



April 2020

Wow, what a difference a month makes! Looking back to when we sent out our March newsletter, it feels like we are now living through a different period in human history. With most of us now working from home as much as possible, we've got lots of tips in this newsletter on how to do it safely and how to look after your mental health and wellbeing during the Covid-19 crisis.

If you are one of those staff members still working on campus, please see our article about online Fire Warden training. We have an important update on the SafeSys Replacement Project and news on the opening of the 2020 flu vaccination clinics. Jaggaer is soon to launch a new functionality. We also have a warning for HP laptop owners and a lesson learnt about electric shocks at work.

The University has joined up to the NSW Government's *Get Healthy at Work* program so we can all use this crisis as a catalyst to take stock of our own health and make any necessary changes for the better while being supported by the free coaching services offered through the program.

Until next month, take care of yourselves and each other!



SafeSys/WHS Replacement Project Update

Over the past two months the project team have focused on finalising the WHS Replacement Project Business Case. Pleasingly, the IT Project Board granted approval on 17 March.

Due to the impacts of Covid-19, all IT project funding is under review and must also be approved by the Management Board. We are waiting on feedback for the next steps for the WHS Replacement Project Business Case. However, it is understood that the Business Case is well placed and hopefully approval will be granted soon. As soon as we get an outcome, we will provide an update.

In the meantime please continue to report any SafeSys issues via email to [ITU Service Centre](#) and cc [Leanne Thebridge](#).



Positive Mental Health

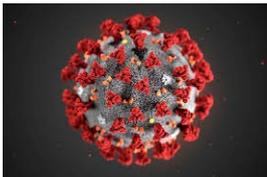
We all need to look after our mental health and wellbeing during this time of isolation.

Suggestions for looking after your mental health include:

1. **Stay active.** Gyms and fitness groups might be closed and cancelled but yoga, pilates, HIIT and other exercises can be undertaken in relatively small spaces, and free workout videos and guides are available on the internet. Try these [free daily live exercise classes](#) from the Des Renford Leisure Centre.
2. **Eat well.** Try to maintain a nutritious diet despite changes to routine and environment. this will boost physical and mental health.
3. **Connect with others.** Use video chats and other technologies to talk to friends and family and reach out to neighbours and the community.

4. **Limit Covid-19-related media consumption.** As mentioned in our article below.
5. **Keep to a routine and make it fun.** Keep to a regular routine as much as possible, including exercise, sleep, daily chores, work, recreational activities and connecting with others - and make it fun where you can. Perhaps start with a meditation - Medibank is providing [these ones free](#) each weekday at 8.30am.

Further suggestions and tips can be found on our [Wellbeing Covid-19](#) page and also on this page from [Mental Health Australia](#).



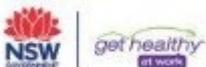
Covid-19 Information and Myths

It is important during this time of rapidly changing advice and information overload to ensure that you consume information safely. This means getting your information from reliable sources, and not over-consuming it.

For UNSW information, the best source is the regular all-staff email update and the official [Covid-19 webpage](#). For other news and updates, the [Department of Health](#) and the [NSW Government](#) Covid-19 websites have reliable information. As with the bushfire crisis, the ABC is a trusted source of updates and information. The ABC's [Coronacast](#) podcast is a short, regular and somehow strangely comforting update from an Australian perspective with Dr Norman Swan.

There are many conspiracy theories circulating on social media and alternative and fringe news outlets. As with all conspiracy theories, these are best ignored. The WHO has debunked a list of common ones on its [Myth busters](#) page.

Above all, please ensure that you limit your exposure to news of the crisis. Constant rolling crisis updates throughout the day may make you feel overwhelmed and anxious, while a short update in the morning and another in the evening should be more than enough to keep you informed and up to date.



Get Healthy at Work

With everyone thinking more about health issues these days, now is a great time to take stock of your own health. UNSW Wellbeing has signed up for the NSW Government's [Get Healthy at Work](#) program. The program is run by the NSW Ministry of Health and provides free Healthy Lifestyle Checks.

The Healthy Lifestyle Checks take less than 20 minutes and are completed online. All you'll need is a tape measure for your waist circumference! You will get immediate feedback, advice, information and referrals to help you make healthy lifestyle changes. You may even be referred to the Get Healthy Information and Coaching Service, which will provide you with a University qualified personal health coach and up to 13 phone consultations over a six-month period. All for free!

