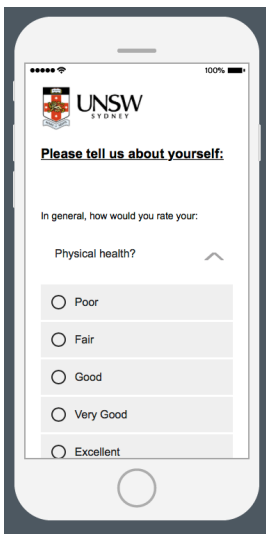




## July 2019

We've got a bumper edition of the Safety newsletter this month with so much happening in July. The Workplace Wellbeing Survey closes soon and this is your last chance to participate and possibly win a prize! July also features National Diabetes Week - take 2 minutes to check your risk - and Plastic Free July. The Global Challenge has reached the half-way point, with three milestones in July. And just to make sure we don't all overdo it, we're running a Digital Detox to relax and recharge. You'll also find an update on SafeSys, some important safety reminders, a really useful set of links to SafeWork NSW videos and a reminder that the peak of flu season is coming up and you can still get vaccinated on campus at the Health Service.



### Workplace Wellbeing Survey - Last Chance!

The first annual [Workplace Wellbeing Survey](#) will close soon. Don't miss this chance to participate and improve wellbeing at UNSW as well as claim a great prize!

Prizes include:

- 10 x 1-week YMCA gym trial passes
- 1 x 3-month YMCA membership (worth \$420)
- 1 x *The Clever Guts Diet* book, autographed by Michael Mosley
- 4 x double-walled keep cups sustainably made from rice husks
- 1 x *Jamie Cooks Italy* 400-page hardcover cookbook
- 1 x *Express - The Complete Collection*, 495-page hardcover 2019 Women's Weekly cookbook
- 2 x Cancer Council SPF50+ Shelta high UVP umbrellas:
  - 1 x compact, fold-up umbrella for backpack or handbag with silver lining
  - 1 x large 'mini maxi' umbrella with wooden hook handle and blue sky and clouds lining

The [Workplace Wellbeing Survey](#) is open to all UNSW staff members, takes 10-13 minutes to complete and is confidential and anonymous. To enter the prize draw, your email address will be collected in a separate form. It will not be possible to connect your email address with your survey responses.

Take the [Workplace Wellbeing Survey](#) now! The survey closes on 31 July.



### UNSW's Trade Waste Contract

Estate Management (EM) has recently been in discussions with Sydney Water to adjust UNSW's Trade Waste contract covering chemical waste from research and teaching activities. Sydney Water has requested a composite sampling trial to determine which parts of the current agreement can be adjusted. Benefits of the adjustments are expected to include assurance of environmental protection, meeting research needs and reducing waste removal costs.

Sampling is planned for Monday 15 - Friday 19 July. During the sampling

period, all UNSW lab personnel are required to depart from the current waste disposal process and instead follow the below process:

1. Chemicals to be disposed of shall be poured into a container
2. A first and final rinse can be poured down the drain

If you have any questions please contact [Greg Kaplan](#) and [Russell Druce](#).

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## Plant and Equipment Safety

Improper use of plant and equipment is a frequent cause of injury. However, equipment related fatalities, amputation, crush, burn and fracture injuries can all be prevented.

To ensure your safety whilst operating plant and equipment it is important that you:

- Identify common hazards and machine parts that need safeguarding
- Remove the hazards and/or control the risk
- Ensure you keep a safe distance
- Ensure appropriate guards and barriers are in place
- Consider other issues such as:
  - Noise
  - Hazardous chemicals
  - Airborne contaminations
  - Hazardous manual tasks
  - Clothing/hair entanglement
  - Pinch points

Further information on machine safety including operator safety tips can be found on the [SafeWork NSW website](#).

