

December 2018

As the year hurtles to a close we have just a few tips to keep everyone safe over the holidays. Hopefully everyone will be taking a much-deserved break over the shutdown period, but for those who are not, please check the 'Working During Shutdown' requirements. For those travelling, stay safe, for those celebrating, enjoy it!!

Happy Holidays and see you all back here for another exciting year at UNSW in 2019!



Working During Shutdown

If you get an exemption to work on campus during the end-of-year shutdown, this is considered 'after-hours' work and therefore you must have safety measures in place due to the increased risk associated with lack of emergency response support. People working in labs or workshops carrying out medium to high risk activities must have an approved [HS703 Working Alone or After Hours Approval Form](#) and have a buddy system in place. Full details are in the [HS322 Working Alone or After Hours Guideline](#).



Heading Overseas for the Holidays?

What are you packing to make sure you stay safe?

Research shows Australians contracting HIV overseas were usually older, more experienced travellers, who did not consider themselves at risk. Having unprotected sex can increase your risk of acquiring HIV, so make sure you stay safe - especially when travelling. Pack condoms, avoid getting tattoos or piercings overseas, and find out how common HIV is in the country you are visiting.

Learn more about travel and HIV [here](#).

End of Year Parties

As we approach the festive season don't let your end of year party be spoilt by an incident. Familiarise yourself with the UNSW [HS825 Alcohol and Drugs Procedure](#) including the UNSW No Open Container Code. Also, the UNSW Code of Conduct sets out the principles for behaviour. Top tips for a fun (and safer) party: Set a definite start and end time, make



sure that everyone has a safe way to get home, check the venue in advance for any obvious hazards, ensure there is plenty of substantial food and water available, have a designated person who can deal with any issues, don't give offensive secret Santa gifts.



Work Health and Safety Regulator-Notifiable Incidents

A number of serious incidents have occurred recently which were determined to be 'notifiable incidents' in accordance with the WHS Act 2011. These included an incident involving fire in the dust extraction system for Maker Space equipment at the Squarehouse resulting in the building being evacuated and the involvement of emergency services, and an incident involving a ceiling tile falling on a worker's head (see "Lesson Learnt" below).

In addition to the immediate first response to those impacted, requirements for 'Regulator-Notifiable Incidents' include:

- Immediate notification to the WHS Regulator (SafeWork NSW). This is usually conducted by the Safety & Wellbeing [Team](#) and/or the relevant contractor, so please ensure that the Safety & Wellbeing Team is immediately notified by the fastest possible means (call or text to mobile).
- For all after-hours notifications please contact [Security](#).
- Non-disturbance of the incident site until advised otherwise by an inspector (exceptions: immediate actions to assist injured people or ensure site safety).

Further information can be found in UNSW's [HS307 Hazard & Incident Reporting Procedure](#) and on [SafeWork NSW's Incident Notification webpage](#).



Holiday nutrition

UNSW Nutritionist Dr Rebecca Reynolds gives us 3 nutrition tips for Christmas!

1. Savour: Enjoy what you eat, even if it may be a bit unhealthy at this time of year.
 2. Listen to your body: Before you opt for seconds, ask "Am I still hungry?" How will you feel if you stuff yourself to the brim? Chances are you're no longer physically hungry, and the feeling after overeating can be rather unpleasant.
 3. Eat more vegetables (Not potato chips!): Most of us don't eat enough veggies, so pack your plate full of oven-roasted carrots, green salad and BBQ capsicum.
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Lesson Learnt

In a well-illuminated office environment, a compressed fibre ceiling panel measuring 1200mm x 600mm spontaneously fell 2m from its ceiling support grid system. The panel struck a worker on the head, who was sitting at their desk. The impact injured the worker and required medical



treatment in hospital.

What Was Done Well

- Swift (within 1-2 minutes) action from local First Aider for the injured worker
- Office staff contacted EM Help Desk advising of the incident
- Swift response from EM Building Manager in assessing the area and making safe any other ceiling panels
- Prompt inspection of the entire building level where these panels were installed, and further rectification of any suspect panels commenced within 15 minutes of incident

Call to Action

- Ensure Level 3 HSE committee workplace inspections include looking for obviously loose ceiling panels if you have a suspended ceiling in your workplace
- Ensure room identification labels for all doors to assist with location descriptions when reporting issues
- Ensure workers are aware of First Aiders and Floor Wardens in their area to assist in accessing them quickly in an emergency
- For those areas with ceiling tiles, if anyone notices an obviously loose panel please raise it immediately with your Estate Management Business Partner or log a maintenance job with Estate Management, whichever is the appropriate procedure for your area.

For further information please contact the relevant [UNSW Health & Safety Team](#) contact.

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