

SafeSys Administrators

May 2016

Never Stand Still

UNSW Health & Safety

This is a list of SafeSys Administrators at the above date; this list is subject to change. To find the current list of Administrators go to [SafeSys](#), then the [Schools and Units](#) section, then click on the relevant school.

Contact your Administrator with any questions on how to use the system. If you experience any technical IT problems follow the instructions on the home page to log a UNSW IT service desk ticket.

Full details on how to use SafeSys is available in the [SafeSys Help & Knowledge](#) pages and [training video](#) page.

School/Unit	Administrator(s) name
All UNSW	
All UNSW	Adam Janssen, Blathnaid Farrell, Lance Islip, Rohan Singh-Panwar, Gregory Maxwell, Andrea Dlouhy
Medicine	
All Medicine	Gregory Maxwell, Blathnaid Farrell
Medicine Faculty Admin	Gregory Maxwell, Ken Wyse, Blathnaid Farrell
Prince of Wales Clinical School (<i>pilot</i>)	Weini Samuel, Rema Oliver, Noirin Moran, George Sharbeen
Medicine Education and Student Office	Regina Bohler
Centre for Primary Health Care and Equity	Sarah Ford, Chih-Ching (Sunny) Chang
School of Women and Children's Health	Marina Margarian, Tracey Good
St George and Sutherland	Sinead O'Reilly, Javed Akhter, Savita Kurup
South West Sydney Clinical School	Lorinda Carter, Katherine Bryant
St Vincents Clinical School	Melinda Gamulin, Allan Spigelman
Rural Clinical School (RCS)	Cheryl Douglas, Cathy Pianca, Karen Jackson, Justine Brindle, Melissa Van Lierop, Prudence Barclay, Jenna Cohn, Jessica Monoja
Kirby Institute	Yvette Toole, Brigette Sharp, Kristen McBride, Leticia Muusers
School of Psychiatry	Rachael Roth
School of Public Health and Community Medicine	Sarah Jacob, Ravit Daniel-Vlandis, Husna Razee, Anil Singh-Prakash
National Drug and Alcohol Research Centre	Jelynn Millare, Wendy Swift, Nicki Wilkinson
School of Medical Sciences	Allison Arndt, Balu Daniel, Anastasia Korlimbinis, Balu Daniel, Rachael Papa, Leticia Muusers, Chris Tzarimas, Susanne Booth, Julie Hatzi, Carol Au, Eunice Tan, Heidi Turner, Jo Allan, Tom Sobey
Biological Resource Centre	Stephen Danon
Science	
All Science Faculty	Lance Islip

Science Faculty Administration	Lance Islip; Julie Buckley
School of Biological, Earth and Environmental Science (<i>pilot</i>)	Chris Myers, Penny MacCracken
Fowler's Gap	Lance Islip
School of Aviation	Lili Turner
School of Biotechnology and Biomolecular Science	Alvin Alfonsus; Jeff Welch; Theresa Kahwati
School of Chemistry	Toby Jackson; Peta Di Bella; Svetislav Videnovic
Centre for Quantum Comp. Tech.	Otte Homan; David Barber; Rodrigo Ormeno Cortes
School of Material Science	Anthony Zhang; Owen Standard
School of Maths and Statistics	Florita Alviola
School of Optometry and Vision Science	Dale Larden; Lisa Asper
School of Physics	Tamara Retsova; Peter Reece; Otte Homan
School of Psychology	John Bolzan; Fiona Phelps; Rebecca Sinclair
Engineering	
All Engineering Faculty	Blathnaid Farrell, John MacLeod
Engineering Faculty Administration	Blathnaid Farrell, John MacLeod
Mining Engineering (<i>pilot</i>)	Mark Whelan, Kanchana Gamage
Chemical Engineering	John Starling, Victor Wong
Civil Engineering	Paul Gwynne, Hugh McMullen, Anthony Dever, Emilio Saliba, Gautam Chattopadhyay, Larry Paice; Chun Ong; Kate Brown
Computer Science	Yvonne Balakian
School of Photovoltaic and Renewable Energy	Mable Fong
Electrical Engineering	Iain Skinner, Zhenyu Liu, Linda Macks
GSBME	Lynn Ferris, Penny Martens
Mechanical Engineering	Donna Pulham, Kate Stuart
Petroleum	Nino Zajaczkowski; Ryan Armstrong
DVC Research	
UNSW Analytical centre (<i>pilot</i>)	Chris Marjo, Cietta Penn
DVC Research	Betsy Marks, Bronwyn Greene, Dane Murray, Melinda Wimborne, Emma Bowen
Built Environment	
Built Environment	Graham Hannah, Peter Kolasinski, Anthony Jones, Nicole Fierro
Art & Design	
Art and Design	Jim Ward; Alex Byrne; Susan Blackburn; Luke Killen; Susan Thompson
UNSW Canberra	
All UNSW Canberra	Suzanna Holmes; Iain Stuart; Jasleen Bhinder
School of Engineering and IT (<i>pilot</i>)	Christopher Lokan, Mat Woolley, Michael Barlow, Suzanna Holmes
School of Business	Victoria King, Suzanna Holmes
School Humanities and Social Science	Marilyn Anderson-Smith, Suzanna Holmes

