



Health & Safety brief

We recommend including Health & Safety in team meetings across UNSW. This supports safety as our number 1 priority and a shared responsibility.

An option to do this for in-person meetings is to have a safety brief at the beginning of the meeting, outlining where the evacuation points are, what to do in an emergency, the location of toilets, first aid kits, defibrillator, etc.,. Additionally, reviewing and sharing any safety events that might have happened recently and identifying what has been learnt or put in place to minimize the risk of it happening again.

Here are some ideas and examples to help facilitate productive health & safety conversations among teams and in 1-1 meetings:



Think Safe

Speak up for safety – everyone is empowered to Speak Up for Safety, use your Speak Up card to stop a work activity, address a hazard, or prevent an incident, and don't forget to log it in SALUS.

Reward and recognition –

- What health & safety initiatives are happening in your area, or do you know about other safety initiatives across UNSW?
- Would you like to recognise anyone for their proactive safety approach? Let the safety team know by emailing safety@unsw.edu.au.

Workplace Hazards – have you conducted a workplace inspection in your area to help identify any hazards?

Safety in myCareer – does everyone have a health & safety goal?

SALUS – the safety system to log all hazards, near misses, and incidents. Does everyone know how to access and use it?

Training and Education –

- Has everyone completed all the current training requirements?
- Is everyone up to date on the policies and procedures that impact their work?



Be Safe

2 Be Safe – don't forget to take 2 minutes to stop and think before undertaking a task to reduce the risk

Risk management

- Conduct a safety brief with the team prior to undertaking a task, this involves:
 - Listing the potential hazards
 - Identifying the risks
 - Do we have the right controls?
 - Have we actively discuss the Risk management forms (RMF) and Safe work procedures (SWP)

Psychosocial health & safety – Let's talk about it!

- Job demands –
 - Let's talk about workload, where is everyone at right now?
 - How can I support you with your workload?
 - What do you need right now?
- Change Processes –
 - Are there any changes coming up in your area that staff need to know about?
 - Provide an opportunity for questions and discussion to understand concerns raised
- Staff well-being –
 - Is there anything I can do to further support you?
 - Does everyone know about the staff well-being webpage? It is regularly updated with trainings, webinars, and opportunities to further support your well-being wellbeing.unsw.edu.au
- Sexual Harassment – is not accepted and has no place at UNSW. If you have experienced or witnessed sexual harassment, you have options and support is available:
 - If you feel safe and comfortable, you can tell the person harassing you to stop
 - Tell someone you trust, such as your manager, HR Business Partner, or a dedicated UNSW first responder unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/find-first-responders
 - You can make a confidential report to the Gendered Violence Portal. This platform allows you to access support or the option to make a complaint (anonymous reporting is also available).
 - Other support options unsw.edu.au/planning-assurance/conduct-integrity/gendered-violence/support

Ergonomics –

- Has everyone who works from home completed a WFH checklist?
- Are there any ergonomic issues?
- Check the Safety and Wellbeing websites regularly for additional ergonomic support



Home Safe

Are there any actions we need to take to ensure we reduce the chance of staff being injured physically or psychologically? Have we done everything possible to ensure our people stay safe at work and get home safely?

Health & Safety is everyone's responsibility, don't walk past an opportunity to make a difference, **Speak up for Safety**. If in doubt report it!

safety.unsw.edu.au

