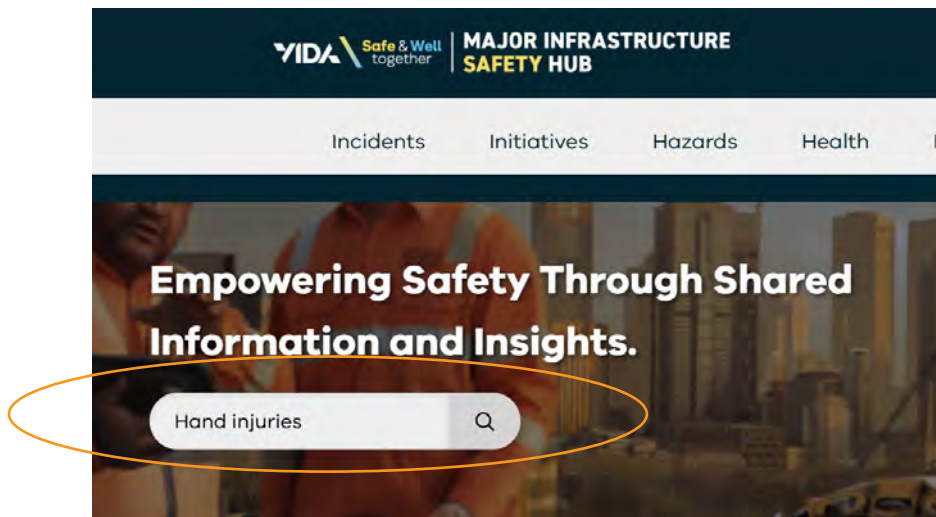
This page is an archive of all the MISH newsletters, listed by year and month. Click on the text to open the newsletter.



#### 6.3 Search feature

You can search the entire website using the Central Portal Search. When typing a search term, the MISH may automatically make suggestions or complete your search term.

Search results will appear in a list, and you can choose what you wish to open.



Search results will appear as thumbnails (pictures) with descriptions of the content.



The screenshot shows the homepage of the Major Infrastructure Safety Hub. At the top, there is a navigation bar with links: Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. Below this is a 'Homepage Search' section. A search bar contains the text '19 results on MISH found for "Hand injuries"'. Below the search bar, there are five featured articles, each with a thumbnail image, a title, a date, and a brief description. The articles are: 'Safety Alert' (11 Dec 2024), 'Remote Operated Wood Chipper' (29 Nov 2024), 'Shaft Cages' (20 Sep 2024), 'Wood Cracker Attachment' (20 Sep 2024), and 'Conduit Solution Removes Pinch Points' (02 Sep 2024). Each article is attributed to 'Major Road Projects Victoria'.

## 6.4 Quick Action Buttons

The screenshot shows the homepage of the Major Infrastructure Safety Hub. At the top, there is a navigation bar with links: Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. Below this is a 'Homepage Search' section. A search bar contains the text 'Empowering Safety Through Shared Information and Insights.' Below the search bar, there is a 'Quick Action Buttons' section. This section contains four buttons: 'Find an article by Hazard', 'Upload an Article', 'Upload an Initiative', and 'Find a Safety Advisor'. Below these buttons is a 'Safety Alert' section with a red icon and the text 'Form worker Falls from Height'. Below the 'Safety Alert' section is a 'Resources on MISH' section. This section contains a grid of 15 icons representing different categories: Safety Alerts (79), Lessons Learned (29), Leading Safety Practices (113), Safety Initiatives (58), Health and Hygiene (66), Hazard Management (25), Health and Safety Insights (19), Psych Health (7), Safety Research (38), Message Board (25), Critical Risk Awareness (16), Lunch and Learn (1), Personal Safety Shares (3), and Videos (0). Below the 'Resources on MISH' section is a 'Latest Articles' section. This section contains a row of five article thumbnails, each with a title 'Critical Risk Awareness Cards'.

### 6.4.1 Find an article by Hazard

Outside of the Initiatives register, articles form the basic information template on MISH. The article contains

A publication consists of Title, Summary, Thumbnail, Body and optional resources (video, audio and attachments)

Click on 'Find an article by Hazard'.

This will open up the resources by hazard page.

Click on the hazard you want to find resources for. In this example the user clicked on 'Falls (objects)'

Click on the hazards below to go directly to the relevant section

Asbestos	Biological	Chemical	Confined Space	Drugs and Alcohol	Electrical	Explosives and Blasting
Falls (objects)	Falls (people)	Fatigue	Fire	Human movement / Manual Handling	Machine (fixed)	Machine (mobile)
Machine tools (portable / semi-portable)	Noise	Not specific	Object (kinetic)	Psychosocial	Radiation	Rail track vehicles
Slips and trips	Stored energy - pressure and mechanical	Thermal	Traffic	Trains	Utility services	Vibration
Work over water						

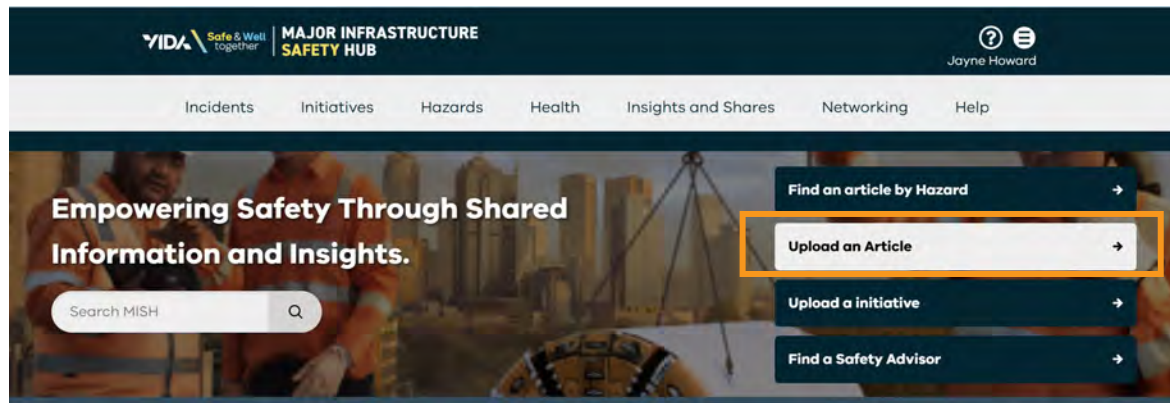
## Falls (objects)

[Back to hazard list](#)

Thumbnail	Name	Summary	Last Updated
	RPV - Near Miss - Dropped Impact Driver	A compact impact driver fell 8m from a formwork deck while the designated exclusion zone was not in effect	20 / 07 / 2023
	WGTP - Rigging gear failure whilst lifting concrete roof beam with 400T crane.	400T crane experienced a rigging gear failure whilst lifting a concrete beam, dropping the beam 6 metres on one side within the restricted access zone.	27 / 06 / 2023
	Sydney Metro: Falling Crane Platform	A platform has fallen at a Sydney Metro construction site in Sydney's CBD, crushing the back of an Australia Post van and narrowly missing its driver.	12 / 08 / 2024



## 6.4.2 Upload an Article



This will bring you to the 'Create Post' form.

1. **Title of Article**  
– Give the publication a title.
2. Click on **'Choose File'** to add a thumbnail image that will accompany the article.
3. Select **'Article'** from the **'Type'** drop-down list.

Select the **'Category'** for the Article

4. Hazard being addressed:  
Psychosocial

Work Activity:  
Not Specific

Related safety system:  
Please select a system if applicable (optional)

5. Legislative update or requirement:  
No

6. Summary:

*A small text that contains keywords and describes the content in one line that goes underneath the Title*

4. **Hazard, Work Activity and Related Safety System** – Use the drop-down list to select the hazard being addressed, work activity it relates to, and the safety system covered in the article.

5. **Legislative update or requirement** – Select the option from the following:

- No
- Legislative Requirement
- Legislative Update

**6. Summary:** Add a summary: A small text that contains keywords and describes the content in one line that goes underneath the Title. The search engine will only look for keywords in the summary

**7. Body:** Add a detailed upload of the information. This section allows for limited formatting. Administrators will check formatting and adjust if necessary

7. Body:

**B I U** [List Icons] [Link Icon] [Image Icon]

Enter link: and team effectiveness on industry as a result of improved task planning, reduced waiting times between tasks, increased space and less activity overlap improved individual and team effectiveness.

Detailed information of the upload

Source:

*Flags the originator of the document/article/alert etc.*

Highlight any text you would like to be a link.

Then click on the link icon.

You can edit or remove the hyperlink by clicking on linked text.

8. Source:

*Flags the originator of the document/article/alert etc.*

9. Video (YouTube or Vimeo link):

*A direct link to youtube/VIMEO source videos*

**8. Source:** You can add a hyperlink by either pasting existing linked text or add using the *link infographic*. Save

**9. Video:** You can embed a video anywhere in the body of the text by clicking on the *film infographic* and pasting the URL in the pop-up window. Save



There is an option to add up to five attachments. Click on the '**Choose File**' button. Navigate to file location in the file window that opens.

If you need to add more attachments, Click on the "+" icon and an additional 'Choose File' button will appear.

**Attachments** +

Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.

**Choose File** No file chosen

**Note:**  
Any documents or information uploaded on the MISH Website can be accessed, used and shared by other members of the MISH Website. MTIA performs a role as host and administrator of this website but takes no responsibility for the use and disclosure of this information, once uploaded by a MISH member.  
MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.

**Create**

MISH Users should consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website

Once all attachments are added click on the '**Create**' button.

On submission the upload is sent to be published by the responsible MISH Representative. A confirmation email is sent out to the member informing them of the content review. Generally users will receive a response from MISH admin team within 48 hours of the request.

### 6.4.3 Find a Safety Advisor

Click on the '**Find a Safety Advisor**' button

**VIDA** Safe & Well together **MAJOR INFRASTRUCTURE SAFETY HUB** Jayne Howard

Incidents Initiatives Hazards Health Insights and Shares Networking Help

**Empowering Safety Through Shared Information and Insights.**

Search MISH

**Find an article by Hazard** →

**Upload an Article** →

**Upload a initiative** →

**Find a Safety Advisor** →

**Resources on MISH**

<b>79</b>	<b>31</b>	<b>115</b>	<b>57</b>	<b>66</b>	<b>25</b>	<b>19</b>	<b>7</b>	<b>39</b>	<b>25</b>	<b>20</b>	<b>1</b>	<b>3</b>
Safety Alerts	Lessons Learnt	Leading Safety Practices	Safety Initiatives	Health and Hygiene	Hazard Management	Health and Safety Insights	Psych Health	Safety Research	Message Board	Critical Risk Awareness	Lunch and Learns	Personal Safety Shares

This will open up the '**Contact List**' displaying all the MISH users by name, Job Title and Email Address.



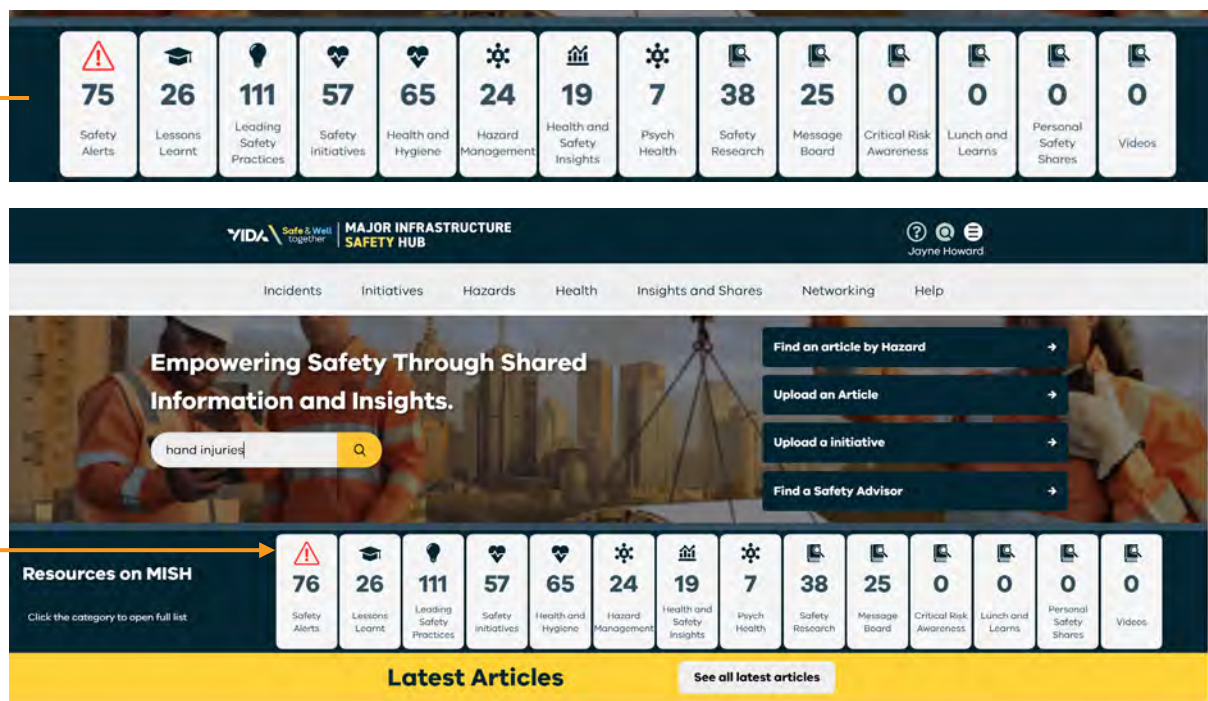
## Level Crossing Removal Project

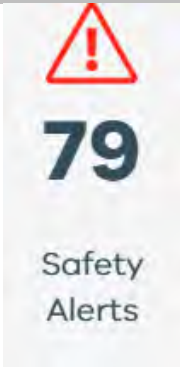

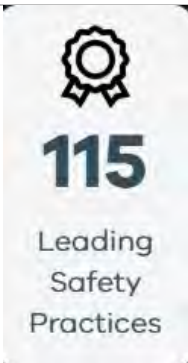
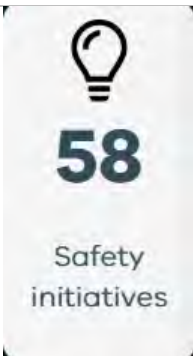
Name	Job Title	Email
Frank Bendeich	Manager, Corporate Safety Systems	frank.bendeich@levelcrossings.vic.gov.au
Alan Sapsford	Senior Safety Adviser - Health & Safety Initiative	alan.sapsford@levelcrossings.vic.gov.au
Gerard Daley	Health Safety and Wellbeing Culture Adviser	gerard.daley@levelcrossings.vic.gov.au
Catherine Hall	Manager, Wellbeing, Health & Safety Culture	catherine.hall@levelcrossings.vic.gov.au
Rick Rooney	Senior Project Safety Advisor	rick.rooney@railprojects.vic.gov.au
Rick Najjar	Executive Director, Safety	rick.najjar@levelcrossings.vic.gov.au
Joanna Khng	Safety Support Officer	joanna.khng@levelcrossings.vic.gov.au






## 6.5 Resources and articles

There are 14 category icons as well as the latest articles section.





