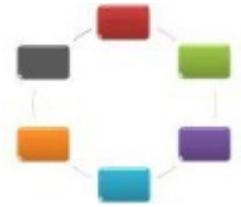# Health and safety news

March 2016

Last month we announced that SafeWork NSW would be auditing UNSW this year. We now know the full criteria for the audit and the business units who will be audited; School of Civil and Environmental Engineering and School of Biotechnology and Biomolecular Sciences. All areas are working hard in preparation for the audit, unfortunately you may experience a reduced service while we focus on assisting the audit areas.

New policy

UNSW has a new draft health and safety policy and a new draft 3-year health and safety plan for consultation. Please get involved in consultation, so that you have a chance to influence the direction for the next 3 years; consultation closes on 22 March. The new health and safety plan will have more of a focus on wellbeing and a separate wellbeing plan is being developed to support this. Provide feedback to a.janssen@unsw.edu.au.

Heating mats recall

A recent incident at UNSW has resulted in a Safety Alert issued to all areas requesting that all under desk heating mats be recalled. An individual received an injury when he came into contact with a faulty mat. The UNSW Personal Heater Guidelines have been updated and no longer recommend these mats. Please ensure that you dispose of any under desk hearing mats in your areas. See the Under Desk Heating Mat Safety Alert for more information. Health and safety representatives should be on the alert for these mats particularly during workplace inspections.

PiMS release

The refreshed online hazard/incident reporting system, accessed through myUNSW and then PiMS was released on 22 February. You will have a slightly different experience when next logging an issues or registering for training. Some changes include: You can add attachments (e.g. photos or reports) to issues, the Responsible Person now rates the risk (rather than the reporter), there is an option to automatically notify UNSW Facilities Management of issues logged, key people in the school receive email notification when an issue is reported.
The refreshed system also has an online version of HS006 Office Induction, all new staff will be automatically enrolled into this and their Supervisor will be notified once they have completed it.

Please note that some bugs were identified that are being working on. If you identify bugs please contact UNSW IT Service Centre.

Consultation documents

Several procedures and guidelines have recently gone under consultation on the Governance website:
Laboratory Hazardous Waste Disposal Guideline
Training and Induction Procedure
Hazard and Incident Reporting Procedure
Issue Resolution Procedure
Health and Safety Consultation Guideline
Inspection, Testing and Monitoring Procedure
Materials Handling Guideline
Health Monitoring Guideline
Health and Safety Purchasing Guideline
Hazardous Substances Procedure
Prohibited and Restricted Carcinogens Procedure
Dangerous Goods Storage Guideline
Chemical Spills Procedure
At a glance Dangerous Goods Guideline
Labelling Hazardous Chemicals Guideline

Please provide feedback to the relevant contact person or safety@unsw.edu.au.

SafeWork NSW audit

SafeWork NSW will be visiting UNSW on 12 - 15th April to conduct their 3-yearly health and safety audit for the purposes of the self-insurance licence. They will be auditing the UNSW Health and Safety Management Systems and will be seeking verification in the local areas of School of Civil and Environmental Engineering and School of Biotechnology and Biomolecular Science.

New inspection checklists

The workplace inspection checklists have been refreshed so that they are more comprehensive to help you better identify potential hazards in your work spaces. Please ensure that in future you use the current versions:

- For office spaces: HS048a
- For laboratories, workshops and other non-office spaces: HS048b

Although these are mostly used by Health and Safety Representatives, all supervisors are encouraged to use these checklists for regular inspections of their areas.

IT equipment recall (Apple, Microsoft, Toshiba, Panasonic)

Recently UNSW IT issued a notice regarding the safety recall of Apple AC Adaptors and MS Surface Pro Power Cords. If you identify that you have a faulty Apple adaptor UNSW IT Service Centre Counters are offering free replacements. If you have a faulty Apple adapter case you can exchange it at your nearest Apple store or Authorised Apple Service Provider. If you have a faulty MS Surface AC Power Cord contact IT Service Centre Counters.

In general there have also been two other recent IT-related recalls:
Toshiba Laptops and Notebook PCs have had a recall on the li-Ion battery used on certain products as there is a risk that it may overheat, cause smoke or ignite; see Toshiba Recall for more details.
Panasonic Toughbook Computer have had a recall on the rechargeable battery packs as there is a risk that it may overheat, cause smoke or ignite; see the Panasonic Recall for more details.

SafeSys: Auto-refresh feature

On 29th February a new feature was added to SafeSys (the system for creating risk management forms and safe work procedures). When working on a RMF or SWP the page will auto refresh in the background. This means that while you are working on it, or if you do not do any work on a form for some time it will remain

live by the auto-refresh feature; you no longer need to regularly save as draft to keep your work. This will help to avoid future loss of work.

For further information on SafeSys see the Help and Knowledge pages.

Workers Compensation changes

Workers Compensation insurance reforms have been introduced in NSW, which includes enhanced benefits for injured workers. Changes include increased lump sum compensations, increased medical expenses cap, permanent impairment (21% or greater) medical expenses are payable for life, financial assistance provided for returning to work and more. The changes apply retrospectively for claims made since 2012. The changes commenced in 2015 with continuing reforms in 2016. For full information go to insurancereforms.nsw.gov.au, if you have any questions contact UNSW Workers Compensation Team.

Vacuum pump

A laboratory in UNSW found that their Edwards vacuum pump stopped working and then discovered burn damage on the casing. Upon further investigation it was revealed that Edwards vacuum pumps released an alert regarding a selection of their pumps manufactured prior to 1998 which potentially had faulty starter relays.

If you have an Edwards vacuum pump please read this Safety Alert carefully and follow the action for the location area.

Safety supervisors

If your area deals with radiation, biological or chemical hazards then it is recommended that there is an individual assigned to provide a point of contact for the collection and dissemination of information and advice on the topic. Below are some template descriptions that can be adopted and changed to suit your local area:

- Radiation Safety Supervisor
- Biological Safety Supervisor
- Chemical Safety Supervisor

Lessons learnt

An incident report was logged recently using the new online reporting system in myUNSW. The reporter attached photographs to demonstrate the location and extent of the incident. In addition it was clearly stated what actions were taken as an immediate step to address the issue. This allowed the supervisor to make a more informed investigation of the incident. This is an example of when providing as much information as possible and using the new features of the online reporting system can help the supervisor investigate, rate the risks and effectively manage the issue.