



## July 2020

July brings us mid-winter and school holidays - and both of these give us reason to be grateful we live in Sydney, where the winters are sunny and mild and there's so much to do!

There has been a lot happening at UNSW too, with work powering ahead on Project Salus and the University's Safe Return to Campus. Several faculties and departments have had briefings from Benestar at their regular staff meetings.

We've had two webinars for parents - one on Pandemic Parenting and one on managing the school holidays - and you can find links below to view the recordings. This newsletter also brings you some warnings about the use of alcohol-based hand sanitiser, working with mercury and the proper use of respiratory protective devices.

The consultation period for the Health and Safety Consultation and Issue Resolution Procedure closes soon, as do our special offers on free yoga and Fitbit Premium content. Plus, we have Plastic Free July - it's yet another bumper edition!



## Project Salus

It's been a busy time on Project Salus as the project team continues to understand WHS Monitor, data and configuration requirements, standard functionality and how identified WHS needs are met. The team is also confirming the selection of business case approved modules/functionality to ensure that fundamental building blocks are in place and will enable the attainment of project objectives.

This means that in the coming months the team will work with the Business Advisory Group and others to consult on changes to WHS process flows and confirm data mapping requirements before commencing configuration in September.

Key processes under review are:

- Incident management
- Risk management (risk assessments, safe work procedures)
- Fieldwork
- Competency/training management
- Asset management (plant and equipment)
- Audits and inspections

Don't forget, you can get a sneak preview of WHS Monitor by [clicking here](#) to watch a demo that will guide you through the system and its innovative features.

IF you have any questions or would like to find out further information on Project Salus, you can contact the project on [salus@unsw.edu.au](mailto:salus@unsw.edu.au) or alternatively fee free to reach out to your [local WHS contact](#).



## Safe Return to Campus

The University has put in place a Safe Return to Campus process which will unfold in stages over the coming months. The first stage was wholly focussed on our campus-dependent research community and the second phase will enable other researchers and staff involved in student-facing activities to return when they need to be on campus. To support this process, a 'Safe Return to Campus' guide and mandatory training module are now available, along with other support material on the HR Hub.

UNSW continues to be deliberately cautious in our approach to allow us time to prepare our campuses and update and test our policies and practices so that we ensure a safe return for our community. Staff who meet Phase 2 requirements can consider lodging an application to return to campus through the Safe Return process. Everyone who can continue to work remotely should do so, or discuss any related issues with their manager.

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## CONSULTATION



## Health and Safety Consultation and Issue Resolution Procedure Consultation

As part of the Safety & Wellbeing team's broader project to align the UNSW Health & Safety Management System with AS/NZ ISO 45001, the *Health and Safety Consultation and Issue Resolution Procedure* has been updated and is now in draft for consultation.

This procedure combines [HS337](#) and [HS338](#) with the addition of a simple flowchart to guide users through the Health and Safety Issue resolution process. The procedure is now published on the Governance consultation page. The direct URL for *HS337 Health and Safety Consultation and Issue Resolution Procedure* can be found [here](#).

We encourage any feedback or comments to be submitted through the Governance consultation page by the closing date of 5pm on Monday 13 July 2020.

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## Warning - Alcohol-based hand sanitiser

In our May newsletter we mentioned the invisible risk of fire when using alcohol-based hand sanitisers. An incident occurred recently when an offshore employee of an oil and gas producing company touched a metal surface before the liquid hand sanitiser they just used had dried. A build-up of static created an ignition source and the sanitiser ignited, resulting in an almost invisible flame on both hands and causing second and third-degree burns.

Please remember that alcohol vapours can ignite if exposed to an ignition source such as light switches, cigarette lighters or static electricity. If you are using alcohol-based hand sanitiser, please ensure that it has completely dried on your hands before touching anything.

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## Working with Mercury

Elemental mercury is liquid at room temperature and is easily vaporised in ambient temperatures. Most occupational exposures to mercury occur through inhalation of elemental mercury vapour, for example when doing laboratory work with mercury in an enclosed space.