Within every safety category you can either scroll through the articles, utilise a local search function or upload safety content deemed useful for sharing. All uploaded content will be reviewed by an administrator for the purposes of ensuring quality safety content that is appropriate given the scope and purpose of the site (the administrator does not otherwise endorse or approve the content of the documents uploaded).




Icon	Category	Description
	Safety Alerts	<p>Content provided for upload onto the website will remain in the document originators branded format and include a nominated contact for further information.</p> <p>Sometimes called safety alerts or safety bulletins, content in here normally forms an alert or notification that something serious has happened, either an injury, near miss or equipment failure. It is an immediate notification for all Users of MISH to evaluate their construction activities and systems in place with the aim of preventing a similar occurrence.</p> <p><a href="#">Refer to section 7</a> of this manual on how to add a new or search for existing safety alerts.</p>
	Lessons Learnt	<p>Safety lessons learnt, or incident learnings, generally comes after a safety alert, and it contains findings from an investigation report that outline, key contributing factors of the incident, environment, controls, and recommended actions to prevent or reduce the occurrence of that type of incident in future.</p> <p><a href="#">Refer to section 8</a> of this manual on how to add a new or search for existing lessons learnt</p>
	Leading Safety Practices	<p>Formal templated leading practice document that is used to form part of the submissions for the annual VIDA health and safety awards. These leading practices are developed by project offices and their delivery partners.</p> <p>These are approved for sharing by the Delivery Partners, PO's and ODG, and have been peer reviewed.</p> <p>Often a leading practice publication may have started out as an initiative in the initiatives and innovations register.</p> <p><a href="#">Refer to section 10</a> of this manual on how to add a new or search for existing Leading Safety Practices.</p>
	Initiatives and innovations Register	<p>This register contains all safety initiatives researched/planned, trialled, or implemented across VIDA. There are two-types. Standard initiative, and initiatives that have listed technologies and further implementation details.</p> <p>This contains all initiatives, and initiatives can be inputted from the early planning and development stages and tracked to completion.</p> <p><a href="#">Refer to section 9</a> of this manual on how to add a new or search for existing safety initiatives.</p>

 <b>66</b> Health and Hygiene	Occupational Health & Hygiene	<p>This section of the website will provide opportunities for Users to share information, successful management approaches to specific occupational hygiene hazards, training programs, and proactive and preventive approaches that have been successfully applied.</p> <p>Content provided for upload into the website will remain in the document originators branded format and include a nominated contact for further information.</p>
 <b>25</b> Hazard Management	Hazard Management	<p>This section of the website will provide opportunities for users to share information, successful management approaches to physical hazards, training programs, and proactive and preventive approaches that have been successfully applied on one or more projects.</p> <p>Content provided for upload into the website will remain in the document originators branded format and include a nominated contact for further information.</p>
 <b>19</b> Health and Safety Insights	Health and Safety Insights	<p>This section is different from a formal initiative that goes into the initiative register that generally will take a lot of planning development, and different from a leading practice – which is a formal peer reviewed leading practice factsheet submission for the VIDA health and safety awards.</p> <p>This is an informal post to quickly put-up easy wins and to let everyone know what it is we're doing that forms part of good or best practice, is easy to implement and simple to explain. Things that demonstrate better ways of doing existing tasks</p>
 <b>7</b> Psych Health	Psychological Health and Safety	<p>This section will contain information on the new psychosocial hazards and risks coming out from new legislation. It can also contain general mental health and wellbeing information</p>
 <b>38</b> Safety Research	Safety Research	<p>Safety Research is generally research, papers or studies, that an external party may have been engaged to provide support to unpack or create.</p> <p>Content provided for upload into the website will remain in the document originators branded format and include a nominated contact for further information.</p>



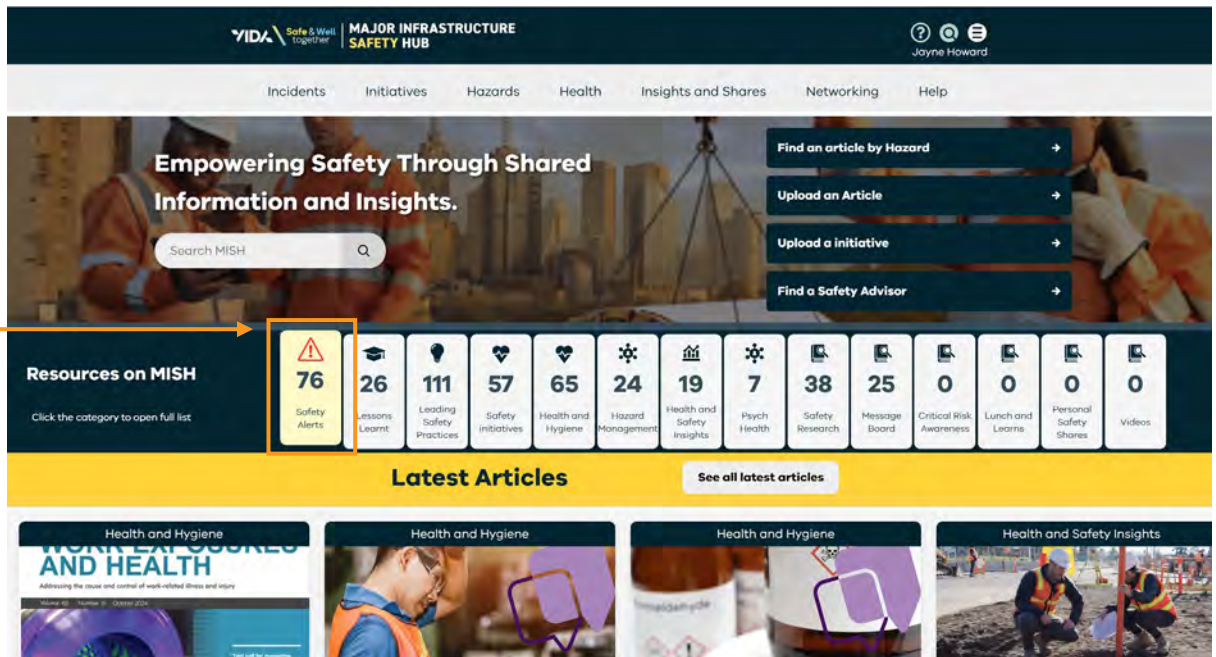
 <b>25</b> Message Board	<p>Message Board</p> <p>This message board is provided to Users to support enhanced collaboration across major infrastructure projects, the flagging of emerging safety issues, collective problem solving, the creation of working groups, the sourcing of information, and subject matter support.</p> <p>Please note that this message board facility is not for the purposes of raising any general matters relating to issues, concerns or feedback about this website. These types of matters should be directed to your MISH PO representative or the MISH Coordinator (refer to the Contact Us section) of the website.</p> <p><a href="#">Refer to section 6.2.6.2</a> for more on the message board.</p>
 <b>20</b> Critical Risk Awareness	<p>Critical Risk Awareness</p> <p>Quick reference cards for critical risk information on risks and characteristics, where and how risks can materialise, and best practice control measure examples.</p>
 <b>1</b> Lunch and Learns	<p>Lunch and Learns</p> <p>Any health and safety presentation or lunch and learns that have been delivered on any topic.</p>
 <b>3</b> Personal Safety Shares	<p>Personal Safety Shares</p> <p>Information and stories to assist building awareness of risks and controls through storytelling.</p>

	<p>Videos</p>	<p>Any health and safety presentation or lunch and learns that have been delivered on any topic.</p> <p>Search for any videos.</p>
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# 7. Safety Alerts

From the home page to directly get to the safety alert search screen. Either:

Click on 'Safety Alerts'



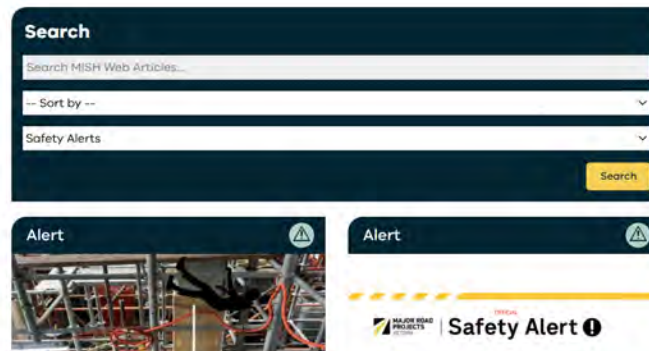
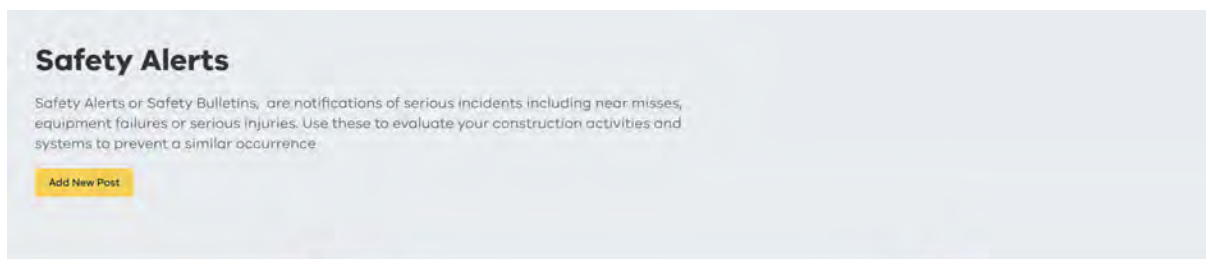
Or click on 'Incidents', 'Safety Alerts'



From here you are taken to the Safety Alerts page where you can either 'Add a new post' or use the search function to find safety alerts uploaded to the site.

## 7.1 Search for safety alert posts

To search for safety alerts posted on MISH scroll down to the search function,



Enter a key word into the 'Search MISH Web Articles' field



Click on the drop-down arrow in the 'Sort by' field and select how you want the alerts to appear in the list.






Click on 'Search'. The content meeting your search criteria will appear below the search feature, sorted in the method chosen in the drop-down menu 'Sort by'.


### Search

Title Ascending

Safety Alerts

Search


Alert





Jun 27, 2023

#### Falling Pipe Sleeve - Unsafe Condition

When FRP trades strike formwork, materials cast-in, which are temporary, should be

Alert





Jun 27, 2023

#### Falling Rebar - Unsafe Condition



Falling Rebar - Unsafe Condition. A reo bar was dislodged from a **height** of 5.4 metres, fell and made contact with a workers hard hat.

## 7.2 Add a new safety alert post

Click on the 'Add New Post'


Safe & Well together

MAJOR INFRASTRUCTURE  
SAFETY HUB



Jayne Howard

Incidents
Initiatives
Hazards
Health
Insights and Shares
Networking
Help

## Safety Alerts

Safety Alerts or Safety Bulletins, are notifications of serious incidents including near misses, equipment failures or serious injuries. Use these to evaluate your construction activities and systems to prevent a similar occurrence

Add New Post

This will open up the 'Create Post' page. Click inside the 'Title' field

The screenshot shows the top navigation bar of the 'MAJOR INFRASTRUCTURE SAFETY HUB' with the YIDA logo and 'Safe & Well together' tagline. The user 'Jayne Howard' is logged in. The navigation menu includes Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. Below the menu is a large 'Create Post' heading.

1. **Title:** Enter the name of the

2. **Thumbnail:** Click the 'Choose File' button and navigate to the image you want to use with the alert. Add a thumbnail image. Format should be either jpg, jpeg or png. For best quality the image size should be a minimum width of 600px.

1

2

3

4

5

The screenshot shows the 'Create Post' form with the following fields: 'Title' (with a 'Help' link), 'Keywords that highlights the theme of content.' (text input), 'Thumbnail' (with a 'Choose File' button and 'No file chosen' text), 'Type' (dropdown menu set to 'Alert'), 'Public post' (checkbox), and 'Category' (dropdown menu set to 'Safety Alerts').

5. **Category:** Once 'Alert' is selected as the 'Type' the category field will automatically populate with 'Safety Alert'.

3. **Type:** In the 'Type' field, select 'Alert'.

4. **Public Post:** If this tick box is ticked anyone that visits the MISH website (even unregistered users) can view the article/safety alert.

6. **Hazard, Work Activity and Related Safety System** – Use the drop-down list to select the hazard being addressed, work activity it relates to, and the safety system covered in the alert.

7. **Legislative update or requirement:** – from the drop-down select from:

- No
- Legislative Update
- Legislative Requirement

6

7

The screenshot shows the 'Create Post' form with the following fields: 'Hazard being addressed:' (dropdown menu set to 'Falls (people)'), 'Work Activity:' (dropdown menu set to 'Temporary Works'), 'Related safety system:' (dropdown menu set to 'Incident Management'), and 'Legislative update or requirement:' (dropdown menu set to 'No').

**1. Summary:** Add a summary: A small amount of text that contains keywords and describes the content in one line that goes underneath the Title. The search engine will only look for keywords in the summary.

**2. Body:** Add a detailed upload of the information. This section allows for limited formatting. Administrators will check formatting and adjust if necessary.

**3. Source:** You can add a hyperlink by either pasting existing linked text or add using the *link infographic*. Save

The screenshot shows a dark-themed form with the following sections:

- Summary:** A text input field with a placeholder: "A small text that contains keywords and describes the content in one line that goes underneath the Title".
- Body:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, and Image.
- Source:** A text input field with a placeholder: "Flags the originator of the document/article/alert etc."
- Video (YouTube or Vimeo link):** A text input field with a placeholder: "A direct link to youtube/VIMEO source videos"

Numbered callouts point to these sections: 1 points to the Summary field, 2 points to the Body editor, 3 points to the Source field, and 4 points to the Video field.

**4. Video:** You can embed a video anywhere in the body of the text by clicking on the *film infographic* and pasting the URL in the pop-up window. Save

There is an option to add up to five attachments. Click on the '**Choose File**' button. Navigate to file location in the file window that opens.

If you need to add more attachments, Click on the "+" icon and an additional 'Choose File' button will appear.