School of Physical Environment and Math Science	Suzanna Holmes
Canberra Central Admin	Suzanna Holmes; Iain Stuart; Jasleen Bhinder
Finance and Operations	
Facilities Management	Rohan Singh-Panwar, Celine Beinchet, Tracey Glanville
UNSW IT	Kylie Madden, David Bryan, Anne Tucker
Finance and Operations	Renee Estrella, Anne Tucker
Law	
Law	Lorrie Prazanova, Vanessa Moore
Business School	
Business School	Julie Skuja
Advancement	
Advancement	Matthew Mellsop, Brad Hall, Rosemary Troth, Lara Shaw
Faculty of Arts and Social Science	
Arts and Social Science	Bea Kuncic
Campus Life and Community Engagement	
Safety and Sustainability	Blathnaid Farrell, Lance Islip, Rohan Singh-Panwar
Early Years	Jemma Carlisle
Venue and Events	Paddy Meredith-Keller
UNSW Global	Emma Drummond
Health Services	Cheryl Walker
Music Performance	Martina Lavin
UNSW Press	Martina Lavin
Religious Centre	Martina Lavin
Accommodation	Martina Lavin
Chief of Staff and Vice President	
Chief of Staff and Vice President	Denise Souza e Silva
BRIDG	Denise Souza e Silva
Human Resources	Michelle Tanti
Legal	Denise Souza e Silva
DVC (Education)	
DVC Education	Veronika Roth, Rachel Abel
Library	Judy Haywood
Nura Gili	Cheryl Ah-See
PVC Education	Diane Murray
PVC international	Suzanne Simpson
Shared Student Services	Leanne Thebridge

Role of SafeSys School Administrator(s):

- Assist the SafeSys project team to release SafeSys to the school/area
 - Ensure any pre-release information requested is provided (e.g. list of approvers)
 - Keep school members up-to-date on release progress
 - Organise or assist with any communication or training for school members
- Act as a champion for SafeSys in the school/area and promote use of the system.
- Keep up-to-date the list of approvers for the school, add new approvers if necessary.
- Keep up-to-date the list of locations for the school, add new locations if necessary.
- Add new Program Codes if there are any new ones for the school
- Add new school members if necessary (IDM groups are automatically updated by IT).
- Delete and restore items where necessary
- Act as a first point of contact for questions about SafeSys from school members.
- Monitor school information being added to SafeSys.
- Follow up with any Author who does not approve an item within the 6 week period (notification email will be sent to Administrator if this occurs).
- Monitor confidential folders to ensure items are created in the correct sub-folder, delete items where necessary.
- Assist approvers and trainers in updating competencies, if necessary