To complete your Healthy Lifestyle Check, just click the link for your area:

- [Divisions](#)
- [UNSW Art & Design](#)
- [UNSW Arts & Social Sciences](#)
- [UNSW Built Environment](#)
- [UNSW Business School](#)
- [UNSW Engineering](#)
- [UNSW Law](#)
- [UNSW Medicine](#)
- [UNSW Science](#)



Benestar Support

Benestar is the University's Employee Assistance Program (EAP) provider, offering support to all UNSW staff members and their immediate families. During the Covid-19 restrictions, support may be accessed via phone, video-call or LiveChat.

The Benestar MyCoach service can help with (amongst other things):

- stress, anxiety and mental health
- working from home issues
- money and financial stress
- improving nutrition and health
- parenting
- family violence
- relationships and connectedness

To make an appointment you can call 1300 360 364 and tell them if you'd prefer to receive a call, video-call or have a conversation over LiveChat.

Benestar is also providing a wide range of Covid-19 support resources on their online portal, the BeneHub. You can access factsheets, recorded webinars and articles to support you and your wellbeing. To access the BeneHub, please read the [User Guide](#) as you will need the UNSW ID and Token the first time you visit.

Benestar also has an app that you can download for iOS or Android - register and login in the online portal first as it will make using the app smoother.



UNSW Flu Vaccinations 2020

Flu vaccines are now available at the UNSW Health Service.

The flu vaccine is provided free to all staff and students and is strongly recommended this year. It won't prevent you from getting Covid-19, but it will reduce the number of people who get the flu and thus the number of people hospitalised for severe flu. This will free up hospital beds for Covid-19 patients. It is also possible to get the flu and Covid-19 at the same time which would likely cause significantly worse symptoms.

To make an appointment between 14 - 28 April, follow the instructions [here](#).

The UNSW Health Service will be offering flu vaccines all year and is managing appointment times to ensure physical distancing can be maintained at all times. Additional waiting areas have been established outside the Health Service to ensure people waiting for an appointment can maintain physical distancing. Masks, gloves and hand sanitiser will be available to ensure patient safety at all times.

For more information visit the [UNSW Health Service Vaccinations](#) website.



Vitamin D Dilemma

Whilst many of us may be staying indoors more than usual, it is important that we make sure we are also getting enough vitamin D. Vitamin D plays an important role in the maintenance of strong and healthy bones and muscles. Although some foods contain small amounts of vitamin D (eg. salmon, eggs), UV radiation from the sun is the best natural source of vitamin D. Yet at the same time, it is a major cause of skin cancer. So how can we balance the risks and benefits of sun exposure?

A number of factors influence the amount of sun exposure required in order to receive sufficient vitamin D. These include the season, the time of day and amount of skin exposed to the sun. This information, along with guidance as to when sun protection is required, is outlined in the Cancer Council's [How much sun is enough?](#) brochure and via their [SunSmart app](#).

Further information on vitamin D can be found on [Cancer Council](#) and [Health Direct](#) websites.



Working from Home Wellbeing Tips

Many people are currently working from home for the first time. Even if you are accustomed to working from home, it can help to remember a few key points about how to do it safely. This [Working from Home Wellbeing Guide](#) has been developed to help, and there is working from home information for staff and managers on the [HR Hub](#).

When we are working on campus, we receive cues that we may not get when working from home - eg. to take regular breaks. Without the usual distractions of the workplace, it is very easy to become so involved in your work that you may find yourself sitting for prolonged periods. Work is safer, healthier and more productive when you take regular breaks. Use software such as [Workrave](#) (PC) or [Time Out - Break Reminders](#) (Mac) to remind yourself to take regular breaks.

UNSW Wellbeing has put together a collection of useful tips and information on our [Wellbeing Covid-19](#) page. If you have tips you'd like to share, [email](#) them to us!



Fire Warden Online Training

Fire Warden online training has been updated and is now available to all staff.

As everyone who can work from home is now working from home, there is a decrease in the availability of ECO (Emergency Control Organisation) members within each building. If you are still currently working on campus, please consider undertaking the online Fire Warden training.