The screenshot shows the 'Attachments' section of the form. It features a header with the title 'Attachments' and a '+' icon. Below the header is a descriptive text: "Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments." There is a 'Choose File' button and the text 'No file chosen'. A 'Note' section follows, stating: "Any documents or information uploaded on the MISH Website can be accessed, used and shared by other members of the MISH Website. MTIA performs a role as host and administrator of this website but takes no responsibility for the use and disclosure of this information, once uploaded by a MISH member." Another note states: "MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website." At the bottom right, there are 'Preview' and 'Create' buttons.

MISH Users should consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.

Once all attachments are added, click on the 'Preview' button to review how all the information looks together.

Test

Posted on: 06 Feb 2025 by Jayne Howard , Office of the Director General

**Category**  
[Safety Alerts](#)

**Risk Details**  
 Risk Being Addressed: [Noise](#)  
 Work Activity: [Roadworks](#)  
 Safety System: [Not Specific](#)  
 Legislative Update/Requirement: No

**Close Preview**

Once reviewed click on the 'Close Preview' button.

**Attachments** +

Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.

**Choose File** No file chosen

**Note:**  
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MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.

**Preview** **Create**

Then click on the 'Create' button.

On submission the upload is sent to be published by the responsible MISH Representative. A confirmation email is sent out to the member informing them of the content review. Generally users will receive a response from MISH admin team within 48 hours of the request.

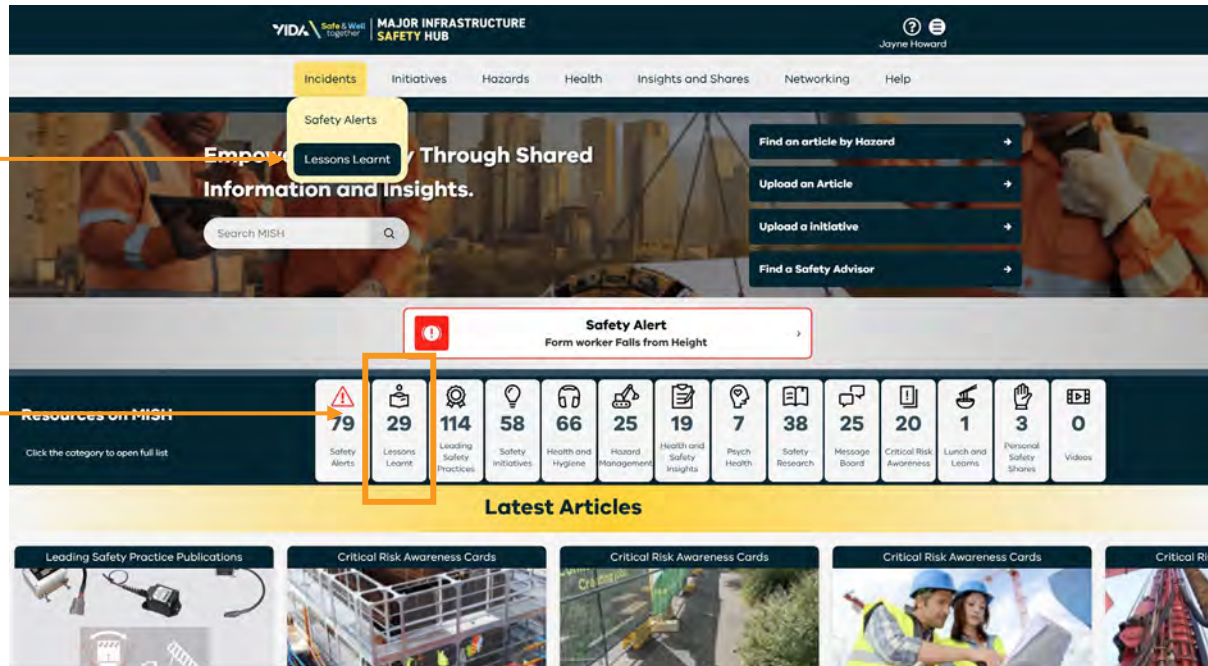


## 8. Lessons Learnt

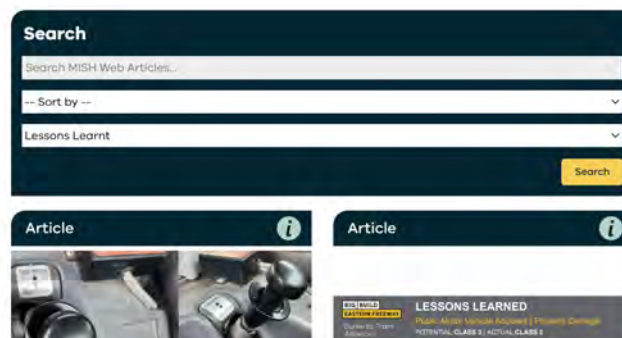
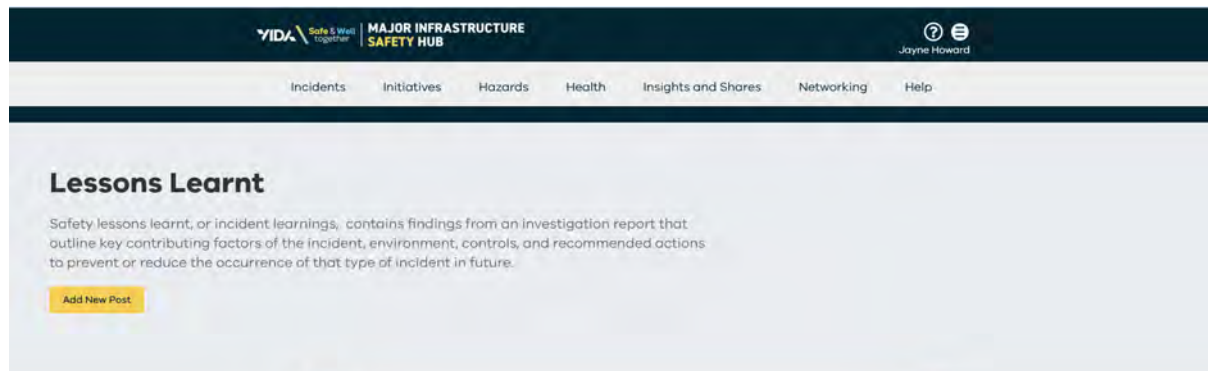
Safety lessons learnt, or incident learnings, contains findings from an investigation report that outline key contributing factors of the incident, environment, controls, and recommended actions to prevent or reduce the occurrence of that type of incident in future.

From the home page to directly get to the lessons learnt search screen. Either:

Click on 'Lessons Learnt' from the navigation menu or the 'Lessons Learnt icon' in the middle of the page



This will open up the Lessons Learnt page.



## 8.1 Search for lessons learnt content

To search for safety alerts posted on MISH scroll down to the search function. Enter a key word into the 'Search MISH Web Articles' field. In the 'Sort by' field use the drop-down to select how you want the materials organised (e.g. Title Ascending, Descending etc). Then click 'Search'.

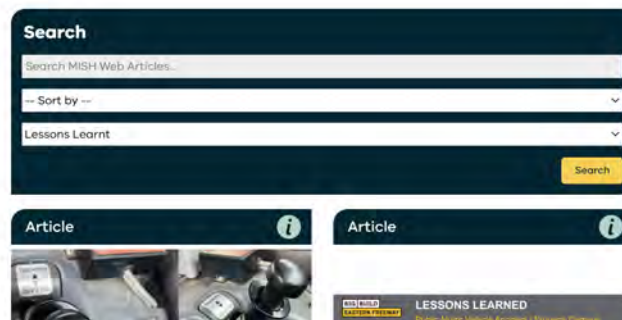
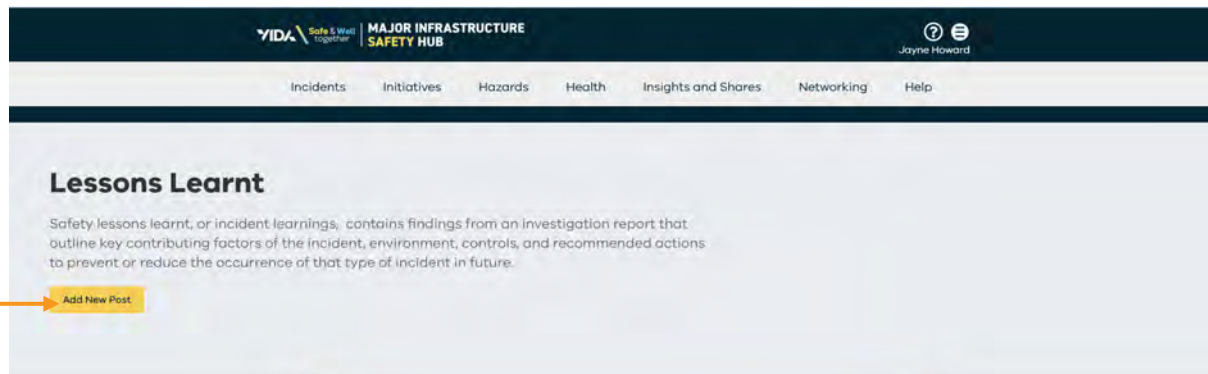
The screenshot shows the MISH Safety Hub interface. At the top, there's a dark blue header with the YIDA logo and 'MAJOR INFRASTRUCTURE SAFETY HUB' text. Below the header is a navigation bar with links: Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. The main content area is titled 'Lessons Learnt' and includes a description of safety lessons learnt. Below this is an 'Add New Post' button. A search form is shown below the main content, with a search bar containing the text 'form worker falls from height'. The 'Sort by' dropdown is set to 'Date Ascending' and the 'Lessons Learnt' dropdown is set to 'Lessons Learnt'. A yellow 'Search' button is highlighted with a red circle.

The content meeting your search criteria will appear below the search feature, sorted in the method chosen in the drop-down menu 'Sort by'.

The screenshot displays two article cards from the search results. Each card has a header 'Article' with an information icon. The first card features a photo of a worker on a platform ladder and is titled 'Lessons Learnt - RPV - Near Miss - Strut Removal Works -'. It includes a summary of a steel pocket falling from a height and is attributed to Nigel Fam (Members). The second card features a photo of a worker on a platform ladder and is titled 'Lessons Learnt - RPV - Slips and Falls - Fall from Platform Ladder'. It includes a summary of risks associated with change management and is also attributed to Nigel Fam (Members). Both cards have a 'View details' button at the bottom.

## 8.2 Add a New Lessons Learnt Post

Click on the 'Add New Post', button from the Lesson learnt page.



**1.Title:** Enter the name of the lessons learnt article.

**2.Thumbnail:** Click the 'Choose File' button and navigate to the image you want to use with the article. Add a thumbnail image. Format should be either jpg, jpeg or png. For best quality the image size should be a minimum width of 600px

**4.Category:** tick the 'Lessons Learnt' tick box

**1** Title:  [Help](#)  
Keywords that highlights the theme of content.

**2** Thumbnail:  No file chosen  
A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)

**3** Type:   
Select the appropriate category for the type of content being uploaded

**4** Category:

- ☐ Safety Research
- ☒ Lessons Learnt
- ☐ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☐ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations
- ☐ Personal Safety Shares
- ☐ Videos
- ☐ Health and Safety Insights

Categorises the post into 4 sections to customise the upload

**3.** On the 'Type' field, select the drop-down field then select 'Article'.



5. From the 'Hazard being addressed' drop-down select the primary hazard for the lesson learnt article.

6. From the 'Work Activity' drop-down select the work activity for the lesson learnt article.

7. **Related safety system:** – select the best fit related safety system from the drop-down list.

8. **Legislative update or requirement:** – from the drop-down select from:

- No
- Legislative Update
- Legislative Requirement

9. **Summary:** Add a summary: A small amount of text that contains keywords and describes the content in one line that goes underneath the Title. The search engine will only look for keywords in the summary.

10. **Body:** Add a detailed upload of the information. This section allows for limited formatting. Administrators will check formatting and adjust if necessary.

Choose the related hazard/risk, work activity or related safety system. If there isn't a related item, you can choose 'not specific' to indicate that the risk or work activity isn't specific to one item or activity

**Hazard being addressed:**  
Please select the primary hazard





**Work Activity:**  
Please select a work activity if applicable

**Related safety system:**  
Please select a system if applicable (optional)

**Legislative update or requirement:**  
No

**Summary:**  
A small text that contains keywords and describes the content in one line that goes underneath the Title

**Body:**

B I U    

Detailed information of the upload



**1. Source:** You can add a hyperlink by either pasting existing linked text or add using the *link infographic*. Save

**2. Video:** You can embed a video anywhere in the body of the text by clicking on the *film infographic* and pasting the URL in the pop-up window. Save

**Source:**  
  
*Flags the originator of the document/article/alert etc.*

**Video (YouTube or Vimeo link):**  
  
*A direct link to youtube/VIMEO source videos*

**Attachments** +

*Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.*

**Choose File** No file chosen

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*MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.*

**Preview** **Create**

There is an option to add up to five attachments. Click on the '**Choose File**' button. Navigate to file location in the file window that opens.

If you need to add more attachments, Click on the "+" icon and an additional '**Choose File**' button will appear.

MISH Users should consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website

Once all attachments are added click on the '**Preview**' button to review how all the information looks together.

Once reviewed click on the '**Close Preview**' button.

**Category**  
Safety Alerts

**Risk Details**  
 Risk Being Addressed: Noise  
 Work Activity: Roadworks  
 Safety System: Not Specific  
 Legislative Update/Requirement: No

**Close Preview**

**Attachments** +

*Section where any type of attachment e.g. PDF/Image etc can be loaded as a link. This section only allows up to 5 attachments.*

**Choose File** No file chosen

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**Preview** **Create**

Then click on the '**Create**' button.

On submission the upload is sent to be published by the responsible MISH Representative. A confirmation email is sent out to the member informing them of the content review. Generally, users will receive a response from MISH admin team within 48 hours of the request.

# 9. Safety Initiatives

On MISH you can either search through the initiatives register for all the safety initiatives researched/planned, trialled or implemented across VIDA. Or you can upload/create a new initiative. Section 9.1 of this document will show you how to search the register for existing initiatives and section 9.2 of this manual will take you through the steps on how to upload a new initiative.