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## Flu Vaccination Still Available

Although the annual staff flu clinic has finished, the Health Service on campus still has plenty of stock of the flu vaccine and are still providing free vaccinations to staff members. You may have to wait a bit longer than during the annual flu clinic depending on how busy the Health Service is with other sick or injured patients, but with the peak of flu season still ahead of us it is definitely worth taking the time to get vaccinated. Important information:

- You cannot book online - phone 9385 5425
  - Please book an appointment with the nurses (not with a doctor)
  - They will try to see you on the day you call
  - You will be bulk billed for the visit
  - The flu vaccine is free
-



## Digital Detox

We love technology, but sometimes we all need to take some time away from technology to recharge our own batteries. This is the first in a two part Digital Detox Challenge. In Part one, we are asking staff to take the weekend off. From COB Friday 12 July until the morning of Monday 15 July - no sending work emails, no checking work emails. Have a whole weekend to yourself and see how you feel. [Email us](#) (not over the weekend!) to let us know if you successfully completed part one of the Digital Detox Challenge and how you felt afterwards!

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## Exposure to Wood Dust

Many woodworking activities including machining and sanding operations, dry sweeping and disposing of wood dust waste generate sources of breathable wood dust. Some of the effects of exposure to wood dust include:

- Skin disorders eg. allergic dermatitis
- asthma and impaired lung function
- nose irritation, rhinitis (runny nose), violent sneezing, blocked nose and nose bleeds
- throat irritation, and sore and watering eyes
- a rare type of nasal cancer

To minimise exposure, adopt work processes that minimise dust, use tools with local exhaust ventilation, when cleaning up use a vacuum cleaner with a HEPA filter and ensure local exhaust ventilation systems are operational, kept in good condition and required PPE is worn. Further information on minimising exposure and managing the risks associated with wood dust can be found in SafeWork NSW's [Wood Dust - Health Hazards and Control](#) Factsheet.

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## National Diabetes Week

National Diabetes Week is from 14-20 July and highlights the importance of taking the time to check your risk of type 2 diabetes. Type 2 diabetes is the most common form of diabetes and often goes undiagnosed for up to 7 years. During this time it can do serious harm and lead to:

- Blindness
- Kidney damage
- Heart attack and stroke
- Amputation

Too many people are diagnosed too late. Age itself is one of the risk factors, as well as family history, physical inactivity and poor nutrition. You can't change your age or family history, but you can take control of some of these risk factors. [Click here today](#) and calculate your risk - it only takes 2 minutes.

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## UNSW Fitness and Aquatic Centre

Did you know that UNSW staff members are eligible to salary sacrifice their membership of the on-site UNSW Fitness and Aquatic Centre? The Centre is managed by the Y NSW and promotes healthy living not just for students but also for staff. UNSW staff membership exclusives include private group fitness sessions, a private training space for team building and group education seminars and workshops - in addition to the option to salary sacrifice your membership fees. UNSW staff members can receive full access to the Centre from as little as \$16.50 per week.

[Click here](#) to find out more.

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## Global Challenge

We are at the half - way mark! July features three exciting events in the Global Challenge:

- Balance - Provides simple tips and activities to help us develop a positive mindset and appreciate the good things in our lives. The balance module is now open!
  - Sleep - Opens on Wednesday July 17 and will help you eliminate your sleep stealers.
  - Mini - Challenge 3 - Spin That Wheel runs from July 11 to 13. Spin the wheel each of the three days to receive your daily step target and achieve it to win the trophy.
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## Safety Supervision

Supervision of workers (staff and students) at UNSW plays a key role in ensuring tasks are undertaken safely and without causing harm. However, supervision is not just telling someone what to do and how to do it - it requires ensuring that workers are following safety instructions and working safely.