To access the training, follow these steps:

1. Login to [MyUNSW](#)
2. Click on My Staff Profile
3. Enter the Learning and Development tab
4. You will now be on the Request Training Enrolment window
5. Select your employee record and click on Search by Course Number
6. Enter "EMFW20" and click Search
7. Click on View Available Sessions
8. Select Session 0001 (ignore the date; all online courses have a date early in the year)
9. Click Continue

You will be enrolled in the course. It may take up to 24 hours before you can access the course in Moodle.



Health and Safety While Working from Home

When working from home, our work health and safety responsibilities continue to apply as they did whilst working at a UNSW campus. This means we must continue to:

- Follow procedures around performing tasks and doing so safely
- Keep equipment in good working order and use it in accordance with instructions
- Maintain a safe workplace (eg. provide lighting, removing trip hazards etc.)
- Maintain in-home safety (eg. maintain electrical equipment, smoke alarms etc.)
- Report issues or concerns that may/are affecting your health and safety

UNSW Working from Home guides can be found on the [HR website](#) and are helpful in assisting you to work safely from home. A further resource which may also be of assistance is [SafeWork NSW's Working from Home](#) checklist, which outlines computer-based work principles when working from home.



New Jaggaer Expiration Functionality

The container expiration functionality is to be launched soon in the Jaggaer Research module. This functionality will include:

- Automatic assignment of an expiration date for containers manually created or received in Jaggaer which are part of an EHS list.
- Focus on organic peroxide forming chemical Category A and B will be assigned three month and six month expiration periods respectively.
- Expiration notification to the container owner either via email or in-app notifications.
- All containers in Jaggaer can be assigned an expiration date regardless of whether they are on the EHS lists.

Keep an eye out as guides, and a launch date, are coming soon!

Would you like to participate in testing for the new container expiration functionality? Do you have any questions? Please contact jaggaercim@unsw.edu.au



HP Batteries Swelling

What is happening?

A rising number of HP Elitebook x360 1030 G2 models in the Built Environment faculty are being identified as having internal "swollen/bulging" batteries. In most cases the swelling batteries affects the laptop chassis (casing/closure) causing it to come apart.

What do I need to do?

HP are aware of this issue and have identified a number of different models which have potential issues. If your laptop chassis has started to bulge, become out of shape or come apart, please power off your laptop and contact the IT service desk so the responsible support team can arrange for a replacement battery from Hewlett Packard. This will involve a HP service technician attending site to replace the battery and reset the closure.

HP state that although swollen batteries generally do not pose a safety issue, HP recommends that they should be replaced. "The HP Safety Council has investigated these issues and determined that there is no safety issue."

(Built Environment procured devices of this model have an active warranty status, and are therefore replaceable without charge. For batteries no longer under warranty contact HP to purchase a replacement.)

More information on the incident can be found [here](#), along with documentation for proper care and maintenance of batteries.



Effective Handwashing Guide

Frequently washing your hands, especially before eating, is the single most effective way to prevent the spread of illness or contamination from things that you may have touched.

Basic soap and water is as good at cleaning your hands as any hand disinfectant or sanitiser. The sad reality is, about 25% of people don't wash their hands at all, and of those who do, they don't wash them frequently or adequately. In fact those who do wash their hands on average do so for only around 10 seconds which at best will remove about 90% of germs.

It should take about 30 seconds to wash your hands adequately (steps 1-9 in link below). The problem is, the remaining bacteria will grow and can double in number in less than 20 minutes! It doesn't matter what you use to wash your hands, if your technique is poor then your hands will not be clean. [Read more.](#)

For a how-to guide to using a hand rub disinfectant that you can print out and stick up in your office, [click here](#). For instructions on how to make a WHO recommended hand rub formulation, [click here](#). To watch a video on how to effectively wash your hands, try [this one](#) from the WHO - but please bear in mind that this video omits the very important wrist-washing step!



Lesson Learnt

In the event of the identification of an electrical hazard, ie. where the equipment plug has broken and is still partially connected to the power outlet, please ensure the power is isolated (where possible) and keep clear of the area preventing anybody from coming in contact with a potential live electrical source.

Where an incident results in an electrical shock, please ensure that your [HSE Coordinator](#) is contacted immediately to determine if the incident is reportable to SafeWork NSW. Please ensure that the injured person seeks prompt medical attention.

See our [Safety Alert on the Health and Safety website](#) for further detail of the electric shock that occurred in a laboratory in March.