## 9.1 Safety Initiatives Register

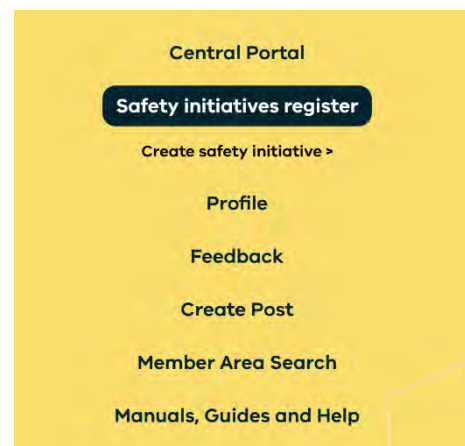
The safety initiatives register is a tool which helps with storing, categorising and searching for initiatives that are being planned, trialled or implemented across the \$100bn of works being undertaken under Victoria's Big Build.

Main functions include:

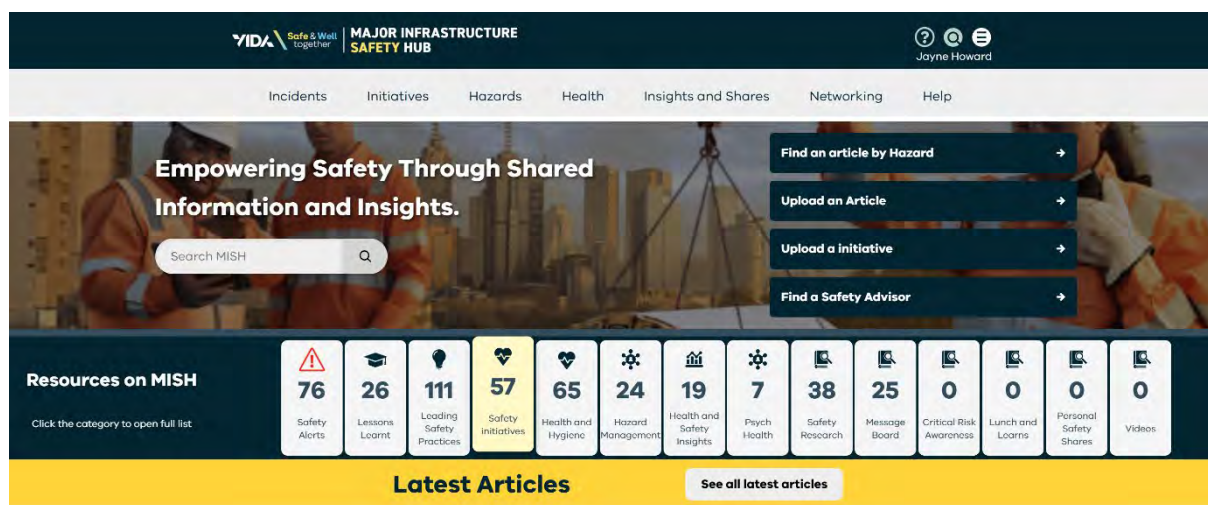
- Searching
- Filtering
- Adding an Initiative
- Editing an initiative (you uploaded)
- Bookmarking initiatives

To navigate to the safety initiatives register you can:

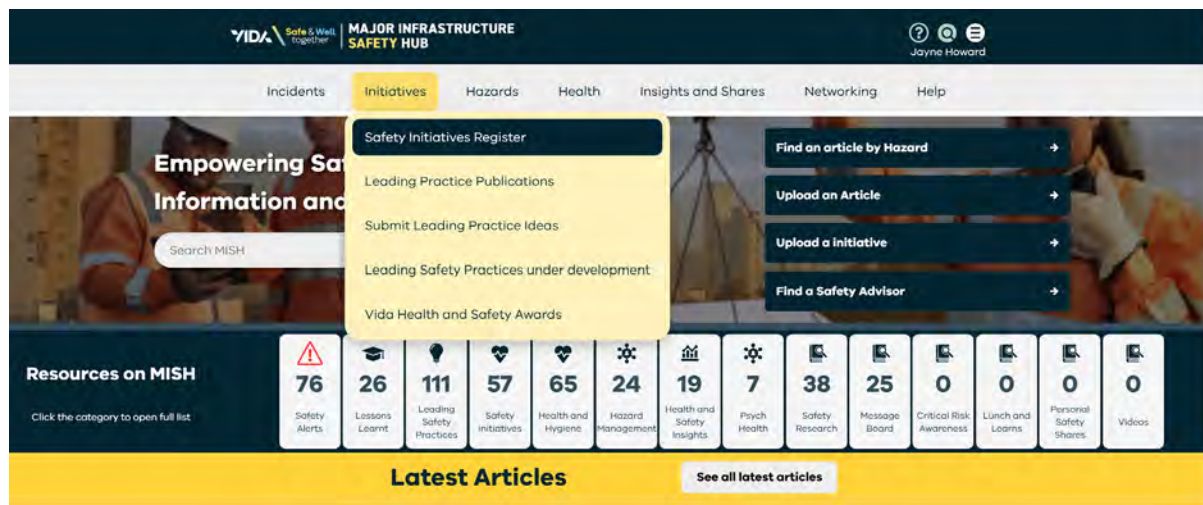
- 1) Select it from the **'Burger Menu'** in the top right corner of the page, then click on **'Safety initiatives register'**.



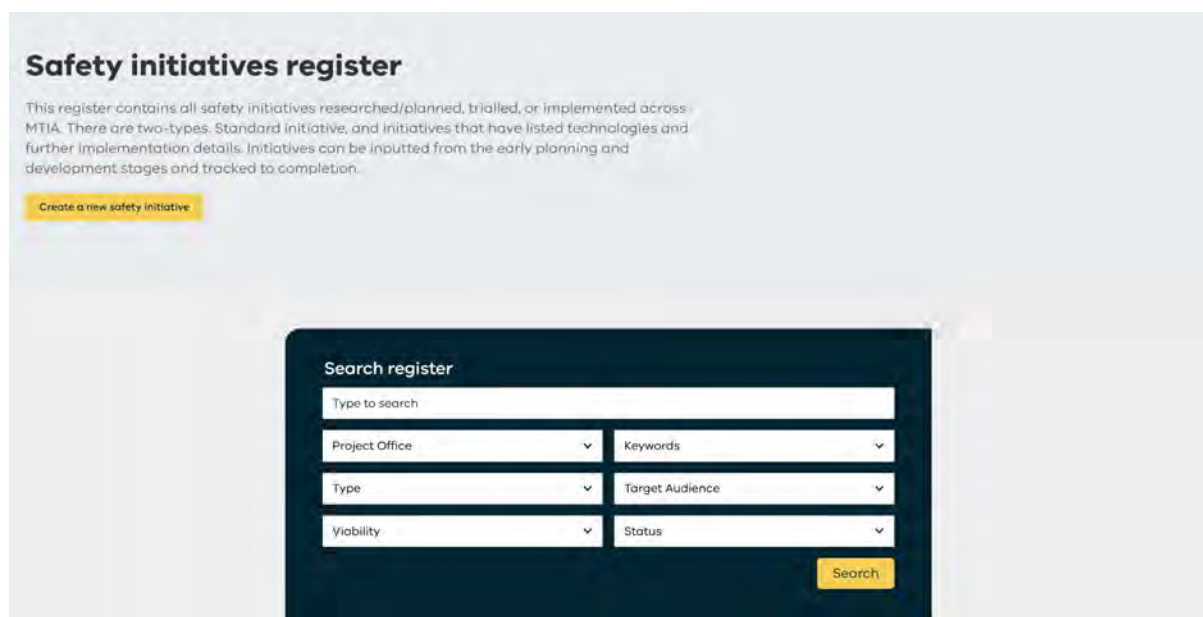
- 2) Or From the **'Home Page'**, click **'Safety Initiatives'**



3) Or Click on 'Initiatives', then 'Safety Initiatives Register'.



The initiatives register is where you can search MISH for safety initiatives researched/planned, trialled or implemented across VIDA. There are two-types. Standard initiative, and initiatives that have listed technologies and further implementation details.



### 9.1.1 Searching for an initiative in the safety initiatives register

There are multiple ways to search for an initiative. You can choose to use a keyword search “i.e. searching for “hand” or “hand injury” will locate any initiatives that talk about “hands or hand injuries”.

You can also filter by:

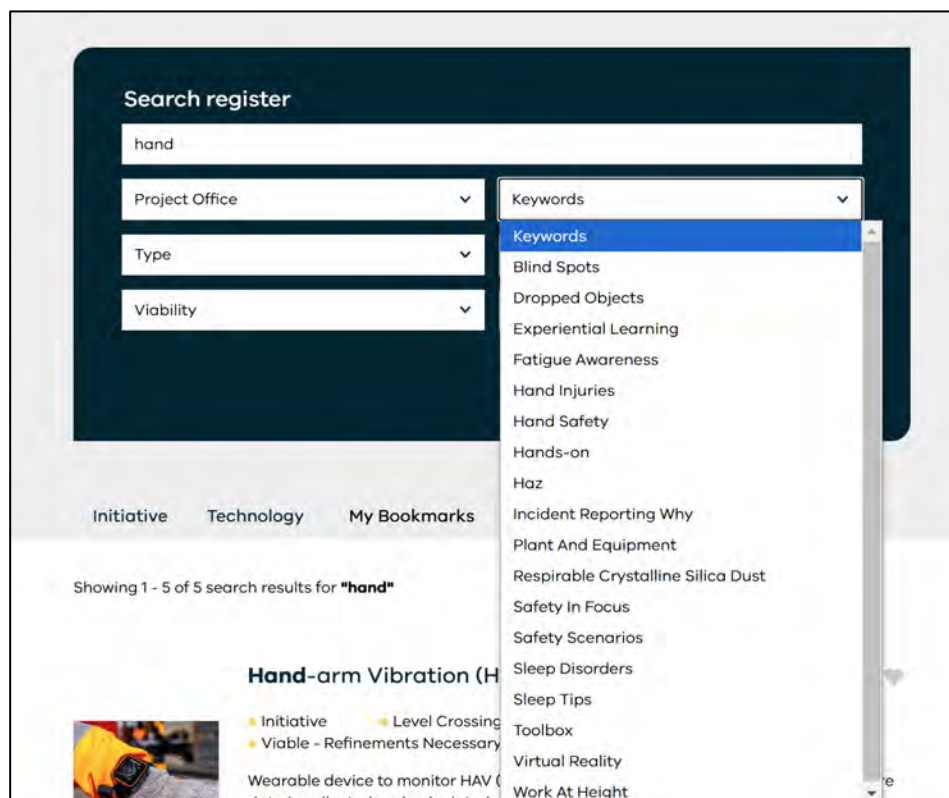
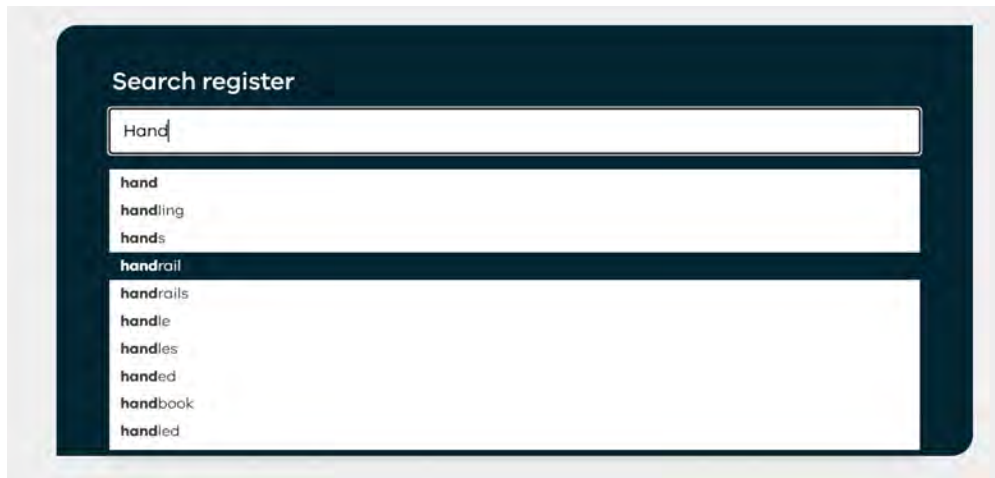
- Who uploaded/is responsible for the initiative
- What type of initiative it is
- Filter by certain keywords
- Status (i.e. completed)

Please note: If you activate a filter, you must remember to remove each filter you have put on before you can ‘see all records’ again.

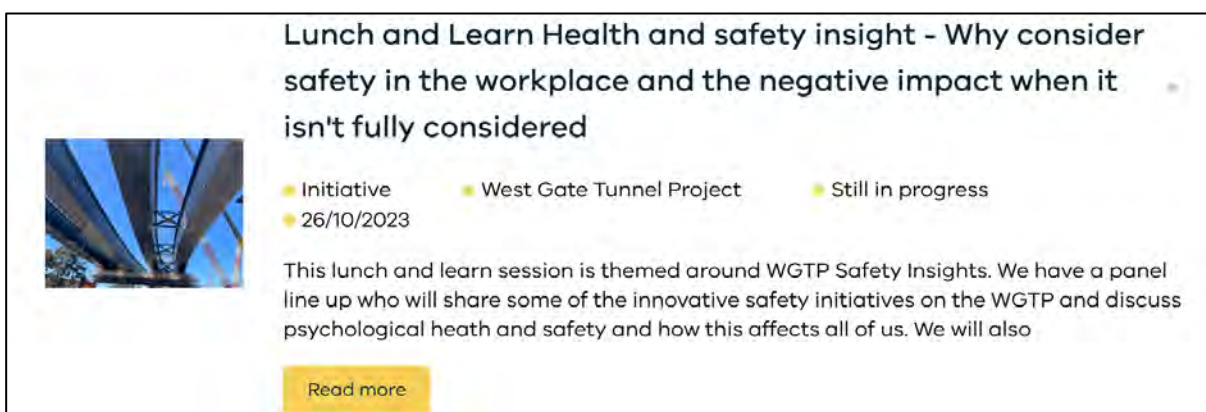


Type any key terms that you think might help locate the safety initiative.

The type to search filled has an autocomplete feature, which will autocomplete your words and give suggestions of words that come from content in the initiatives register (see example below on 'hand').



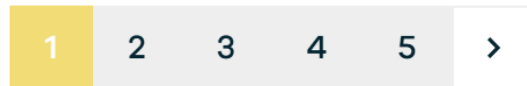
The search results will be listed showing key details: date, project, status.





You can also decide to browse the initiatives by scrolling down and clicking the next pages

Down the bottom of the page



## 9.2 Upload a new safety initiative

From the safety initiatives register page you can upload an initiative by clicking on the 'Create a new safety initiative' button.

Or from the MISH Home Page you can click on 'Upload an initiative'.

