

## November 2015

There's been a lot of activity on the health and safety front as we move toward the end of the year. In line with the new UNSW 2025 Strategy we've been involved in community engagement through an alliance set-up with SafeWork NSW and involvement in the recent MS Gong ride for charity. We've also been demonstrating our commitment to social responsibility through the organisation of a Health and Wellbeing Day and Ride to Work day. See below for details.



### UNSW SafeWork NSW partnership

UNSW has formed a partnership agreement with [SafeWork NSW](#) (formally known as WorkCover NSW). An important element of the agreement is the maintenance of a close, open and constructive relationship with the NSW regulator.

This agreement facilitates improved communication and consultation and ultimately better health, safety and wellbeing outcomes for UNSW staff, students and visitors. UNSW is only the second university in NSW to enter this a partnership agreement with the NSW regulator. A copy of the agreement is available on our [website here](#).

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### Health and wellbeing day

A successful UNSW Health and Wellbeing day was held on 28th October at Mathews Pavilion. There were stalls from Medibank, Sturdy Framac, UNSW Food Science, SafeWork NSW, Australian Defibrillators, Sustainability and more. A healthy lunch of spring rolls, dumplings and fresh fruit was provided. Prizes were handed out to lucky door winners and the [Global Corporate Challenge](#) participants. See more information and photos on our [website](#).

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### Working during Christmas shutdown?

If you get an exemption to work on campus over the Christmas/New Year shutdown period this is considered "after-hours" work and therefore you must follow the [HS322 Working alone or after hours guideline](#). Being on campus during this time has an increased risk due to:

- Reduced availability of immediate assistance e.g. UNSW emergency teams
- Lack of first aiders and floor wardens in buildings
- Reduced UNSW security patrol
- Consequence of unattended experiments or equipment
- Consequences of working with hazardous substances or equipment with less support available.

People working in labs or workshops carrying out medium to high-risk activities must complete the [HS703 After hours approval form](#) and have a "Buddy system" in place.

This means you have a communication link with another person with whom you maintain regular contact and any emergencies can be quickly identified.

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## Biosafety

Take time-out this month to review some of the key administrative controls in your biological physical containment facility, in particular:

- Work practice requirements
- Signage for containment facilities and storage devices
- Reduce the volume of hazard being stored
- Dispose of polystyrene
- Review documentation: In particular, biological registers and specific emergency requirements in Safe Work Procedures.
- Correct use of your biological safety cabinet (BSC).

See our [Theme of the Month - Biological](#) for more details.

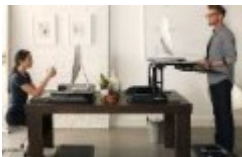
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## Hazard reporting system

The myUNSW online hazard and incident reporting system is being refreshed. From February 2016 you will see some changes. Come along to a demo of the refreshed system to get a first-look and training on how to use it. Details are: Tuesday 17 November at 1pm - 3pm in Central Lecture Block 6. Register [here](#) if interested.

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## New office ergonomic checklist

A new office ergonomic checklist has been designed by UNSW Health and Safety, which now includes a guide to set-up your sit-stand workstation: Refer to [HS114 Workstation Checklist](#).

There has been an increase in sit-stand workstations across UNSW and UNSW Health and Safety provides a useful guide on obtaining sit-stand workstations, see [sit-stand workstation information](#).

Contact [UNSW Health and Safety](#) for advice and assistance to select the correct sit-stand workstation for your office.

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## Radiation training

UNSW provides a 3-tier radiation training framework for ionising radiation workers.

- Level 1: Introduction to Ionising Radiation Safety at UNSW - This is for all staff and students working with ionising radiation.
- Level 2: Ionising Radiation (S5 or S8) Licensed Users - This is for project leaders and significant users with frequent use.
- Level 3: Ionising Radiation Assessors - This is for Radiation Safety Supervisors who oversee radiation in their school.

For full details and how to register for each of the courses see the [Radiation Training webpage](#).

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## Codes of Practice and Guidelines

Safe Work Australia recently released new Codes of Practice and guidance material (the last page of each document has a summary of the changes):

- [Guidance for managing the risk of exposure to diesel exhaust in the workplace](#)
- [Workplace vibration guidance](#)
- [Managing risks of exposure to solvents in the workplace](#)
- [Principles of good work design](#)
- [Guide to handling isocyanates](#)

Safe Work Australia also recently revised two Codes of Practice:

- [Labelling of workplace hazardous chemicals](#)
  - [Managing noise and preventing hearing loss](#)
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## UNSW Wellbeing events

Over fifty cyclists from all over the city relied on pedal power to travel to UNSW in celebration of National Ride to Work Day. All cyclists were rewarded with a delicious free breakfast courtesy of [UNSW Sustainability](#) and the opportunity to tune their bikes.

A group from UNSW also participated in the MS Gong Ride last weekend helping raise \$1,675 for multiple sclerosis medical research. Well done "Team UNSW" and thanks to all who contributed.

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## Go Home on Time Day

National Go Home on Time Day is Wednesday 18th November 2015. It is a day to ensure you are getting the most of your work-life balance. Nationally people report 37% of time is missed that could be spent with family, 28% is exercise. For more information see <http://www.gohomeontimeday.org.au/>.

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## Lessons learnt

During a routine workplace inspection it was found that a zip tap for hot and cold water had its safety feature over-ridden. The safety feature is important to ensure that a two-button process is needed to activate the hot water, this avoids potential scalds due to accidental confusion between hot and cold water. If you have zip taps that provide both hot and cold water ensure that the safety feature is in place, if not contact [FM Assist](#) who can enable the feature again.

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