If you are working with mercury, it is important to monitor your workspace. This includes conducting swipe testing of your bench tops. If you find that you do have levels of mercury in your workspace, you will need to arrange further testing. For more information, please [contact John MacLeod](#).

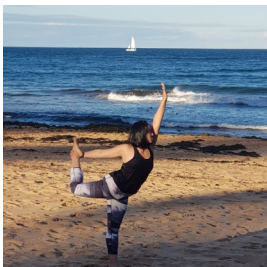
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## Laser Safety Course

The Radiation Safety Committee (RSC) is happy to announce the online course Level 2 Laser Safety for Operator is now available for staff and students to complete. Whilst this is a fee-for-service training course, this year's subscription has been generously funded by the MWAC. This training level is required for laser operators who have access to laser laboratories, controlled lasers and can provide direct supervision to laser trainees. Information on our laser training framework and how to register for these online courses is available on our [website](#).

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## Free Yoga!

Diane Yuen has been providing free Beginner's Yoga in June to staff of UNSW and their immediate family members, and has generously agreed to extend her offer throughout July to new participants!

Diane is a UNSW Commerce graduate and current Exercise Physiology student. She is also a qualified yoga instructor, certified in Bikram yoga and children's yoga.

Diane is offering classes twice a day, every weekday for the rest of July. Each class is one hour long and restricted to a maximum of 10 people to allow for personal attention. Classes will take place on Zoom.

For more information on classes and times and to book a spot, please visit the [Wellbeing website here](#).

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## School Holiday Webinar

UNSW Wellbeing arranged a parenting webinar prior to the school holidays to help UNSW's working parents prepare for the holiday period. If you missed it, don't worry - you can still access the replay. Register for the webinar replay [here](#).

The webinar shared practical strategies on:

- How to plan the holiday period with the kids (fun for them and time to relax for you).
- The many benefits of sticking to basic routines to get some work done.
- How to tackle "I'm bored" so the kids don't drive you crazy!

- Ways to keep time on technology manageable.
- Ideas for reducing the toys and book clutter.



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## Benestar Briefings

Benestar is the University's Employee Assistance Program (EAP) provider, offering support to all UNSW staff members and their immediate families.

Would you like to find out more about Benestar and the services they offer? Our Account Manager at Benestar can join your next regular faculty, school or divisional meeting via Teams or Zoom to provide a short briefing. Many staff members are unaware of the full extent of the coaching and counselling services available, and this could be a great opportunity to ensure that everyone in your area is aware of this wonderful service.

To arrange a briefing, please contact our [Wellbeing Coordinator, Liza Poppert](#).



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## Wellbeing at Work

Rita Holland has provided Resilience at Work workshops to UNSW staff members for several years. This year her workshops have been refreshed to focus on Wellbeing and also to allow for delivery online via Zoom. The broad aims of this workshop include:

- Learning about the science of wellbeing and resilience
- Understanding stress and burn out
- Exploring nine techniques to increase wellbeing
- Goal setting to build wellbeing and resilience
- Creating self-accountability and support for each other

There are two more workshops this year in September and November. The September workshop will be conducted via Zoom, with two 1.5 hour sessions instead of the one 3-hour face to face workshop. If circumstances allow, the November workshop will be conducted face to face.

For more information and to book, click [here](#).

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## Fitbit Premium - Free

Time is running out to take advantage of free Fitbit Premium content for UNSW staff - this offer expires at the end of July!

The Fitbit app is free to download and the premium content offers thousands of workouts, guided programs and in-depth, expert content.

You do not need a Fitbit device in order to use the app or access the premium content (though some features such as step tracking will be unavailable).

To access the premium content, [click here](#). You will need to enter this access code: 693354

If you wish to purchase a Fitbit, we've also been given a discount on a range of devices. [Click here](#) to checkout the range. You will need to enter this access code: MBUNSW2020. (Please price check your choice against other websites to ensure you're getting the best deal!)