Resources on MISH	76	26	111	57	65	24	19	7	38	25	0	0	0	0
Safety Alerts	Lessons Learnt	Leading Safety Practices	Safety Initiatives	Health and Hygiene	Hazard Management	Health and Safety Insights	Psych Health	Safety Research	Message Board	Critical Risk Awareness	Lunch and Learns	Personal Safety Shares	Videos	

Either of these actions will bring you to the 'Create safety initiative' page, this is a form that will need to be 'submitted'

YIDA Safe & Sound together MAJOR INFRASTRUCTURE SAFETY HUB

Incidents Initiatives Hazards Health Insights and Shares Networking Help

## Create safety initiative

Fields marked with an asterisk (\*) are required. For help using this form editor please contact the MISH administrator.

### Enter the details for the initiative

Title of initiative \*

Summary \*

A brief description of the initiative (max. 150 words). What is this initiative? What does it consist of / what did you do? Try to avoid getting into the "why" - that is covered under aims

Thumbnail Image

Thumbnail image format must be JPEG, PNG or GIF. Maximum file size is 2MB. Please consider any privacy, commercial or other obligations before uploading documents to MISH.

Choose File

Aim of the initiative \*

A brief description of the main purpose of this initiative (max. 150 words). Why was this initiative undertaken? What problem/risk or issue was it aimed at? What was the objective?

### 9.2.1 How to fill out the new initiative form

Click in the 'Title of initiative' field.

#### 9.2.1.1 Summary details of the initiative

Fields marked with an asterisk (\*) are required. For help using this form editor please contact the MISH administrator.

### Enter the details for the initiative

Title of initiative \*

1

Summary \*

A brief description of the initiative (max. 150 words). What is this initiative? What does it consist of / what did you do? Try to avoid getting into the "why" - that is covered under aims

2

**1. Title of initiative** – The title should describe what the initiative is.

**2. Summary** – Brief description of the initiative (max 150 characters).

What is this initiative? What does it consist of / what did you do? Try to avoid getting into the "why" - that is covered under aims

**Thumbnail Image**  
Thumbnail image format must be JPEG, PNG or GIF. Maximum file size is 2MB. Please consider any privacy, commercial or other obligations before uploading documents to MISH.

3 **Choose File**

**Aim of the initiative \***  
A brief description of the main purpose of this initiative (max. 150 words) Why was this initiative undertaken? What problem/risk or issue was it aimed at? What was the objective?

4

**Target audience of the initiative \***  
Please choose an option

5

- Employee (internal)
- Delivery Partner (external)
- Employee and Delivery Partner
- Public

**Who owns this initiative?**  
Project Office\*

6

- Please choose an option
- Level Crossing Removal Project
- Major Road Projects Victoria
- North East Link Project
- Rail Projects Victoria
- West Gate Tunnel Project
- Office of the Director-General
- Suburban Rail Loop Authority

7 **Location of project (optional)**

3. **Thumbnail Image** – This will be a small image that will sit alongside the title and description of the idea. Click on 'Choose File' to add the image.

4. **Aim of the initiative** – Brief description of the initiative (max 150 words). Why was the initiative undertaken? What problem/risk or issue was it aimed at? What was the objective?

5. **Target audience of the initiative** – Select the intended audience from the drop-down list.

- **Employee (internal)**
- **Delivery Partner (external)**
- **Employee and Delivery Partner**
- **Public**

6. **Who owns this initiative? Project Office** – From the Project Office drop-down list, select the Project Office that developed the initiative.

7. **Location of project (optional field)** – Use the free text field to name the program or package the initiative belongs too. i.e. site location.

### 9.2.1.2 How mature is the initiative?

## How mature is this initiative?

Where have you gotten the initiative up to/ what is the progress of this initiative

### Current stage of initiative

At what stage has the initiative reached? are you developing / researching it, or trialling it or implementing it?

8 Please choose an option

**Current status of initiative**  
What is the current status of work on the initiative? Is it ongoing or on hold, or still a work in progress

9 Please select an option

- On hold
- Work in progress
- Completed

**8. Current stage of initiative** - At what stage has the initiative reached? Is it in planning, development, trial, implementation.

**9. Current status of initiative** - What is the status of work on the initiative? From the drop-down list select:

- On hold
- Work in-progress or
- Completed.

## Leading Practice Publications

10

Is there a associated leading practice safety publication

When selecting the leading practice safety publication click to the right of the text

Please choose an option

- Anti-Roll Devices on Articulated Dump Trucks
- Remote Operated Wood Chipper
- Safer unloading for dump trucks through ejection
- Shaft Cages
- Wood Cracker Attachment
- D-Wall Vacuum
- Conduit Solution Removes Pinch Points
- Prefabricated Travellator Minimises Fall Hazards
- Trauma Training Sessions
- Steel Reo Bar Burr Reduction Program
- Secmair Chipsealer
- On Demand Mobile Grout Mixing
- Online Ground Penetration Permits

**10. Leading Practice Publications – From the drop-down list.**

### 9.2.1.3 Safety Technology Initiatives

Clicking 'Yes' on the question to 'Safety technology initiatives' will open the additional fields, questions and details for safety technologies.

## Safety technology initiatives

Does this initiative involve the use or implementation of new or innovative technology? (If yes, we will ask you for additional information)

☐ Yes ☒ No

## Safety technology initiatives

Does this initiative involve the use or implementation of new or innovative technology? (If yes, we will ask you for additional information)

☒ Yes ☐ No

8-9 additional options will appear. All fields are optional. The technology field is to store more information about the technology, supplier, and costs.



# Technologies used in initiative

## Enter the details for the technology

Name of technology

Type of technology

What is the intended application of the technology?

*A brief description of what the technology was originally designed for (max. 150 characters)*

How is the technology applied as part of this initiative?

*A brief description of what you are using the technology to achieve (max. 150 characters)*

Field Name	Description
<b>Name of technology</b>	<p>What is the name of the technology (free text field)</p> <p>Name of technology</p> <input type="text"/>
<b>Type of technology</b>	<p>What is the type of the technology (free text field)</p> <p>Type of technology</p> <input type="text"/>
<b>What is the Intended application of technology</b>	<p>Brief description of what the technology was originally designed for</p> <p>What is the intended application of the technology?</p> <p><i>A brief description of what the technology was originally designed for (max. 150 characters)</i></p> <input type="text"/>
<b>How is the technology applied as part of the initiative</b>	<p>Brief description of what you are using the technology to achieve</p> <p>How is the technology applied as part of this initiative?</p> <p><i>A brief description of what you are using the technology to achieve (max. 150 characters)</i></p> <input type="text"/>
<b>Who is the provider of</b>	<p>The name of the technology provider or manufacturer</p>

Field Name	Description
the technology	<p>Who is the provider of the technology?</p> <p><i>The name of the equipment provider or manufacturer.</i></p> <input type="text"/>
Date implemented	<p>How many months or days did it take for it to be installed</p> <p>Date implemented</p> <input type="text" value="dd/mm/yyyy"/>
Lead time for delivery	<p>How many months or days did it take for it to be delivered</p> <p>Lead time for delivery</p> <p><i>Days/Months. ie if it took 20 days, put 20 first box, 0 second</i></p> <div> <input type="text"/> <input type="text"/> </div>
Up-front costs	<p>How much does it take to acquire</p> <p>Upfront costs</p> <p><i>Please enter a whole dollar amount</i></p> <div> <input type="text" value="\$"/> </div>
Lead time for installation	<p>How long does it take before its ready to be installed</p> <p>Lead time for installation</p> <p><i>Days/Months. ie if it took 20 days, put 20 first box, 0 second</i></p> <div> <input type="text"/> <input type="text"/> </div>
Installation costs	<p>How much does it cost to be installed</p> <p>Installation costs</p> <p><i>Please enter a whole dollar amount</i></p> <div> <input type="text" value="\$"/> </div>
Special requirements	<p>List any special requirements such as skillsets or equipment (e.g. Fitter, Plumber, Electrics, Wireless)</p>

Field Name	Description
	<p>List any special requirements</p> <p><i>List any special requirements such as skillsets or equipment (e.g. Fitter, Plumber, Electricians, Wireless). If no special requirements, type "none"</i></p> <input type="text"/>
<b>Maintenance schedule</b>	<p>A brief description of maintenance or calibration requirements (max. 250 characters)</p> <p><b>Maintenance schedule</b></p> <p><i>A brief description of maintenance or calibration requirements (max. 250 characters)</i></p> <input type="text"/>
<b>Estimated Annual Operation Costs</b>	<p>How much does this device cost to operate per year</p> <p><b>Estimated Annual Operation costs</b></p> <p><i>Please enter a dollar amount including cents</i></p> <input type="text"/>
<b>Upgrades available</b>	<p>Are there upgrades available (if yes – what are they?)</p> <p>Are upgrade or enhancement options available?</p> <p>Choose one or more from the following options <small>If yes, please provide a brief description (max. 250 characters)</small></p> <p> <input type="radio"/> Yes         <input checked="" type="radio"/> No       </p> <input type="text"/>
<b>Comments</b>	<p><b>Comments</b></p> <p><i>Please provide any other information that may be relevant (max. 150 words)</i></p> <input type="text"/>

#### 9.2.1.4 Adding more technologies to a safety initiative

At the end of filling out the technology details, you can choose to add another technology. You can add up to three technologies for each initiative.

Would you like to add another technology to this initiative?

If your initiative uses one or more technologies you can enter additional information for each (If yes, we will ask you for additional information. When you have added all technology details answer 'no' to proceed)

☐ Yes
 ☒ No

## 9.2.1.5 Outcomes of the initiative

## Outcomes of the initiative

## Results of the initiative

1

Can this be applied to other projects and sites? Is it worth pursuing? If initiative is still ongoing, leave blank.

Please choose an option

Viable - Highly suitable

Viable - Refinements Necessary

Unviable - Low possibility of further successful application

Unviable - Not suitable

Still in progress

## Key learnings

2

A brief description of what you have found (max. 250 words). What were the outcomes / outputs and lessons learnt? Where did you get to?

**B I U**    

1. **Results of the initiative** - Can this be applied to other projects and sites. Choose one of the options:
  - Viable highly suited (everyone should be trying this)
  - Viable – refinements necessary (it works but needs a little more effort to improve it further)
  - Unviable – low possibility of further success application (it could work, but amount of effort required would outweigh any benefits)
  - Unviable – not suitable (don't try it)
  - Still in progress (we are still working on this and can't make a determination yet)
2. **Key learnings** - A brief description of what you have found (max. 250 words)  
What were the outcomes / outputs and lessons learnt? Where did you get to?

## 9.2.1.6 Taxonomy

Taxonomy keywords are mostly around activities and hazards. We currently do not sort the initiatives by 'risk'

## Taxonomy (optional)

Use taxonomy labels to choose words or terms that describe your initiative. Taxonomy helps make your initiative easier to find using search.

You can select more than one option from each drop down. After you make your selection, you will need to minimise/ close the drop down to continue.

## Work activities

Does the initiative relate to specific work activities? Refer to drop down list. Leave blank if it is not specific to an activity.

3

Please select

3. **Work Activities** - Does the initiative relate to specific work activities? Refer to drop-down list. Leave blank if it is not specific to an activity.



**Hazards**

Does the initiative address specific hazards? Leave blank if not.

4

Please choose one or more options

**Systems**

Is the initiative associated with safety processes or systems? Leave blank if not. Note - don't use "risk management" unless it is a risk management process improvement or change.

5

Please choose one or more options

- 4. Hazards** - Does the initiative address specific hazards? Leave blank if not.
- 5. Taxonomy – Systems** - Does the initiative address specific hazards? Leave blank if not. Is the initiative associated with safety processes or systems? Leave blank if not. Note - don't use "risk management" unless it is a risk management process improvement or change.

**9.2.1.7 Key words and Link****Key words (optional)**

6

Keywords and phrases

Add up to 25 key words or phrases describing the initiative, separated by a comma (e.g. traffic, e-stops, booms)

**Link (optional)**

Link address

7

Paste a link to a supporting website or video (e.g. Vimeo or YouTube). You can add up to five links. A new input box will appear after you have finished putting a link in the first one.

- 6. Key Words** - Add up to 25 keywords or phrases describing the initiative, separated by a comma (e.g. Traffic, e-stops, booms). Think of the things you would search for when looking for a similar initiative.
- 7. Link** - paste a link to a supporting website or video. Up to 5 links can be posted.

**9.2.1.8 Supporting document and Contact details****Supporting documents (optional)**

You can attach up to 5 files for each initiative. Files can include PDF, JPEG, PNG or GIF. Maximum file size is 5MB. Please consider any privacy, commercial or other obligations before uploading to MISH.

Choose file

**Contact person for this initiative**

Contact person name \*

Contact person role \*

Contact person phone number \*

Contact person email \*

- 8. Supporting document** - Upload a PDF or image. Up to 5 attachments can be uploaded.
- 9. Contact details** - Enter your contact details (or the contact details of the best person to contact to get more information about the initiative).

**9.2.1.9 Review and Submit**Review the information entered into the form and click on the '**Submit Initiative**' button

### Review and submit

Please review the details of the initiative to ensure they are correct before you submit this form. Documents or other information related to safety initiatives is publicly available. MTIA takes for the use and disclosure of information once it has been submitted.

Submit initiative

On submission the upload is sent to be published by the responsible MISH Representative. A confirmation email is sent out to the member informing them of the content review. Generally, users will receive a response from MISH admin team within 48 hours of the request.

# 10. Leading Safety Practice

## Developing and publishing a Leading practice

1. Work with delivery partners to find suitable safety improvements and leading practices.
2. Register the proposed Leading Safety Practice on the [MISH registration page](#).
3. Draft the Leading Safety Practice in consultation with delivery partners.
4. Develop the draft with PO Graphics Design Team. (Consider reviewing it with PO internal comms team for a language/grammar check.)
5. Review and iterate for accuracy and consistency.
6. Submit the Leading Safety Practice [by creating a post on MISH](#).

### 10.1 Identify an innovation or safety practice / solution

Find a health and safety innovation or practice/solution that is implemented on a VIDA project. Determine if it is suitable to publish and whether there is sufficient information and learnings to share (refer to VIDA Guidance on Creation, Publication, and Sharing of Health and Safety Information and Learnings document and VIDA Health and Safety Awards Procedure).

LSPs that are a significant evolution or enhancement of a previously submitted LSP are acceptable, however the awards criteria regarding innovation should be noted (VIDA Health and Safety Awards Procedure). It is recommended the new LSP references the previous LSP submission and what makes it different.

Review the LSP Library and LSP Registration List to check if the proposed LSP has already been submitted or registered. Repeat submissions or registrations should not be submitted for registered LSPs in development that appear similar, it is recommended contact is made with the submitter to check if the LSP is the same.

