



## Health, Safety and Environment (HSE) News

### January/February 2019

Welcome to our first Safety newsletter for 2019!

We're getting back into the swing of things with an exciting update on the SafeSys deployment.

Have you been feeling tired, irritable and a little bit faint? It's possible you could be suffering from the heat - we have some tips on how to survive this summer's heatwave conditions (will it never end?!) in this month's newsletter.

So find your coolest spot, grab a cuppa, take 10 minutes out of your busy schedule and catch up on our Safety news!

SafeSys  
Health and safety document management system.



### SafeSys

In September last year the SafeSys Interim Solution Team was created. This consisted of a small group of individuals who had never worked together before, some of whom were new to UNSW and others new to SafeSys.

Consequently, the release of Phase 1 in November 2018 was anxiously deployed and user developments nervously awaited. To the delight of the Team, the first newly created and approved document safely arrived on the SafeSys Holding site at approximately 9am on 26 November 2018. To celebrate this achievement, cake and small gifts were given to Nat Corrigan (author) and Eh Hua Pan (approver) by the Team.

Since this time, Phase 2 has been deployed and Phase 3 deployment is scheduled to occur on 25 February 2019.

The Team would like to extend their sincere thanks to the user community for the feedback and ongoing support provided to date.

If you would like to submit any feedback and/or suggestions for the SafeSys Long Term Solution, please email [UNSW Safety and Wellbeing](#).



### Feeling the Heat?

Sydney and NSW have been experiencing heatwave conditions. Whether you are working indoors or outdoors, heat-related illness can be quite common.

Signs include dizziness, tiredness, irritability, thirst, fainting, muscle pains/cramps, headache, changes in skin colour, rapid pulse, shallow breathing, vomiting and confusion.

NSW Health advises:

- Try to avoid the heat of the day by staying indoors. If you don't have air-conditioning, use a fan and keep curtains/blinds shut.
- Minimise physical activity.
- Drink plenty of water.
- Keep an eye out for each other. If symptoms of heat-related illness do occur, move affected individuals to a cool place quickly and seek urgent medical attention (in an emergency situation, call 000).

If you are concerned that you are working in an unsafe hot environment, it is important that you discuss this with your Manager or Supervisor.

For further information see:

- [UNSW HS722 Indoor Thermal Comfort Guidelines for Managers](#)
- [UNSW Indoor Thermal Comfort Review Procedure](#)
- [SafeWork NSW: Heat - Working in Extreme Heat](#)
- [Australian Heat Stress \(basic\) calculator](#)

Contact your [Divisional or Faculty HSE Coordinator](#) to discuss any subsequent queries.

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### Personal Safety

With Term 1 for 2019 about to kick off, it's a great time to find out about the essential services Security and Traffic Management provide on campus to help keep you safe.

Did you know that UNSW Security provides a [night shuttle bus](#), a security app ([StaySafe@UNSW](#)) and [Help Points](#) on campus?

There are even [Safety escorts](#) on call to accompany you to your car, bus, or taxi available after hours (including weekends) all year round.

The [Security website](#) has some great information about staying safe and is worth a look to learn (or remind yourself) about all the ways they work to keep you safe at UNSW.

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### **Own or operate a drone?**

CASA is proposing to introduce a remotely piloted aircraft (RPA) registration and RPA operator accreditation requirement as a way of monitoring the safe and lawful operation of RPAs. CASA is working to an overarching commencement date of 1 July 2019. The proposal is currently under consultation seeking comments on the details of the proposed scheme. Consultation will close on **Friday 22 February 2019**.

The registration and accreditation requirements are proposed to apply (with certain exceptions) to the following RPAs: RPA more than 250 grams operated recreationally; and All RPA operated commercially, including excluded RPA operations regardless of weight.

For further details please visit the [CASA website](#).

To complete the consultation:

- Submit feedback via the [website](#)
- Submit feedback to [drones@unsw.edu.au](mailto:drones@unsw.edu.au) by Friday 15 February and our unit will submit a response on behalf of UNSW.



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### **Workplace Bullying**

All UNSW staff are expected to demonstrate UNSW's [Values in Action](#). These values include treating others with respect and communicating with integrity and openness.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers. It creates a risk to health and safety.

It is a risk to health and safety because it may affect the mental and physical health of workers. Taking steps to prevent it occurring and responding quickly if it does is the best way to deal with workplace bullying.

Bullying can take different forms including psychological, physical or even indirect - for example deliberately excluding someone from work-related activities. It can be obvious and it can be subtle, which means it's not always easy to spot.

Some examples of workplace bullying include:

- abusive or offensive language or comments
- aggressive and intimidating behaviour
- belittling or humiliating comments
- practical jokes or initiation
- unjustified criticism or complaints

For more information please [click here](#).



### **Shared Zone Reminder**

There has been a recent increase in interactions involving vehicles, bicycles and pedestrians on campus.

It is important to remember that the speed limit for cars, bicycles, electric vehicles and scooters etc. is 10kph. This speed is a reasonable jogging pace, so you must not be driving or riding any faster than this. The campus is pedestrian priority, which means ALL vehicles must give way to pedestrians on any road on campus. In other words, the whole campus is one big pedestrian crossing. Give way means the driver or rider must slow down and, if necessary, stop to avoid a collision. Take care everywhere as there are many blind corners, parked vehicles, bollards, kerbs and the like.

Be part of caring for all our road users and drive and ride safely. If you have a speedometer, use it! For more information, [click here](#).

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### **Resilience at Work**

In 2019 UNSW Wellbeing is bringing back the popular Resilience at Work workshops conducted by Rita Holland.

Open to all staff, the workshops will build your own resilience strategies to use in the workplace and will cover the following topics:

- Understanding what wellbeing, wellness and resilience at work means
- Help identifying stressors, stress and burnout in yourself and others
- Creating personal strategies, practical tools and commitment to build wellbeing and resilience
- Creating a support network

These 3-hour workshops were run during 2018 and always had a waitlist. This year, we will be running workshops each month from February to November. The February workshop is already booked out, [so book in fast on our Eventbrite page](#) to secure your spot at one of the remaining sessions!

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### **Staff Wellbeing Survey - Coming Soon**

How are you doing, really? Do you get enough sleep, eat enough veggies? We'd love to know how you are feeling about work, life and the balance between. The first annual Staff Wellbeing Survey will be launched at the end of February and will help our team to identify how staff at UNSW are faring and which areas we need to focus on in our Wellbeing Strategy and Plan. The Survey will take 10-15 minutes to complete and we're offering some great prizes as extra incentives for participating. So, keep an eye out for your chance to contribute to the Wellbeing Program at UNSW and bag yourself a prize at the same time - coming soon!!

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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.

**Update:** Since this article was published in our December newsletter, there has been another incident where a ceiling tile has fallen from a false ceiling. If you have a false ceiling in your area and notice any loose tiles, bent or damaged tiles or frames, please log a job with Estate Management to get the tile fixed asap.

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