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## Plastic Free July at UNSW

This July, join the Plastic Free July movement and refuse single-use plastics.

On the 10th anniversary of Plastic Free July, the UNSW community can again take part in this important global initiative to reduce single-use plastic on campus or wherever you are working.

The Covid-19 pandemic has changed the landscape significantly when it comes to avoiding single-use plastic and choosing reusables. However, the problem of plastic pollution hasn't gone away and we all have a responsibility to take action against plastic waste. You can minimise single-use plastic in your [own home](#), [at work](#), or get involved in [community initiatives](#).

Four things you can do to be part of the Plastic Free solution:

1. Become a planner: Keep shopping bags in your car and plan ahead to avoid resorting to the convenience of single-use plastics.
2. Sustainable takeaway packaging: If reusable containers are not an option, then [choose compostable](#) takeaway packaging.
3. Less plastic shopping: While on campus or at home, plastic free shopping is another way for us to reduce our impact on the planet. Here are some resources:  
[Plastic free workplace procurement](#)  
[Less Plastic Shopping Guide](#)
4. Get involved in community initiatives: Join beach or park cleans or a plastic free picnic in your area, or organise your own. These are FREE, family-friendly activities in the fresh air, with an educational aspect too. Take the Plastic Free July, Take 3 for the Sea or National Geographic Plastic pledge. Here are some more tips for you to get involved.



## Respiratory Protective Devices

The use of a respirator requires a good seal between the respirator and the wearer's face to allow maximum protection from airborne contaminants. Workers must pass a respirator fit-test before they first start wearing a tight-fitting respirator.

Fit-testing measures the effectiveness of the seal between the respirator and the wearer's face and is required for half-face disposable and reusable, full-face reusable, and tight-fitting powered air purifying respirators (PAPR). There are two methods of fit testing that meet the requirements of the Australian Standard AS/NZS 1715:2009: qualitative and quantitative.

Fit-testing should also be carried out if a different type of respirator is used or if there is a change in the wearer's facial characteristics, and repeated on a regular basis eg. every 1-2 years. For more information get in touch with your [WHS Coordinator/BP](#).

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## Pandemic Parenting

The UNSW Alumni Sci-Fi Webinar Series recently ran a panel discussion on the topic 'Pandemic Parenting: Building resilience in uncertain times'.

The expert panel discussed the ramifications of the sudden change in life and routine for both older and younger children, how to navigate the transition back to school and social gatherings, and build resilience for all the family. Speakers were Professor Emma Johnston AO, Dean, UNSW Science, Dr Georgie Fleming, Child Psychologist, and Dr Steven Most, Associate Professor at the School of Psychology, UNSW Science.

To watch a replay of this valuable panel discussion, [please click here](#).

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## GHS v7 Delayed to 1 Jan 2021!

In the May newsletter we reported the changes to the Globally Harmonised System (GHS) from the current Version 3 to the new Version 7. Due to the workplace impact of Covid-19, SafeWork Australia has delayed this change to commence 1 January 2021 with a full 2-year transitional period. Details can be found here at [Update on the transition to GHS Revision 7](#). SafeWork NSW, our state regulator, will be adopting the change.

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## Medibank One-on-One Consultations

Medibank consultants will be available for one-on-one appointments for staff interested in reviewing their health insurance on the following dates in July:

- 21 July – 9am – 5pm – Phone appointments
- 22 July – 9am – 5pm – Phone appointments
- 23 July – 9am – 5pm – Phone appointments

Medibank is currently waiving 2 & 6 month waiting periods for new



members.

Any staff who are interested in discussing their health insurance needs or reviewing the policy they already have are invited to make an appointment. UNSW employees are entitled to a 9% discount on the Medibank Corporate Inc product suite.

[Click here](#) to make an appointment for a one-on-one consultation.

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