#### 10.1.1 How to search the Leading Safety Practice Register

Go to 'Initiatives', 'Leading Safety Practice Publications'

The screenshot shows the VIDA Major Infrastructure Safety Hub website. The top navigation bar includes 'Incidents', 'Initiatives' (highlighted), 'Hazards', 'Health', 'Insights and Shares', 'Networking', and 'Help'. A user profile for 'Jayne Howard' is visible in the top right. The main content area features a large banner with the text 'Empowering Safety Information and...' and a search bar labeled 'Search MISH'. A yellow dropdown menu is open under 'Initiatives', listing options: 'Safety Initiatives Register', 'Leading Practice Publications' (highlighted), 'Submit Leading Practice Ideas', 'Leading Safety Practices under development', and 'Vida Health and Safety Awards'. To the right of the dropdown, there are four buttons: 'Find an article by Hazard', 'Upload an Article', 'Upload a Initiative', and 'Find a Safety Advisor'. At the bottom, a 'Resources on MISH' section displays various icons and counts: Safety Alerts (79), Lessons Learnt (31), Leading Safety Practices (115), Safety Initiatives (57), Health and Hygiene (66), Hazard Management (25), Health and Safety Insights (21), Psych Health (7), Safety Research (40), Message Board (25), Critical Risk Awareness (20), Lunch and Learns (1), and Personal Safety Shares (3).

From here you can search a number of different ways:

- Click on **'View LSPs by hazard'** so do a targeted search by hazard
- Click on **'View all leading practice under development'**

Incidents
Initiatives
Hazards
Health
Insights and Shares
Networking
Help

## Leading Safety Practice Publications

Submit a Finalised leading practice for Safety Award Consideration

View LSPs by hazard

If you have an idea for a leading practice you can submit you're idea, or you can view leading practices under development

Submit a new leading practice idea

View all leading practices under development

Or scroll down and use the search function shown below.


### Search

-- Sort by --

Leading Safety Practice Publications

Search

#### Article




Nov 29, 2024

### Remote Operated Wood Chipper

Remote Operated Wood Chipper. The

#### Article



Nov 26, 2024

### Safer unloading for dump trucks through ejection



Enter any key words in the 'Search' field

Use the drop-down menu to select how you want the publications to be listed.

The screenshot shows a 'Search' section with a text input field labeled 'Search MISH Web Articles...'. Below the input field is a dropdown menu currently set to '-- Sort by --'. The dropdown menu is open, showing the following options: '-- Sort by --', 'Title Ascending', 'Title Descending', 'Date Ascending', and 'Date Descending'.

Click on 'Search' – the list of publications will appear as per the selected search sort preference.

The screenshot shows a dark blue rectangular button with the word 'Search' in white text.

## 10.2 Register – Submit a leading safety practice idea

To register the proposed LSP through Major Infrastructure Safety Hub (MISH).

Go to the MISH Home Page and click on 'Initiatives', 'Submit Leading Practice Ideas'

The screenshot shows the MISH Home Page. The header includes the YIDA logo, the text 'Safe & Well together', and 'MAJOR INFRASTRUCTURE SAFETY HUB'. The user 'Jayne Howard' is logged in. The navigation bar has tabs for Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. The 'Initiatives' tab is selected, and a dropdown menu is open showing options: 'Safety Initiatives Register', 'Leading Practice Publications', 'Submit Leading Practice Ideas' (highlighted with an orange arrow), 'Leading Safety Practices under development', and 'Vida Health and Safety Awards'. On the right, there are buttons for 'Find an article by Hazard', 'Upload an Article', 'Upload a Initiative', and 'Find a Safety Advisor'. The bottom section features 'Resources on MISH' with various categories and counts, and a 'Latest Articles' section with a 'See all latest articles' button.

This will bring you to the 'Leading Safety Practice Registration' Page

VIDA Safe & Well together MAJOR INFRASTRUCTURE SAFETY HUB

Jayne Howard

Incidents Initiatives Hazards Health Insights and Shares Networking Help

## Leading Safety Practice Registration

The first four fields will automatically populate based on your MISH user profile.

Required fields are marked with an asterisk (\*).

### Submitter Information

Name  
Jayne Howard

Job Title  
Analyst, Delivery Safety

Project office  
Office of the Director General

Email  
jayne.howard@vida.vic.gov.au

**Description** – Provide as much detail as possible at this early stage. This info will be used to determine whether something similar exists already.

### Leading Practice Idea

Title \*

Description \*

Hazard Being Addressed \*  
Asbestos

Attachments  
Choose File No file chosen

LSP #  
126

Office Use Only

Preview submission details

**Title** – The title of the LSP. Use key words the highlight the theme of the idea.

**Hazard Being Addressed** – Click on the drop-down arrow and select a hazard from the drop-down list.

Hazard Being Addressed \*

Asbestos

-- Please Select --

Asbestos

Biological

Chemical

Confined Space

Drugs and Alcohol

Electrical

Explosives / blasting

Falls (objects)

Falls (people)

Fatigue

Fire

Human movement / manual handling

Machine (fixed)

Machine (mobile)

Click on the 'Choose File' button and this will open the file directory on your computer. Select the file then click 'Open'.

The screenshot shows a registration form with the following fields and annotations:

- Hazard Being Addressed \***: A dropdown menu with "Asbestos" selected.
- Attachments**: A button labeled "Choose File" and text "No file chosen". An orange arrow points from the "Choose File" button to the text "Click on the 'Choose File' button and this will open the file directory on your computer. Select the file then click 'Open'."
- LSP #**: A text input field containing "121". An orange arrow points from the text "LSP# - the website will automatically generate the LSP number. This will be the unique identification number to allow you to track the review of the idea." to this field.
- Published Link (Office Use Only)**: An empty text input field. An orange arrow points from the text "Published Link – Leave this field empty. The MISH Administrator will populate this field with \*\*\*\*\*" to this field.
- Preview submission details**: A yellow button at the bottom right. An orange arrow points from the text "Click on the 'Preview Submission Details' button." to this button.

Click on the 'Preview Submission Details' button.

This will bring the user to a new screen. Review the information in the registration form.

# Leading Safety Practice Registration

The screenshot shows the 'Submitter Information' section of the registration form with the following details:

- FormID**: LSP126
- Name**: Jayne Howard
- Job Title**: Analyst, Delivery Safety
- Project office**: Office of the Director General
- Email**: jayne.howard@vida.vic.gov.au

Below this section is a heading for 'Leading Practice Idea'.

**Title**  
Thi is a leading safety practice idea

**Description**  
This is a test

**Hazard Being Addressed**  
Asbestos

**Attachements**  
No file uploaded

**LSP #**  
126

**Published Link**

[Submit Registration Details](#) [Go back](#)

Once registered an automated response will be sent with an issue number, which is to be applied to the draft and is to be used to identify and track the LSP.

If further changes are needed, click '**Go back**' and continue editing the form.

If your happy with the information in the form, click '**Submit Registration Details**'.

### 10.3 Drafting

To draft content, use the [Leading Safety Practice Word Template](#). It is recommended that content is structured to fit the one-page format, however if substantial content is required the initiator/graphic designers for the LSP can structure content into a two-page format. To do this refer to the [VIDA Leading Safety Practice Job Owner & Designer Guide](#).

It is recommended that to develop the LSP, PO representatives and delivery partners work together to collate, review and finalise the content. As content is generated and edited the following documents will assist in providing guidance on what is required from both the initiator and graphic designers working on the publication. Involving PO communications or media personnel in the drafting phase can help to articulate an informative and consistent narrative.

<a href="#">VIDA <u>Leading Safety Practice Word Template</u></a>	This is a guided form, it provides instruction to the initiator and delivery partners on content guidance. Further, the MISH library of published Leading Safety Practices Publications and VIDA Safety Award Winners represent model LSP's that are of a high standard.
<a href="#">VIDA <u>Leading Safety Practice Job Owner &amp; Designer Guide</u></a>	This is a guide for both coordinators and for graphic designers. It provides requirements for content positioning for the graphic designers of the POs Communication team as well as outlines for the initiator (i.e., job owner).
<a href="#">VIDA <u>Leading Safety Practice Design Templates</u></a>	This is a guide on how to upload and publish Leading Safety Practices. This guide should be supplied to designers to transfer the drafted content provided from the Leading Safety Practice Word Template into a publishing format.



## 10.4 Develop the draft with PO Graphics Design Team

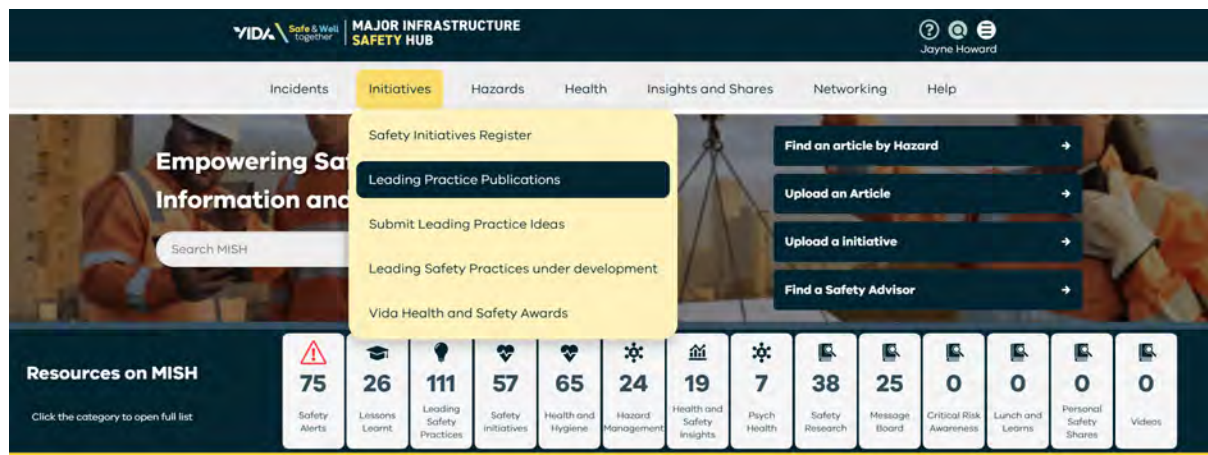
To publish the LSP in a consistent format & layout, the LSP draft needs to be shared with the PO Graphics Design Team. The initiator must provide their PO Graphic Team with the Leading Safety Practice Design Templates. This will assist drafting the content into the publishing format. Review of the design draft should occur prior to finalisation to ensure it meets the initiators requirements.

The [VIDA Leading Safety Practice Design Templates](#) are a guide on how to upload and publish Leading Safety Practices. This guide should be supplied to designers to transfer the drafted content provided from the Leading Safety Practice Word Template into a publishing format.

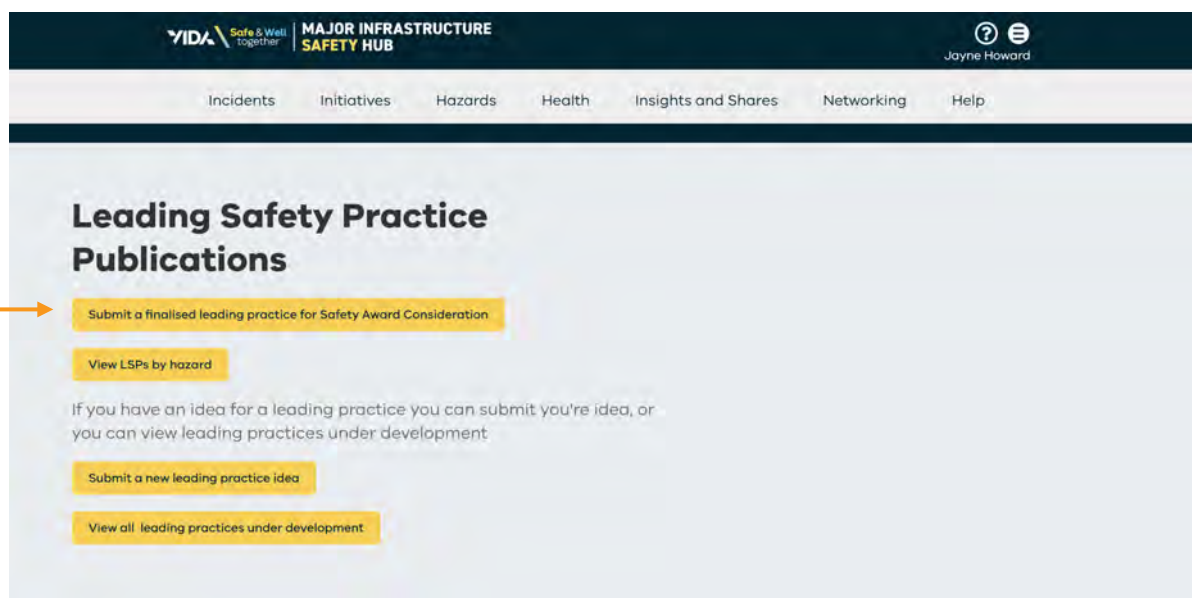
## 10.5 Submit Leading Safety Practice (Upload finalised Leading Practice Publication to MISH).

Once the LSP has been finalised the document must be published as a Leading Safety Practice by creating a post on MISH. Refer to Uploading finalised Leading Practice Publication to MISH for instructions on completing this step.

From the MISH home page, click on 'Initiatives', 'Leading Practice Publications'



Click on 'Submit a finalised leading practice for Safety Award Consideration'.



## Leading Safety Practice publication

- [Leading Safety Practice Publication Procedure](#) - guidance on how to create, publish and share Leading Safety Practices
- [Uploading finalised Leading Practice Publication to MISH](#) - guide on how to upload and publish Leading Safety Practices
- VIDA [Guidance on the creation, publication & sharing of health and safety information and learnings](#)



1. **Title** – The title of the LSP i.e. 'Fit for Work, Healthy for Life'.

2. **Thumbnail** – Press the 'Choose File' button and select a image to accompany the LSP.

3. **Type** – For 'Type' select 'Article'.

4. In 'Category' selection, choose 'Leading Safety Practice' Publication'.

5. **Hazard, Work Activity and Related Safety System** – Categorise accordingly, these categories help users find relevant content.

1

Title:  [Help](#)

Keywords that highlights the theme of content.

