



## February 2020

It's been a crazy start to the new year (and decade) for a lot of us! As we get back into our routines and campus life starts back up again, we bring you our first Safety newsletter of the year with some tips on how to keep yourself and others safe. First, we have an update on the replacement for SafeSys. We've got a new workshop on building resilience and managing anxiety, and reminders on the importance of immediate reporting of notifiable incidents, and the new exposure standards for respirable crystalline silica. Jaggaer is being upgraded, the HSE Consultation Course is now available, and our Benestar onsite staff counselling service is proving popular. We're also focussing on hygiene and etiquette this month, with articles on proper hand washing and cough and sneeze etiquette. Stay safe out there everyone!



### SafeSys/WHS Replacement Project Update

A meeting was held with the [Business Advisory Group and Steering Committee](#) in January to obtain final inputs to support Business Case completion.

Procurement are now in negotiations with preferred vendors and we should be able to announce our partnership in the March newsletter.

The [Project team](#) will soon commence detailed planning with the preferred vendor and then move onto system implementation activities from April 2020.

We are aiming for system implementation in Q4 2020.

If you have any questions, please contact Donna Wutke, IT Change Manager: [d.wuttke@unsw.edu.au](mailto:d.wuttke@unsw.edu.au) or 0409 900 487.



### A Reminder of the Importance of Washing Hands Properly

Frequently washing your hands, especially before eating, is the single most effective way to prevent the spread of illness or contamination from things that you may have touched.

Basic soap and water is as good at cleaning your hands as any hand disinfectant or sanitiser. The sad reality is, about 25% of people don't wash their hands at all, and of those who do, they don't wash them frequently or adequately. In fact those who do wash their hands on average do so for only around 10 seconds which at best will remove about 90% of germs.

It should take about 30 seconds to wash your hands adequately (steps 1-9 in link below). The problem is, the remaining bacteria will grow and can double in number in less than 20 minutes! It doesn't matter what you use to wash your hands, if your technique is poor then your hands will not be clean. [Read more.](#)

For a how-to guide to using a hand sanitiser, [click here](#). You can print this out and stick it up in your office!



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## Build Resilience and Manage Anxiety - Workshop

Resilience is more than the ability to bounce back after hard times and try again.

In this session we will define and discuss the real benefits of resilience and how to build our individual resilience on a daily basis. The more resilience a person has, the happier and more successful they are!

The main topics covered in this two-hour session are:

- Mental health in the workplace - the current state of affairs
- The importance of individual resilience and how to improve it
- Understanding the difference between stress and anxiety and its impacts
- Practical ways to better manage anxiety

Build Resilience and Manage Anxiety will be held from 9.30am - 11.30am on Tuesday 18 February in Room 228 in the Mathews Building.

Bookings are essential as places are limited. [Book here](#).

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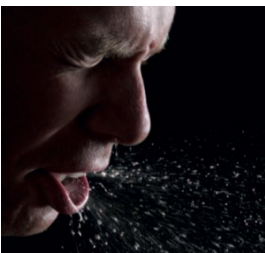
## New Penalty Offences for Notifiable Incidents

In our December newsletter we reported that PCBUs can now be handed on-the-spot fines of up to \$6,000 for failing to notify SafeWork NSW **immediately** after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

To follow up on our December article, please refer to [this link](#) for the definitions of notifiable incidents.

On becoming aware of a potential notifiable incident, please contact your [HSE Contact](#) immediately, who will coordinate the reporting of a notifiable incident to SafeWork NSW.

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## Cough and Sneeze Etiquette

We can all help to prevent the spread of viruses and other infections. It is important to know the best way to manage your coughs and sneezes as the advice may have changed since you were taught these manners by your parents as a child!

1. Always carry tissues.
2. When coughing or sneezing, use a tissue to cover your nose and mouth.
3. Germs can live for several hours on tissues - dispose of your tissue straight away.
4. If you don't have a tissue, cough or sneeze into your elbow - NOT your hand.
5. After coughing, sneezing or blowing your nose, [wash your hands](#) with soap and water (it should take about 30 seconds).

6. If you do not have access to soap and water, use an alcohol-based hand sanitiser.

Washing your hands frequently and avoiding touching your face will help to keep you safe. Above all, if you are feeling unwell, take advantage of UNSW's very generous sick leave provisions to stay home and recover!

For posters you can stick up in your workplace, click [here](#) and [here](#).



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## Benestar Onsite Staff Counselling Service

A Benestar counsellor is available to staff for appointments at the Kensington campus for half a day every fortnight. This is in addition to the existing services which are available over the phone (1300 360 364), online, through the [Benestar app](#) and via face to face appointments at the Benestar offices.

The service runs in Room G033 in The Quad, from 9am - 1pm every second Wednesday. The next day with available appointments is Wednesday 11 March. After 11 March, the onsite service will move to another venue as Room G033 will be used for the annual flu vaccine clinic.

Gabrielle McCorry is our regular Benestar onsite counsellor. Appointments with Gabrielle can be booked by calling 1300 360 364. It is also possible to book in on the day for any appointments which remain free, by going to the room and putting a cross next to your chosen time on the appointment sheet on the door.

Benestar services are available free to all staff, including casual staff, and their immediate family members.



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## Jaggaer CIM Upgrade

Jaggaer CIM is undergoing a software update from 9.4.1 to 19.2 (new version scheme) in February 2020. There will be disruptions to all Jaggaer external purchasing process for 24 hours on the day of the upgrade.

The upgrade will feature new functionalities such as:

- Enhancement to "request item search" and source search functionality
- Container search via material selections
- Cost centre group and report management migrated to research module
- Customise Grid Configuration
- Streamlined Shopping Cart display
- Ability to print multiple barcode labels

[Release note for Version 19.2.](#)

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## Revised Workplace Exposure Standards for Respirable Crystalline Silica

Work Health and Safety (WHS) ministers have agreed by the requisite majority to reduce the [workplace exposure standards](#) (WES) for respirable crystalline silica.

Respirable crystalline silica will be reduced to a TWA of 0.05 mg/m<sup>3</sup>. (It is currently 0.1mg/m<sup>3</sup>).

WHS ministers further agreed that the revised WES for respirable crystalline silica be implemented as soon as practicable.

Safe Work Australia published a revised version of Workplace exposure standards for airborne contaminants on 16 December 2019 that contains the revised value for respirable crystalline silica. It is now up to individual governments to implement this change into jurisdictional WHS laws.

For more information about how and when the change to the revised WES will affect you, please visit [SafeWork NSW](#) or [WorkSafe ACT](#) for our UNSW Canberra readers.

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## HSE Consultation Course Online

The HSE Consultation Course is now available online. The course is to be completed by all recently appointed WHS Committee Members and existing WHS Committee Members who completed the external HSE Consultation training greater than 5 years ago.

To enrol into the training:

- Login to myunsw
  - Click on My Staff Profile
  - Enter Learning and Development tab
  - Enter Request Training Enrolment
  - Enter Search by Course Number
  - Enter HSECCO into the search box
  - Click View Available Sessions
  - Click on the available session, then click Continue
  - Enter any comments you may have, then click Submit
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