

January/February 2018

From January 2018 UNSW Safety and Sustainability is now known as "UNSW Safety and Wellbeing". This reflects the implementation of the UNSW 2025 Strategy workplace change with Safety and Wellbeing in the Human Resources portfolio and Sustainability now with Estate Management (EM).

Estate Management has recently recruited Senior Manager, Environmental Sustainability, William Syddall, reporting to EM Director, Mr Jeff Peers. UNSW Sustainability Manager, Arifa Sarfaz, has joined Estate Management reporting to William Syddall.

You can expect to see more workplace wellbeing initiatives on offer over coming months with a focus on four theme areas; healthy bodies, healthy minds, healthy places and healthy cultures.



Inductions

At the start of session a lot of new people join UNSW; make sure that you help out new starters where possible for example by navigating them around the campus and UNSW processes. Each building has First Aiders and Wardens contacts on display in case help is needed in an emergency. Each building also has an Emergency Evacuation Plan on display, indicating the assembly point and evacuation routes. Building users should make themselves familiar with this information.

Human Resources (HR) have a useful [Induction webpage](#) and Health, Safety & Environment (HSE) have a [new staff webpage](#) to assist with HSE-specific processes.



New Emergency Manager

Welcome Rick Minter, UNSW's new Emergency and Major Incident Manager. Rick joined UNSW Estate Management in January this year and is part of the Security & Traffic Management section. Rick will be working on the emergency and major incident management plans and procedures. He will also be reviewing Emergency Control Organisation (ECO) teams throughout UNSW. He is supported by Sarah Jeffery who will be the new Emergency Management Officer.

Rick worked at Macquarie University for the past five years and will be

using previous experience gained to conduct desktop exercises with ECO's and the Major Incident Response Team (MIRT).

If you have any questions regarding emergency management please contact emergency@unsw.edu.au.

2018 HSE Training

Health, Safety and Environment (HSE) training courses for 2018 are available for enrolment. Staff enrol into HSE Training via [myUNSW](#). Students enrol into HSE Training via [this survey link](#) or contact HSETraining@unsw.edu.au.

HSE Training available:

- Health and Safety Awareness (code: HSEAWA)
 - Health and Safety Awareness Refresher (code: HSEREF)
 - Ergonomic & Manual Tasks (code: HSEEMT)
 - Ergonomic Refresher (code: HSEERF)
 - First Aid Training (code: FIRSTA)
 - First Aid Refresher (code: HSEFAR)
 - Defibrillator (AED) Online Training (code: HSEAED)
 - Lab Safety Awareness (code: HSELSS)
 - Lab-based Supervisor Training (code: HSELST)
 - Office-based Supervisor Training (code: HSEOST)
 - Green Lab (code: HSEGLC)
 - Hazardous Substances (code: HSEHAZ)
 - Biosafety Training (code: HSEPC2)
 - Gene Technology (code: HSEGTC)
 - Radiation Level 1 (code: HSERD1)
 - Radiation Level 2 (code: HSERD2)
 - Health and Safety Consultation (code: HSECON)
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Cleaning in laboratories

Due to the increase in the number of medium to high risk facilities on upper and lower campus, the document [HS908 Cleaning in Moderate to High Risk UNSW Facilities Procedure](#) has been reviewed for relevance regarding how facilities are cleaned, what is expected to be cleaned, cleaning schedule, out-of-scope cleaning, responsibilities and such. It also outlines the requirements for the training of cleaners, inducting cleaners, hazard identification and lines of reporting.

Please provide any feedback to Kate Noble at k.noble@unsw.edu.au by 23 February.

Stay hydrated

As the hot days stick with us, please remember to stay properly hydrated throughout the day. This is especially important for those who are out and about on campus. Working in extremely hot conditions can cause heat-related illness (symptoms may include slurred speech, nausea, loss of concentration, confusion). SafeWork NSW have released this useful [Working in Extreme Heat video](#), outlining simple steps:



- Access to cool water (drink small amounts often, not large amounts).
- Take regular breaks
- Provide sun protection/shade
- Wear comfortable clothing
- Work during cooler parts of the day
- Ensure good ventilation
- Use insulating shields against hot tasks
- Use buddy system so workers keep an eye out for each other

Refer to [HS722 Indoor Thermal Comfort Guideline for Managers](#) .



Gas alarm response

Some UNSW laboratory facilities have gas monitors which trigger an alarm in the event of an unsafe environment. This may be due to low Oxygen levels, a flammable atmosphere or a toxic atmosphere. If a gas alarm sounds, anyone in the space must leave and staff/students are not to enter the space. Only trained persons with appropriate breathing apparatus can enter the space. If you hear an alarm sound, contact UNSW Security immediately on their emergency number (02) 938 56666. UNSW Security will initiate their response, which may include contacting HAZMAT so that trained and appropriately equipped persons can respond and investigate.



Buyer Beware!

Recently at UNSW a glass coffee table suddenly gave way while a member of staff was leaning on it. If you have glass tables in your area, ensure that the glass is shatter proof, toughened or laminated. If you are not sure check with the table manufacturer and if you cannot get this information, please dispose of the table.

Normal wear and tear of the table can result in minor stresses to the glass that are not immediately obvious, for this reason such tables need to be replaced regularly.



Asbestos management

UNSW has a strict process to manage asbestos onsite, including during building refurbishment. UNSW has an [Asbestos Management Plan](#) and engages experts to identify asbestos on campus, regularly updating an Asbestos Register which documents if asbestos containing materials are present. A risk management approach is taken to assess and, where practical, remove high risk asbestos materials. All asbestos removal is undertaken by licenced contractors and air monitoring is undertaken to ensure there is no unintended release. The UNSW [Asbestos Fact Sheet](#) provides further information.

At the end of 2017 Estate Management were notified of asbestos at D26 Bioscience building construction site, the site was closed and air monitoring detected no asbestos fibers leaving the site. If you have any

questions relating to asbestos management contact [UNSW Estate Management](#).



Lessons learnt

An incident occurred recently on campus when a research oven was used to dry samples and generated excessive smoke, triggering a fire alarm response. The fire service attended and were able to make the area safe. The oven was set at the default temperature and although the staff was experienced, specific instructions on adjusting the operating temperature of the oven to the appropriate level were not available. As per [HS327 Plant and Equipment Procedure](#), equipment must not be used without training and instruction, if you are unsure seek specific operational instructions from the equipment custodian who will be experienced and competent in use of the equipment.

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Please provide any feedback to safety@unsw.edu.au

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