

## January/February 2016

Happy New Year! We hope everyone had a safe and sustainable time during the university shutdown period. We have been working on our next 3-yearly plan and it will soon be released for consultation.

## myUNSW

### PiMs coming soon

The health and safety features in myUNSW will be refreshed as part of the People Information Management System (PiMs) release in February. There will be a myUNSW system outage from Friday 12 February to Monday 22 February. This will include no access to online reporting of incidents and no training registration. Make sure that you register for training by Tuesday 9 February at 5pm to allow processing time.

If a serious incident occurs during the system shutdown contact UNSW Health and Safety as soon as possible. Otherwise await until the new release to log issues. For more details see [our webpage](#).

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### Staff excellence in safety

Congratulations to everyone who was nominated for the UNSW Excellence in Work Health and Safety award. There were two joint winners:

- Gendered Violence Work Team (Jan Breckenridge, Shabnam Hameed, Paula Bennett, Alison Whittaker, Luke McCaskic), School of Social Sciences; for their work in establishing domestic violence clauses in the UNSW Enterprise Bargaining Agreement and a Domestic Violence Support Procedure.
  - John Starling, Chemical Engineering, UNSW Engineering; for sustained performance in implementing and improving safety systems within the school and large involvement in the implementation of UNSW-wide safety systems.
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### Health and safety audit

The 3-yearly external audit by SafeWork NSW (previously WorkCover) is due to occur in 2016. A pre-audit meeting will take place on 16 February, at which time we will be informed of the proposed schedule including audit dates and locations to be audited.

In preparation please follow our Be Audit Ready advise sheets which we will release leading up to the audit. See [Be Audit Ready No.1](#).

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## Smoke free campus

As the new year begins and new students are coming to campus, this is a timely reminder that UNSW campus has been smoke free since 31 May 2014. All campus gate entrances have signage indicating that it is smoke-free. Enforcement relies on persuasion and encouragement by the whole UNSW community. If you encounter someone smoking on campus, including e-cigarettes, remind them of the policy and politely ask them to stop or move off-campus. Smokers are reminded not to litter with their cigarette butts.

See the [UNSW Smoke Free Environment Policy](#).

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## Health and safety training

Training registration is now open for 2016 health and safety and emergency management training courses at UNSW. Book into face-to-face training courses by going to myUNSW then "Training Registration" then choose the relevant course. (Note previous story regarding the shutdown period).

See the health and safety [training webpage](#) for more information.

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## Fieldwork

The UNSW [Fieldwork Procedure](#) and [Guideline](#) have been revised and are now available.

The procedure sets out a clear table of requirements for low risk and medium-high risk fieldwork. Examples of low-risk fieldwork includes domestic airline travel, conferences, non-obtrusive interactions with environment. The guideline provides detailed advice on a wide variety of issues such as fatigue management, first aid, weather, diving, and more. The process matches the system used in [SafeSys](#) for activities and forms associated with fieldwork have also been revised.

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## Crane guides

Safe Work Australia has released several detailed guidance material on the operation and maintenance of cranes and hoists, such as Guide to Mobile Cranes, Bridge and Gantry Crane Information Sheet, Guide to Inspecting and Maintaining Cranes. The reference material also includes information sheets on high risk work licensing for cranes and dogging.

For more information reference the Safe Work Australia [guidance webpage](#).

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## Consultation documents

A number of health and safety management system documents have recently been under consultation:

- HS329 Risk Management Procedure (consultation closed 22 January).
- HS311 Document Control Procedure (consultation closed 29 January).
- HS733 Health and Safety Records Procedure (consultation closed 29 January).
- [HS337 Health and Safety Consultation Procedure](#) (consultation closes 12 February).
- [HS322 Working Alone or After Hours Guideline](#) (consultation closes 12 February).
- [HS705 Guide to Office Workstation Set-up](#) (consultation closes 12 February).
- [HS432 Hazardous Manual Tasks Procedure](#) (consultation closes 12 February).
- [HS336 Responsibility, Authority and Accountability Procedure](#) (consultation closes 19 February).
- [HS327 Plant and Equipment Procedure](#) (consultation closes 19 February).
- [HS728 Design and Modification Guideline](#) (consultation closes 19 February).
- [HS820 Permit to Work Procedure](#) (consultation closes 19 February).

Please provide feedback to the relevant contact person or to [safety@unsw.edu.au](mailto:safety@unsw.edu.au).

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## Zika virus

Public Health authorities in a number of countries in South and Central America have reported the recent introduction of Zika Virus infection with on-going local widespread transmission occurring. An association between Zika infection during pregnancy and congenital microcephaly is under investigation but conclusive evidence is lacking at present. Due to the concerns about the possibility of severe outcomes for unborn babies, women who are pregnant or could become pregnancy should consider delaying their travels to areas with active outbreaks of Zika. There is currently no vaccine to prevent Zika virus.

For more information see the DFAT Smart Traveller [Zika Virus webpage](#), alternatively contact [UNSW Health Services](#) if you are planning to travel to the countries listed for more detailed advice about travel vaccinations and insect bite precautions. Zika information from [WHO](#) and [infographics](#).

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## Lessons learnt

An individual sustained an eye injury while working at a UV-emitting machine. The person was aware that personal protective equipment (PPE) was required to protect from UV exposure however could not find any at the time. The person was only planning on spending a few seconds at the machine and therefore decided to go ahead without the PPE. Unfortunately, even with a few seconds exposure it was enough to sustain an injury. Therefore, it is important to always wear your PPE even if you will only be exposed briefly. For more information see our [Safety Alerts](#) page.

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