

## August 2015

UNSW's 2015 [Staff Voice Survey](#) found that 92% of all staff believed their Faculty or Division engaged in effective safety behaviour. This was the second highest score for any of the questions in the staff survey; an outstanding result demonstrates a strong safety culture and commitment to safety at UNSW. This 2015 survey result was also a big increase from the 86% reported in the last survey in 2012.



### Plant and Equipment

Plant and equipment has been the cause of many serious incidents in workplaces in general. Therefore it is critical that plant safety is given the attention it deserves. See our [Theme of the Month - Plant Safety](#) for common issues you may not be aware of.

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### SafeSys training

Short training videos are now available with instructions on use of SafeSys, for those faculties who have access. Please see the [UNSW SafeSys information page](#) to access the videos. The SafeSys [Help and Knowledge](#) pages have also been updated with the relevant videos.

Reminder: Once an item is Submitted for approval please do not do any further edits on it. This will disrupt the background workflows. If you need to make changes after an item has been submitted for approval, ask the Approver to reject the item. If this is not possible contact [IT Service Desk](#) to request the workflow be stopped on the form. Once this is complete you can edit as usual.

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### City to Surf

There will be a team of runners representing UNSW at City to Surf on 9 August. The team called "UNSW Wellbeing", has a running group and a walking group. It's not too late to join the team and you can get a free UNSW T-shirt. Contact [a.magner@unsw.edu.au](mailto:a.magner@unsw.edu.au) for further details.

Good luck to everyone participating. For more information see the [Facebook event page](#).

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## Wellbeing campaign

The [UNSW Ideas](#) website has a Health and Wellbeing Campaign that you can get involved in. You can submit an idea or vote for existing ideas such as free health assessments for staff, encourage retailers to promote healthy options, start the UNSW 891 Express bus from 7am and more.

To vote or submit an idea, log-in to [IdeaScale](#) and on the right hand side under the heading "Campaigns" drop-down list select "UNSW Health and Wellbeing", then vote for your favourite initiative or submit your own idea. Comment on other people's ideas with a collaborative, respectful, encouraging spirit. All ideas, and especially the most popular ones, will be incorporated into our UNSW Health and Wellbeing Strategy and Action Plan we plan to launch in 2016.

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## Radiation training

A new "Introduction to Radiation Safety at UNSW" module is now available. To enrol please register with UNSW Health and Safety ([staff](#) and [students](#)). The module is a prerequisite for anyone working with ionising radiation. For further details please visit the Research Ethics and Compliance Support [website](#).

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# myUNSW

:: My Announcements

## Incident reporting system refresh

The refresh to the hazard and incident reporting system in myUNSW has been delayed until 22nd February 2016. This is part of the HR system refresh project. Continue to use the current system in myUNSW to report any hazards or incidents.

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## CARBON MONOXIDE (CO) POISONING



## CO poisoning

If fuel or gas doesn't burn properly carbon monoxide (CO) is produced. CO is a colourless, odourless and tasteless gas. The human body doesn't recognise its presence and it can kill you before you know it is there. Sources of CO: Space heaters, portable gas refrigerators, unflued gas appliances, internal combustion engines, petrol generators.

Signs of incomplete combustion and possible CO formation include: Acrid smell, irritation to the eyes, soot or yellow brown staining around or on the appliance, pilot lights that frequently blow out, change in gas flame colour.

Prevention: Follow manufacturer's instructions, service appliance every 2 years, good maintenance, only use flues or gas type designated for the appliance, only use appliance for intended purpose, ensure adequate ventilation.

For more information see [Carbon Monoxide Safety](#) page and [Carbon Monoxide Awareness](#) page.

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## Decanting flammables

Electric charges can build up in a liquid when it moves in contact with other materials e.g. when liquids are poured, pumped, stirred. Flammable and combustible liquids can present a static electricity hazard depending on their conductivity and their flash point. If the vapour in the air is in the flammable range then a fire or explosion can result.

Decanting such liquids should take place within a fume cupboard. If it is not possible to do this in a fume cupboard (e.g. due to the volume) then consideration needs to be given to grounding and bonding to

reduce the risks associated with static electricity. Grounding is done by connecting the dispensing container to an already grounded object that will conduct electricity. e.g. metal water pipes. Bonding is connecting the dispensing and receiving containers together with an electrical connection. If you carry out such activities contact [ohs@unsw.edu.au](mailto:ohs@unsw.edu.au) for further advice.

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### **Lessons learnt**

Recently an item of plant was purchased by a unit within UNSW and it was found that pre-purchase consideration of health and safety requirements was not undertaken, as a result the item could not be put into immediate service and delayed research.

[HS633a Pre-purchase checklist for plant and equipment](#) should be completed by the purchaser to assist in planning. Local area purchasing officers should be vigilant to checking that a HS633 Pre-purchase checklist has been completed for potentially hazardous plant when placing an order.

Follow the [UNSW Procurement Guideline](#) and [HS316 Health and Safety Purchasing Guideline](#).

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