Whilst the nature and level of worker supervision can be influenced by a number of factors, it is important to ensure supervision is increased in instances where there is a higher level of risk. Some examples may include when:

- a worker is new to the task, equipment, work environment and/or UNSW
- high risk work is undertaken
- high risk equipment is in use
- the work undertaken is complex

However, supervision alone will not prevent unsafe conditions. It is also important that you:

- lead by example - apply the safety rules and work practices applicable to the work area
- regularly observe the practices of your workers and correct any unsafe work practices
- identify the causes of any unsafe practices and address/rectify them

Further information regarding responsibilities can be located in the [HS336 Responsibility, Authority and Accountability Procedure](#). For information about online training for supervisors, [click here](#).

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### Plastic Free July is here!

This July choose to refuse single-use plastics. UNSW is partnering with [Plastic Free July](#), joining a global movement that helps millions of people be part of the solution to reduce plastic pollution. Action to reduce single-use plastics supports the [University's Environmental Sustainability Plan 2019-21](#), which commits to reducing general waste per student by 10% and to minimising waste, improving resource efficiency and managing waste responsibly. For more information on how you can Choose to Refuse, visit the [Sustainability website](#).

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### Financial Wellbeing

UNSW Wellbeing will once again be collaborating with UniSuper to provide our Financial Wellbeing program in the second half of 2019. There will be four seminars, with one each month starting in August.

In the meantime, you could watch the [Budget Planner video](#) to get started, or dive right in to [UniSuper's Budget Planner](#). You could also check out the financial services offered to UNSW staff by [UniSuper in their on-site offices](#), or browse their library of [22 on-demand webcasts](#) available 24/7.

Stay tuned for more news on dates and times for the 2019 seminars!

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### SafeSys Developments

In early April, an invitation was extended to key SafeSys stakeholders and School Administrators to assist in the development of a Business Case to support the implementation of a strategic HSE system. Subsequent to this, IT initiated a procurement process to secure the services of a consultant to guide Business Case development.

To date, Quay Consulting have been engaged and a Business Case Work Group has been established. Two forums have been held to workshop our HSE System Vision and to consider HSE System needs in relation to our legislative requirements and our HSE Plan.

Further information will be shared as group developments are verified and consolidated. However, if you would like an interim update or would like to submit items for consideration by the work group, please contact [Leanne Thebridge](#).

Many thanks to our Business Case Work Group members for volunteering to support this important initiative and providing their time and expertise.

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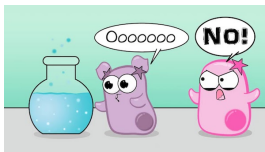
## SafeWork NSW Videos

In recent times, [SafeWork NSW](#) has developed a number of resources designed to promote safety in a number of areas. Some videos that may be of interest and/or worthy of discussion at team meetings or HSE Committee meetings include:

- [Hazardous manual tasks](#)
- [Protecting hearing at work](#)
- [Machine guarding](#)
- [Hazardous chemicals](#)
- [MSD](#)
- [Noise in manufacturing](#)
- [Hot work](#)
- [Cleaning solvents and thinners](#)
- [Working safely when undertaking new tasks](#)
- [Extreme heat](#)
- [Electrical safety](#)
- [Talking about safety](#)
- [Guards and disks on angle grinders](#)

If you require further information on these resources or UNSW practices please visit the [HSE website](#) or contact your [HSE Coordinator](#).

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## Lesson Learned

Recently a student was taken to the Health Service after inhaling vapours leaking from their experiment in a laboratory. The student had performed the procedure of rotovapping and opening the valve to clean the rotovap column on an open benchtop instead of within a fume-hood. The spill procedure was initiated and all other persons in the laboratory were removed.

This is a reminder to ensure that all people working in laboratories go through appropriate induction and training and that all the SWPs available are current. All staff and students working in laboratories must work in line with the controls identified in Risk Assessments and not deviate from them. They must understand the process for management of chemical spills and the definition of a Notifiable Incident and who they should notify.

If you are working in a laboratory and see someone who is not following the correct procedure, please speak up and ensure that appropriate corrective actions are taken immediately. Allowing another lab user to continue working dangerously creates a hazard for all others in the lab as well.