2

Thumbnail:  No file chosen  
A small image that appears below or next to the post summary or detail view. (jpg, jpeg and png)

Type:

Select the appropriate category for the type of content being uploaded

3

Type:

Please select a type of article

Alert

Event

Article

Message Board

Hazard being addressed:

4

Category:

- ☐ Safety Research
- ☐ Lessons Learnt
- ☒ Leading Safety Practice Publications
- ☐ Health and Hygiene
- ☐ Physical Hazard Management
- ☐ Psychological Health and Safety
- ☐ Critical Risk Awareness Cards
- ☐ Lunch and Learn Presentations
- ☐ Personal Safety Shares
- ☐ Videos
- ☐ Health and Safety Insights

Categorises the post into 4 sections to customise the upload

5

Hazard being addressed:

Work Activity:

Related safety system:

## 6. Legislative update or requirement

– Use the drop-down to select the appropriate value.

## 7. Summary –

This will be the abstract below the Leading Safety Practice Title.

## 8. Body –

Descriptive content in the leading safety practice. Column headlines formatted as bold and paragraph reformatting if copying in.

Legislative update or requirement:

Summary:

*A small text that contains keywords and describes the content in one line that goes underneath the Title*

Body:

*Detailed information of the upload*

LEADING SAFETY PRACTICE 0074 / 21062023

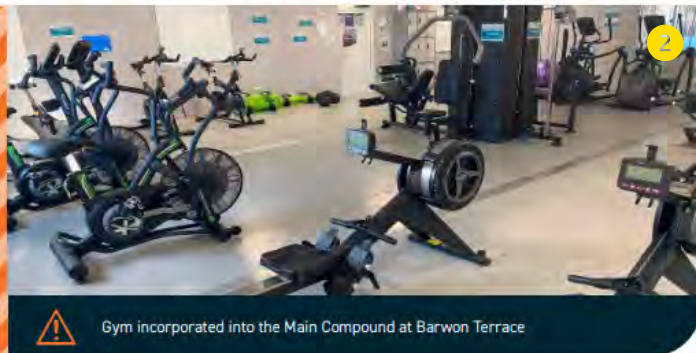
# FIT FOR WORK, HEALTHY FOR LIFE



Improving the physical and mental health of project personnel through the establishment of a gymnasium and wellbeing program

The gymnasium offers a controlled and managed environment for both staff and workforce to engage in physical activities efficiently.

Given the time-critical nature of Major Projects, employees often struggle to find time for personal wellbeing. By providing a gym facility at the workplace, individuals who might otherwise neglect their health can conveniently participate in exercise programs.



Gym incorporated into the Main Compound at Barwon Terrace

### The Situation

Major Projects, especially those involving rail, have a significant impact on the health and wellbeing of employees, both physically and mentally. The demanding nature of these projects and the long hours required often leave employees with limited time for physical exercise and work-life balance.

Consequently, unhealthy diets and lack of exercise contribute to a decline in performance within the workplace.

### The Solution

A well-equipped gymnasium has been established at the Barwon Terrace Main compound. It includes cardio machines such as treadmills, spin bikes, and rowing machines, as well as multi-gym weights machines and general exercise equipment.

Additionally, Inspirology's Fitness and Wellbeing guru, John Verbi, has been engaged to provide expert guidance on exercise programs and offer information and training on broader wellbeing initiatives, including nutrition, exercise, and lifestyle improvements.

### Benefits and learnings

The provision of an on-site gymnasium encourages employees to engage in a healthier lifestyle and participate in physical exercise conveniently during work hours.

This eliminates the need for employees to travel to a separate gym, saving them time and reducing time-related pressures that could lead to late arrivals at work.

Furthermore, it is anticipated that the gymnasium will foster camaraderie among employees and promote interdisciplinary communication across the project. Positive feedback thus far indicates an improvement in employee attitudes and wellbeing since the installation of the gym.

The cost of the equipment and program was \$48,000.



9. **Source** –  
Leave blank.


10. **Video** –  
Provide a link  
to YouTube if  
available.

9

10

Source:  
  
*Flags the originator of the document/article/alert etc.*

Video (YouTube or Vimeo link):  
  
*A direct link to youtube/VIMEO source videos*

**Attachments** 

*Section where any type of attachment e.g. PDF/image etc can be loaded as a link. This section only allows up to 5 attachments.*

No file chosen

**Note:**  
*Any documents or information uploaded on the MISH Website can be accessed, used and shared by other members of the MISH Website. MTIA performs a role as host and administrator of this website but takes no responsibility for the use and disclosure of this information, once uploaded by a MISH member.*

*MISH members should accordingly consider any privacy, commercial or other obligations prior to uploading any information or documents on the MISH Website.*

Attachments - Attach finalised Leading Safety Practice by clicking on the '**Choose file**' then navigating to the file location and pressing OK.

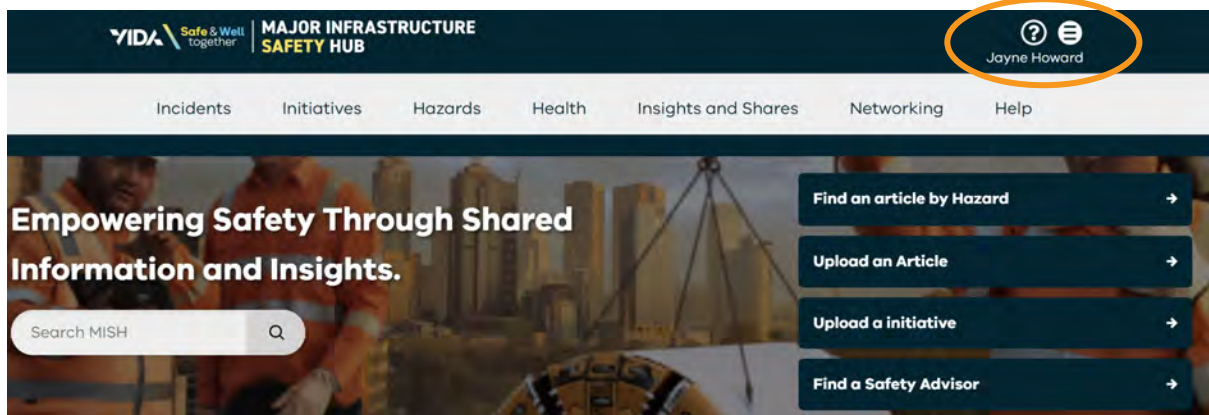
Click on '**Create**', then wait for the LSP to upload.

Once complete a thank you message will pop up on the screen.

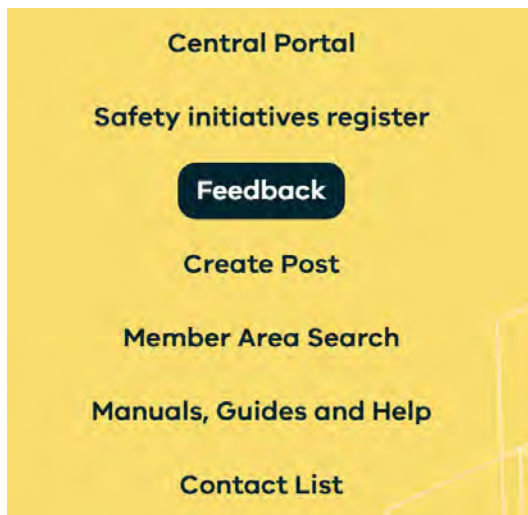


# 11. Feedback

We have a feedback function on MISH where Registered Users can leave feedback for the MISH administrators. Click on the burger menu.



Click on 'Feedback'.



Use the free text field to leave any comments/suggestions

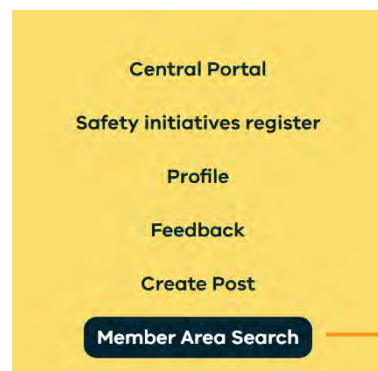
You can also leave feedback through thumbs up or thumbs down on most pages to indicate if you are happy with the site

How was your experience with this page?



Most pages will have the experience bar, and it allows Users to indicate if the page was useful.

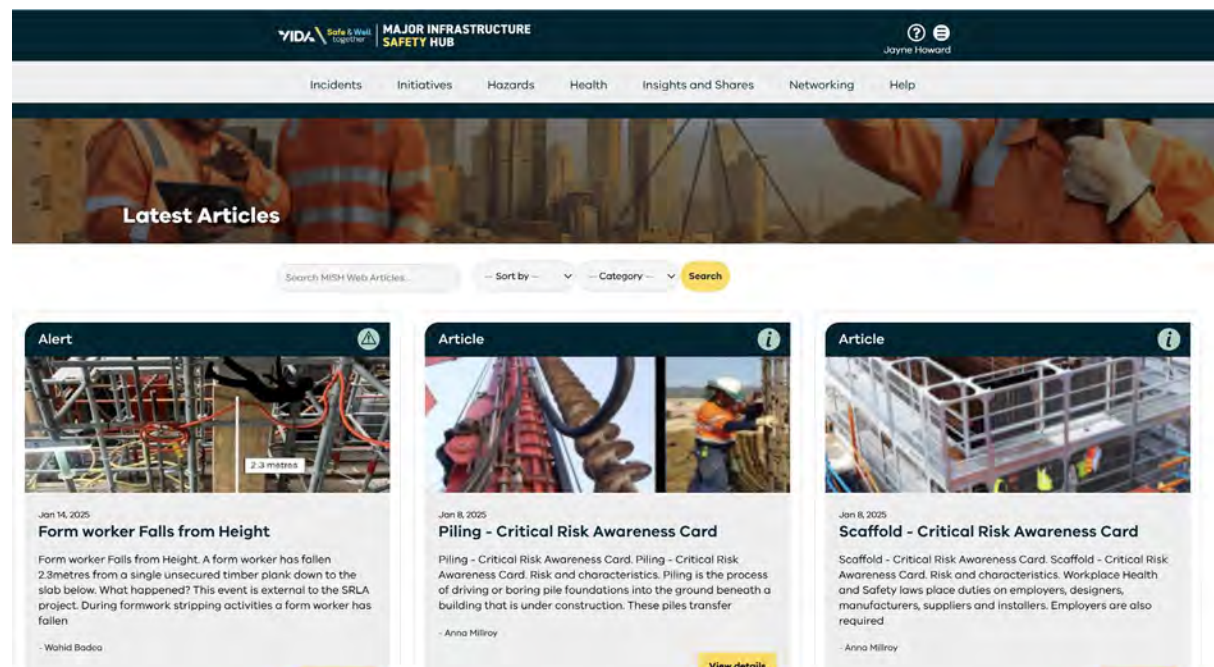
## 12. Member Search Area



This is accessible via the right-hand side hamburger menu and provides a global search function for all safety categories.

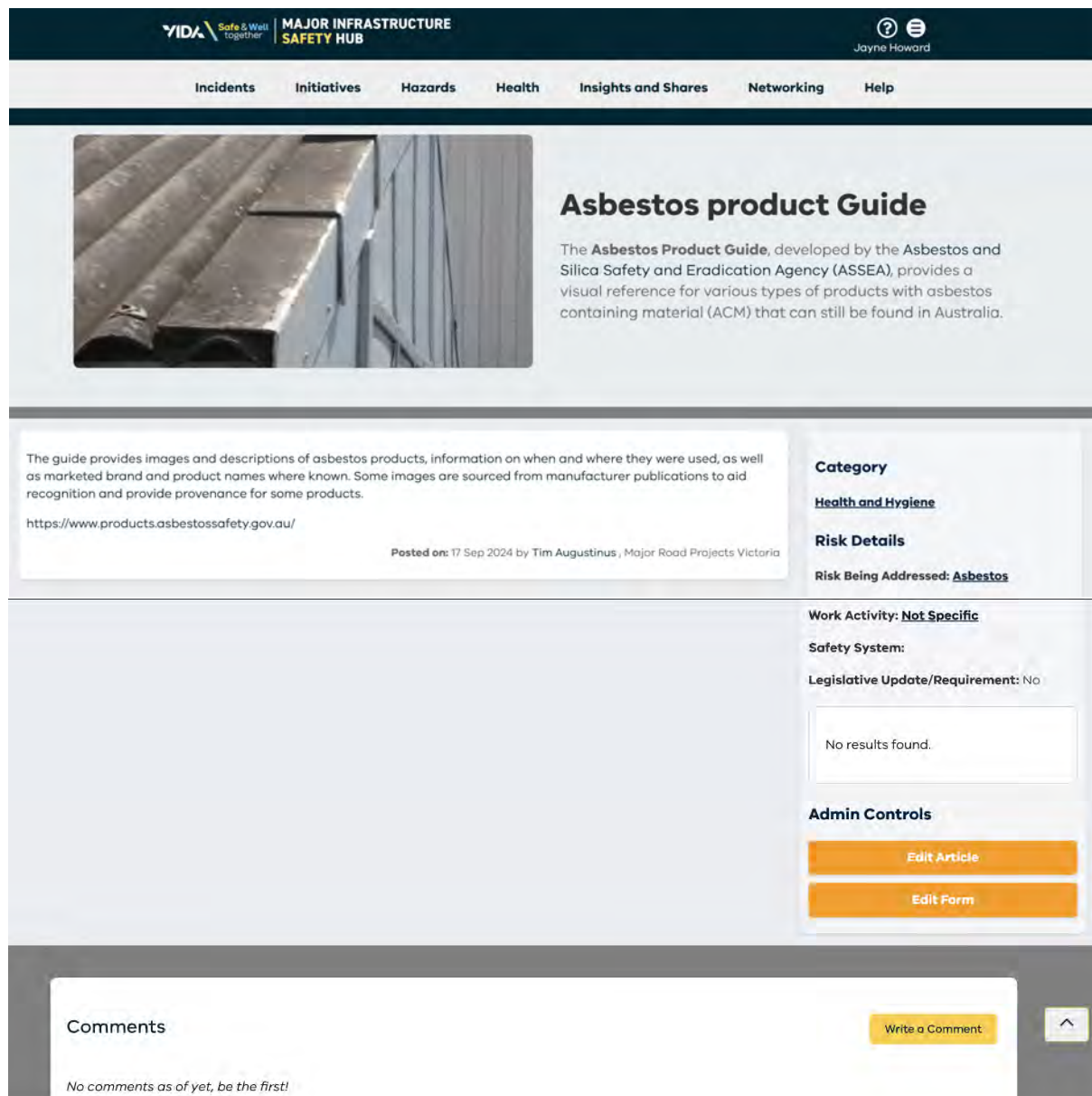
The member search area will contain all the latest articles sorted by most recent to oldest.

### Members Area



# 13. Commenting on Articles

MISH allows you to leave comments on articles. The commenting function is normally down the bottom of the page. You can leave a comment by clicking 'write a comment'.



