

May 2015

We are excited that this month will be the start of the Global Corporate Challenge! Day 1 is on 27th May and we hope that as many people as possible will sign-up and get involved (more information below). This is part of an over-all [health and wellbeing program](#) at UNSW.



Global Corporate Challenge

20 teams, a total of 140 people, so far, have signed up for the Global Corporate Challenge to walk 10,000 steps per day over 100 days and improve sleep and nutrition.

It's not too late to sign-up, it starts on 27th May. If you would like to join the challenge and get involved in some healthy competition with colleagues from across UNSW go to the [Are you up for the Challenge?](#) webpage. Note: there are some teams who do not have the full 7 participants, so please contact us if you are interested in joining another team: ohs@unsw.edu.au.



Theme of the Month - Fieldwork

Fieldwork, like any activity at UNSW, needs to be conducted safely. The level of risk associated with working away from your normal work setting is what determines what you should do. If you are simply hopping on a domestic plane to attend a conference then following the [UNSW Travel](#) procedure will see you through. If you need to go overseas to trap wild animals then some additional requirements will be needed. Have a look at this [Theme of the Month - Fieldtrip](#) document for information relating to travel and fieldwork and how they are inter-related.



Radiation Safety Officer

John MacLeod, current Health, Safety and Environment Coordinator for Engineering, will be stepping into the role of Radiation Safety Officer for a period of 2 years.

In his role as Radiation Safety Officer John will be reviewing radiation safety management within all labs at UNSW and assisting in compliance with legislation and UNSW systems.

Contact: John MacLeod, Tel: (02) 9385 2912, Email: john.macleod@unsw.edu.au.



Safety Hazards Poster

All rooms/areas at the university with special hazards must have a UNSW Safety Hazards poster at the entrance. This provides basic information on the types of hazards inside, precautionary measures required to enter and emergency contact details in case of an incident in the area. Please ensure that all information on your Safety Hazards Poster is current, in particular the contact person and details.

You can create your own Safety Hazards poster using this [tool](#). The tool has the new labels from the Globally Harmonized System (GHS) of classification and labelling of chemicals. Australia must be compliant with GHS by 31 December 2016.

Internal Audits

The 2015 round of internal health and safety audits will be starting in July. The audits are conducted by an external consultant against the criteria in the Self-Insurance licence National Audit Tool.

Areas from Medicine, Science and Engineering are usually visited due to the high risk nature of their work. All areas should be audit-ready at all times. The UNSW Self Audit Tool (SAT) (in myUNSW) broadly reflects this. Ensure that all areas complete the SAT this year, refer to the breakdown of the [SAT questions](#) that may assist you in preparing.

For more information refer to [HS308 Health and Safety Management System Audit Procedure](#).



Evacuation Diagrams

Evacuation diagrams must be displayed in all buildings. All evacuation diagrams for Kensington campus are approved by campus Security Services and are installed in hard plastic display holders, usually in entrance and lift foyer areas or as close as possible to these.

The diagrams are reviewed every 5 years to ensure that they are still accurate. They are also reviewed when any changes to a building's interior results in a change of egress from the building. If you need a new evacuation diagram, please log a job in [Archibus](#) or contact [FM Assist](#).



Biosafety consultation

The [Risk Group Determination of Human Biological Material Guideline](#) has been updated and is under consultation on the [Governance](#) website until May 25th. It has a name alteration to include the risks related to working with unfixed human materials including blood from the blood bank, there is a separation of requirements for teaching and research, and a reminder that Humans Ethics approval is needed. The [Biosafety Procedure](#) has a minor review only and is also available for comments. Please provide feedback to [Kate Noble](#).



Safety in bad weather

Slips, trips and falls are 35% of UNSW Workers Compensation claims. With the recent rain and wet weather there is a higher-risk of slip/trip/fall accidents. Please take care when moving around campus. Facilities Management have a regular program of clearing leaves and debris from the ground. If you see any slip, trip or fall hazards on campus please report these to [FM Assist](#).



Smoke-free campus

During the recent bad weather it was noted that people were using the shelter of UNSW buildings for personal smoking. This is a reminder that the whole campus has been smoke-free since July 2014 and although it may be tempting to seek shelter on campus there is no change to the [Smoke Free Policy](#) during bad weather. Smoking close to buildings can result in second-hand smoke being drawn into the building through air vents, doors and other openings resulting in exposure to persons inside.



Lessons learnt

Recently on campus an air conditioning unit caught fire. At the time the unit was plugged-in and left on stand-by, but not running. The unit was in an occupied research lab at the time of the fire and the people in the area were able to quickly deal with it using a near-by fire extinguisher.

Please note that electrical items with power supplied can be at risk of fire, therefore it is important to switch off all electrical items where possible. This is not only a safety measure but also environmentally friendly.

Any electrical equipment that must be left on (e.g. overnight/weekends) must be inspected regularly and manufacturer's details checked to ensure it is capable of being left on for long periods (note old equipment may lose this capability and over-heat). Refer to [HS418 Portable Electrical Equipment Guideline](#).

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