



## August 2017

We are ramping up for some big activities in the coming months, including the Jaggaer (SciQuest) upgrade, bush regeneration project and R U OK? Day. Check out more detail below.

---



### Employee Assistance Program (EAP)

The [UNSW Employee Assistance Program \(EAP\)](#) offers a range of services for free to all UNSW staff and their family. Contact EAP directly on 1300 360 364. Alternatively, log-in to the on-line service via [myUNSW](#) (link and password is at the bottom right corner of the home page). The online portal has advice and guidance relating to relationships, family, money, stress, work-life balance and more. Some features include:

- On-line counselling live chat function.
- Access to dietitian to help improve your health.
- Self-assessments for a number of areas including budgeting, self-esteem, work stressors.
- Podcasts on topics such as sleeping well.

[ManagerAssist](#) is also available for managers to help with situations such as interpersonal conflict, assisting an employee not coping with change, a distressed employee and difficulties with team functioning.

---



### Jaggaer (SciQuest) upgrade 9.2

The UNSW Chemical Inventory Management system - Jaggaer (previously known as SciQuest) - will be upgraded to version 9.2 and available on Sunday 10 September 2017.

Testing of the new version was successful and it is now ready to go live! In preparation we are offering:

- Live demonstrations of the new software commencing 8 August, hosted by Dr Trung Tuong.
- Training sessions for general and advanced users scheduled across Kensington Campus (upper, middle and lower) commencing on 14 August.
- Targeted sessions for Stockroom and Canberra Campus users commencing on 21 August.

Check out the Jaggaer information webpage [UNSW Health & Safety](#) for more details.



## Cycling on campus

There have been a number of reports of near collisions between cyclists and pedestrians between the Biological Sciences Building (D26) and Mathews (F23)/Pavillions (E24) on Kensington campus. There is a very narrow walkway due to construction works, this temporary arrangement does not provide enough space for both cyclists and pedestrians to share safely. Cyclists should avoid this area where possible. If cyclists need to travel through this area they are instructed to dismount from their bike and walk the bike.

UNSW Estates Management have a webpage on [cycling safety](#) for hints and tips.

---



## Global Challenge update

UNSW is currently number one in New South Wales on the leaderboard for the most active university in Australia, part of the [Global Challenge](#) to achieve 10,000 steps per day for 100 days. UNSW is moving up the Australian rankings, now 3rd overall behind University of Tasmania and Queensland University of Technology (QUT). There are three more lunchtime walks to Coogee Beach and Fred Hollows Reserve coming up. Everyone is welcome, you don't have to be participating in the Global Challenge. Join us on the next walk, see [this link](#) to find out when the walks are, you can also register to help give us an idea of numbers.

---



## R U OK? Day

[R U OK? Day](#) is on Thursday 14 September this year. There is a full schedule of events planned, including a return of last year's popular lunchtime Tai Chi on the Library Lawn at 12pm. Other popular events are 2-for-1 coffee from Caffe Briosso (the coffee cart) and the Gratitude Tree in the Central Lecture Block (CLB) Courtyard. We also have a couple of exciting new events planned, including free 5-minute massages at the Gratitude Tree! Mark the 14th September in your calendars now so you don't miss out! More information will be available in the next newsletter.

---



## Bush regeneration

UNSW is working with the community for a Bush Regeneration Program to control weed and re-plant and encourage native endemic species to the bushland area surrounding the [UNSW Manly Vale campus](#). An estimated 370 native seedlings were planted on Manly Vale campus last month. For further information contact [sustainability@unsw.edu.au](mailto:sustainability@unsw.edu.au).

---



## Reporting on smoking law

[New South Wales smoke-free laws](#) dictate smoke-free zones in all enclosed public places (for example shopping centres, trains, buses) and in some outdoor public spaces, for example, within 4 metres of a pedestrian access to a public building, at bus stops and train platforms, ferry wharves, commercial outdoor dining areas, within 10 metres of outdoor public children's play equipment. If you think an outdoor smoking ban in a public place has been broken you can report this using the [NSW Health online report form](#).

See the [UNSW Smoke-Free Policy](#) for enforcement on campus. If you identify any areas on campus where smokers are appearing to congregate, contact [UNSW Security](#) and let them know.

---



## Environmental efficiencies

In a shining example of team work, UNSW Estates Management identified and repaired what was potentially a very costly water leak in the Rupert Myers building. The Energy Team noticed a high base-load water consumption in the building. On investigation, it was found that five faulty toilets were constantly running. Now repaired, it is saving UNSW around 900kL of water per month and around \$34,000 in water charges per year. For further information contact [energy@unsw.edu.au](mailto:energy@unsw.edu.au). If you notice any leaking tap or faulty toilet please report it as soon as possible as an environmental hazard in myUNSW ([see instructions](#)), within the report there will be an option to notify Estates Management.

---



## Training Administration

The Health, Safety and Environment Team has a new Training Administrator, welcome to Jenny Robertson.

The Training Administration role will be in charge of all Health, Safety and Environment Online Training Courses (such as HSE Awareness and HSE Ergonomics) and our face-to-face training (such as Biosafety for PC2, First Aid and Warden).

Training information is available on our [Training webpages](#), if you have any further questions or need help with registering for training contact [HSETraining@unsw.edu](mailto:HSETraining@unsw.edu) or 02 9385 2916. Please note the previous contact for training, Marnie Kenny, is no longer active.

---



## Lessons learnt

Whilst using a shared fume cupboard in a UNSW laboratory, a worker's gloved hand accidentally made contact with a unidentified liquid splashed by a previous user. As hydrofluoric acid is used in this fume cupboard, the worker notified the facility manager. Although the worker had been wearing appropriate skin protection, a first aid response was followed as a precautionary measure. The skin was rinsed with water then calcium gluconate gel applied. The worker was provided with a spare tube of calcium gluconate gel and a Safety Data Sheet to take away and received a follow-up phone call by facility staff several hours later. Thankfully the worker didn't display any symptoms of exposure. This incident demonstrated a good culture of identifying and reporting potentially hazardous exposure and rapidly following up with appropriate first aid and support. It also demonstrates the importance of keeping chemical workplaces clean as any unidentified spills or splashes must be treated as potentially hazardous.

---