The screenshot displays the MISH (Major Infrastructure Safety Hub) website interface. At the top, there is a dark blue header with the YIDA logo and the text 'Safe & Well Together' and 'MAJOR INFRASTRUCTURE SAFETY HUB'. A navigation bar below the header contains links: Incidents, Initiatives, Hazards, Health, Insights and Shares, Networking, and Help. The main content area features an article titled 'Asbestos product Guide' with a photograph of asbestos-containing materials. The article text states: 'The **Asbestos Product Guide**, developed by the Asbestos and Silica Safety and Eradication Agency (ASSEA), provides a visual reference for various types of products with asbestos containing material (ACM) that can still be found in Australia.' Below the article text, there is a URL: <https://www.products.asbestossafety.gov.au/>. To the right of the article, there is a sidebar with 'Category' (Health and Hygiene), 'Risk Details' (Risk Being Addressed: Asbestos), 'Work Activity: Not Specific', 'Safety System:', and 'Legislative Update/Requirement: No'. Below the sidebar, there are two orange buttons: 'Edit Article' and 'Edit Form'. At the bottom of the page, there is a 'Comments' section with the text 'No comments as of yet, be the first!' and a 'Write a Comment' button.

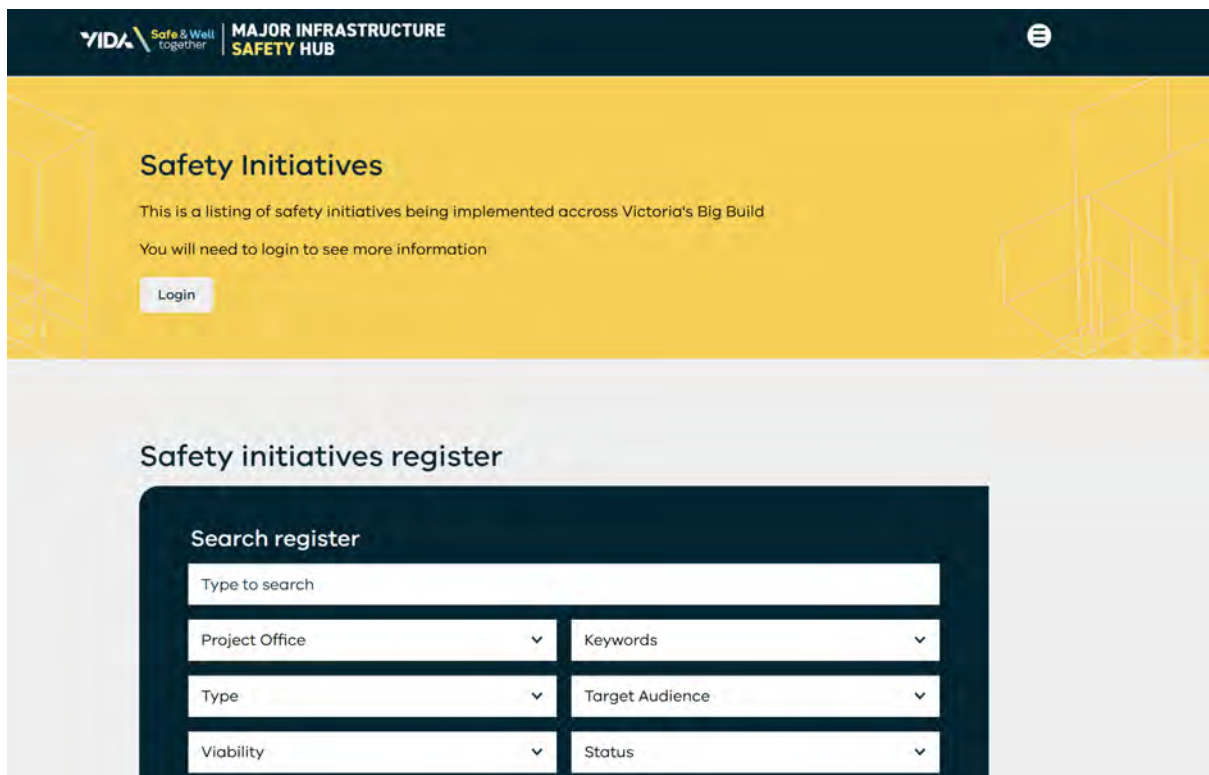
You can also reply directly to a comment by selecting the comment you want to reply to and pressing 'reply'.

The user that posted the comment will receive notifications if someone replies to them. This helps notify them to check their comment and prompt them to reply if necessary.



## 14.MISH Public Area

MISH has a public facing home page, which is accessible by everyone. This section has a [public 'Safety Initiatives Register'](#) section and search functionality. It allows people to see some basic information about a safety initiatives, and to search through them. But to access additional information, they will need access to login. This keeps contact details, and sensitive information safe and secure. Public users will only be able to see the title and brief description.





# 15.MISH FAQs

The frequently asked questions below have been compiled from a series of questions most commonly asked by users of MISH

Question	Answer
Where can I access the MISH website?	You can access the MISH from <a href="http://mish.vic.gov.au">mish.vic.gov.au</a> . Access to the MISH requires registration.
Can anyone join MISH?	<b>No – membership is by invitation only for personnel working on VIDA and SRLA (client side and delivery). Individually issued memberships are not transferrable.</b> Membership is intentionally limited to ensure we maintain the confidence and integrity of this collaborative website.
I see other organisations on MISH that aren't related to VIDA or SRLA. Does that mean everyone can join MISH?	<b>Other government client organisations may be on MISH for testing and trialling purposes.</b> SprayLine Road Services is also on MISH. SprayLine Road Services are government entities under the Department of planning and transport (DPT) which VIDA is a part of. At the end of the trial period the departments will need to determine if they wish to stay on. If they do, and the change is approved by the Safety Directors and EXCO, the MISH framework will be re-written to include them.
What is the definition of a 'Major Infrastructure Project'?	A project that is partially or fully government-funded (Federal or State), involves the building or development of infrastructure to facilitate the movement of people and/or goods for various social and business reasons, and has a project value of more than \$1 billion.
Can anyone see the MISH Website?	No MISH content can be seen without logging in.
What can we do on the MISH Website?	<b>Registered members have access to the entire website.</b>  They can; view, upload and comment on material, posts or alerts, take part in a discussion forum, make direct contact with a relevant project (contact information is provided) to obtain further detailed information, advice and copies of posted material.  <i>*Uploaded material goes through a review and editorial process by the VIDA MISH Administrator to ensure the material is suitable, current, and provides a value add to the website and other MISH members.</i>
Can I edit or delete my uploaded material, posts or meeting board comments within MISH?	<b>Members cannot directly edit or delete any posts or comments they have made, but can make these requests to the MISH Administrator (see contact us details) to make edits or to request a deletion.</b>  It is recommended that members take care when posting their articles to ensure the material is correct, has been created by the member, or the member uploading the material has obtained the relevant approvals to upload the material by the originating author and/or project.  All material uploaded into MISH remains in the originators branded format, and continues to be owned by the originator or authorised member (person and project).  Material can be withdrawn, amended and resubmitted etc. at any time by contacting the MISH coordinator.
Who looks after the MISH Website?	<b>The Victorian Infrastructure Delivery Authority (VIDA) currently administers the website.</b>  VIDA designed, funded and developed this website. Contributing organisations fund the website.
Who is the MISH administrator	<b>ODG – Nigel Fam. <a href="mailto:Nigel.fam@mtia.vic.gov.au">Nigel.fam@mtia.vic.gov.au</a> , 0429386334</b>

<b>Who are the MISH Representatives</b>	<p><b>Level Crossing Removal Project (LXRP)</b> –Debra Azzopardi, <a href="mailto:debra.azzopardi@levelcrossings.vic.gov.au">debra.azzopardi@levelcrossings.vic.gov.au</a></p> <p><b>Rail Projects Victoria (RPV)</b> –Bronwyn J Hayden <a href="mailto:bronwyn.hayden@railprojects.vic.gov.au">bronwyn.hayden@railprojects.vic.gov.au</a></p> <p><b>Major Road Projects Victoria (MRPV) including NELP and WGTP</b> –Atalina Leaupepe (<a href="mailto:atalina.leaupepe@wgta.vic.gov.au">atalina.leaupepe@wgta.vic.gov.au</a>) &amp; Emily Kempf (<a href="mailto:emily.kempf@northeastlink.vic.gov.au">emily.kempf@northeastlink.vic.gov.au</a>)</p> <p><b>Suburban Rail Loop Authority (SRLA)</b> – Wahid Badea, <a href="mailto:wahid.badea@srla.vic.gov.au">wahid.badea@srla.vic.gov.au</a></p> <p><b>Victorian health building authority (VHBA)</b> – John Fiel, <a href="mailto:john.fiel@health.vic.gov.au">john.fiel@health.vic.gov.au</a></p>
<b>What is the governance approach for MISH?</b>	<p><b>MISH representatives and the MISH Coordinator will meet monthly to oversee the management, governance and change management processes of MISH.</b></p> <p>Major functional and funding decisions will go to the MTIA Director safety strategy meeting for approval.</p>
<b>How will sensitive materials be managed on the MISH Website?</b>	<p><b>The MISH member uploading the material onto the website is fully responsible.</b></p> <p><b>While the website is exclusive and secure, the submission of material that is considered ‘sensitive’ or ‘confidential’ is not recommended.</b></p> <p>Material uploaded should be suitable to share within MTIA and delivery partners.</p> <p>The MISH website has been developed in accordance with Victorian Government guidelines, including the achievement of relevant security requirements.</p> <p>Material can be withdrawn, amended and resubmitted etc. at any time by contacting the MISH administrator or MISH PO representative.</p>
<b>Why can't I see material I submitted on the MISH Website?</b>	<p><b>There will be a short delay between uploading the material onto the website and it being visible.</b></p> <p>There is a short delay as the website takes time to update.</p>
<b>How can feedback be given on the MISH Website?</b>	<p><b>You can provide feedback to VIDA regarding the MISH website through the ‘Contact Us’ link on the website.</b> <a href="http://www.mish.vic.gov.au/contact-us">http://www.mish.vic.gov.au/contact-us</a></p> <p>You can also provide your feedback to your MISH PO representative, who will bring it for discussion at the monthly meeting.</p>
<b>Can I post information on behalf of another organisation or project onto MISH?</b>	<p><b>No. Not without obtaining the relevant approvals to upload the material by the originating author and/or project.</b></p> <p>Approval could also include the specific request to share a Safety Alert, or other relevant safety documents. This approach would also be considered to be implicit permission to upload to the website.</p>
<b>Are there any restrictions on what material I can upload or posts and comments I can make on the MISH Website?</b>	<p><b>The MISH Code of Conduct and User Guide provides further details regarding what is considered to be suitable material and for posts and comments for the MISH website.</b></p> <p>Material uploaded into MISH should have;</p> <ul style="list-style-type: none"> <li>• potential to be transferrable for other MISH project members (e.g. create ideas and opportunities to modify application etc.),</li> <li>• provide important visibility across multiple major infrastructure projects,</li> <li>• encourage opportunities for collaboration, problem-solving and networking.</li> </ul> <p>The MISH Administrator’s review of uploaded material is designed to provide further validation, using the parameters noted above, that materials, posts and comments are appropriate.</p>

	<p>Quality material will ensure the value and longevity of the MISH.</p> <p>Further oversight and governance will be managed via the MISH Steering Committee, once established.</p> <p>All material uploaded into MISH remains in the originators branded format, and continues to be owned by the originator or authorised member (person and project).</p> <p>Material can be withdrawn, amended and resubmitted etc. at any time by contacting the MISH coordinator.</p>
<b>Why was the MISH initially developed?</b>	<p>VIDA engaged the services of Deloitte to conduct some research in 2017, including surveys and focus interviews with representatives from several key major infrastructure projects (both client and contractor facing) to see if there was an interest and appetite to work collaboratively on relevant health and safety matters.</p> <p>This resulted in MISH being developed and designed in 2019, and piloted in 2020 with several major government client-side projects including Sydney Metro, Brisbane Cross River Rail and New Zealand's City Rail Link.</p> <p>At the end of 2021 MTIA reassessed findings and feedback from the pilot.</p> <p>In 2022, MISH was pivoted and refocused to be a repository just for VIDA and its delivery partner, and in 2024, MISH was expanded to include Suburban Rail Loop Authority, completing the loop on Victoria's Big Build.</p>
<b>What are the benefits of using MISH</b>	<p>Every organisation has a safety repository where they store all their safety information, however this generally cannot be accessed or shared by others.</p> <p>MISH will enable delivery partners and project offices across MTIA to share critical incident safety learnings, safety alerts, leading practices and safety research.</p>
<b>I'm receiving too many MISH emails can this be reduced?</b>	<p>Members only receive the following emails:</p> <ul style="list-style-type: none"> <li>• 1 MISH newsletter every month</li> <li>• Notifications when <ul style="list-style-type: none"> <li>o You submit an article</li> <li>o When the article has been published</li> <li>o If someone has left a comment on your article</li> </ul> </li> </ul> <p>If you are receiving too many emails please contact the MISH administrator to discuss your needs.</p> <p>Members can modify their MISH notification preferences by going into the 'Profile' section of the website and making relevant changes.</p>
<b>I am having difficulties with MISH website, where can I get help?</b>	<p><b>The MISH website is designed to be intuitive for users, however further support can be obtained by contacting the MISH Administrator.</b> <a href="http://www.mish.vic.gov.au/contact-us">http://www.mish.vic.gov.au/contact-us</a></p> <p>Or contact the MISH administrator, <b>Nigel Fam.</b> <a href="mailto:Nigel.fam@mtia.vic.gov.au">Nigel.fam@mtia.vic.gov.au</a> , 0429386334</p>
<b>What format is preferable for content upload?</b>	<p>PDF, Word, image or videos can be uploaded where content provided for upload onto the website will remain in the document originators branded format and include a nominated contact for further information.</p>

<b>What is the image size preferred for Article Upload?</b>	There is no preferred image size except for the format to be either jpg, jpeg and png
<b>Is there any delay between content approval and publish?</b>	Yes, it will take an hour for the article/alert etc. to be available online after you receive an email confirmation.
<b>Where can I access my Account Profile?</b>	Please select “Profile” option under right hand hamburger menu. You can also edit your details via the edit my profile Icon on the right corner.
<b>How can I reset my password?</b>	Access the “forgot my password” link available via the login page. If you are already logged on, please logout to access the link.
<b>I have uploaded a link to my video and it’s not working?</b>	A direct link to YouTube or Vimeo needs to be loaded via the upload form for the videos to be embedded in the article/alert.