

April 2019

As the weather finally starts to cool off, it's time to get ready for the coming flu season - don't miss your chance to book yourself into the Staff Flu Clinic. It's also time to start limbering up for the Global Challenge! Registrations have opened and you have until the end of April to register your team. Don't miss the exciting update to the StaySafe@UNSW app, an important reminder about workplace bullying and a lesson learned about safe storage of chemical waste in shared labs.



Global Challenge 2019

The Global Challenge is a team-based health and wellbeing event that runs for 100 days from 22 May, encouraging participants to increase their activity levels and aim for over 10,000 steps a day. Sections are also devoted to nutrition, life balance, focus and sleep.

This year, points will be awarded for engagement with all the sections of the Global Challenge to boost participants' health overall and not just focus on step counts.

If you would like to register, gather your team of seven, choose a Team Captain and a team name and check with your Area Manager that funding is available.

Check out our [website](#) for a list of Area Managers and the link to the registration portal.

Registrations close at the end of April.



Flu Season is Coming...

With the influenza season fast approaching, now is the time to think about the simple steps that you can take to keep yourself, your family and the broader UNSW community safe. Follow the tips below to reduce your risk of catching the flu this season:

- Get a flu shot - see UNSW flu vaccination dates in the article below.
- Sneeze into your elbow
- [Wash your hands](#)
- Stay at home if you are sick

For more information on influenza see the [NSW Health](#) and [Australian Government](#) websites.



UNSW Staff Flu Clinics 2019

Don't want to get sick? The most effective way to minimise the effects of influenza is via a comprehensive vaccination program.

WHEN: Tuesday 16 April - 23 May 9:15am - 1pm (excluding Anzac Day and Easter Break)

WHERE: Quadrangle Building Room G0033 (NOT in the Health Service but nearby)

Book an appointment online at [UNSW Health Services](#).



Responsible Employee Training

SafeWork NSW recently highlighted a lack of training for UNSW staff regarding [bullying and harassment](#), as well as lack of awareness of related policies and procedures.

UNSW's [Code of Conduct](#) sets out the University's expectations of staff and contractors with respect to their conduct. Training and other resources relating to the [Code of Conduct](#) is included in the Responsible Employee Training modules. All UNSW staff and contractors, including casual employees, are required to complete Responsible Employee Training as part of their induction. All staff are required to undertake refresher training every 2-3 years.

The Responsible Employee Training can be accessed through [Moodle](#).

The shorter refresher version of the Responsible Employee Training is now available to staff in the Business School and the faculties of Engineering and Science. The refresher training will be made available to other employees across UNSW over the coming weeks.



Workplace Bullying

All UNSW staff are expected to demonstrate UNSW's [Values in Action](#). These values include treating others with respect and communicating with integrity and openness.

Workplace bullying is repeated and unreasonable behaviour directed towards a worker or group of workers. It creates a risk to health and safety.

It is a risk to health and safety because it may affect the mental and physical health of workers. Taking steps to prevent it occurring and responding quickly if it does is the best way to deal with workplace bullying.

Bullying can take different forms including psychological, physical or even indirect - for example deliberately excluding someone from work-related activities. It can be obvious and it can be subtle, which means it's not always easy to spot.

Some examples of workplace bullying include:

- abusive or offensive language or comments
- aggressive and intimidating behaviour
- belittling or humiliating comments
- practical jokes or initiation
- unjustified criticism or complaints

For more information please [click here](#).



Moving Into New Facilities?

Over the next few months, many research groups will be moving into new, state-of-the-art research facilities in D26 Biological Sciences Building (north) on upper campus and E8 Science and Engineering Building on lower campus. This is a reminder that research groups moving into any new facilities must decontaminate equipment before it is moved to their new locations (or before being discarded) and must also decontaminate the old facility once it is vacated. The following resources can be found on the [Safety website](#):

[HS723 Laboratory and Equipment Decommissioning/Project Cessation Procedure](#)

[HS704 Laboratory Decommissioning Checklist](#)

[HS921 Equipment Decommissioning Certificate](#)

SafeSys
Health and safety document management system.



SafeSys Long Term Solution Update

Following the deployment of the SafeSys Interim Solution, we are now moving our attention to looking at a longer term solution. We have successfully secured funding and a project team has been created to explore options to replace the current system.

A Business Case will be developed and will outline current risks, business needs, broad functionality requirements and available options. To facilitate this, we are in the process of securing representatives from our SafeSys user community to assist in guiding our vision and direction moving forward.

Once our Business Case has been finalised and approved, we will seek the involvement of the wider SafeSys user community in further planning, development, testing and deployment of the long term solution.

If you have any questions regarding this process please contact [Leanne](#)

[Thebridge.](#)



Clear Out Your Old Household Chemicals

Did you know that some household waste cannot be disposed of in your regular bins? Items which contain potentially hazardous chemicals such as fluorescent lights, smoke detectors, paint, gas bottles, fire extinguishers and batteries and oils could cause harm to human health and the environment if not disposed of correctly. These items can be taken to your nearest [Community Recycling Centre](#) and dropped off for free. If you don't have a local Community Recycling Centre, you can take your items to a [Chemical CleanOut](#) event.



Friend Walk on StaySafe@UNSW App

Never walk home alone again!

Friend walk is a new feature available now on the [StaySafe@UNSW](#) app. It lets you send your location in real-time to a friend so they can keep an eye on you to make sure you make it safely to your destination. Your friend will receive a message with a link to a map with your location and you will be connected to them. When you reach your destination, you can disconnect and your friend will receive a message confirming that you have arrived at your destination. You or your friend can trigger a call to Emergency Services if necessary.

Download the [StaySafe@UNSW](#) app and start using Friend Walk today!



Lesson Learned

A shared lab in the Tyree building was evacuated after a loud 'popping' sound and appearance of discoloured fumes. A standard 5L plastic liquid waste bottle containing mixed waste (flammables/organics, metal salts and oxides, as well as acids) became pressurised, partially melted and failed due to a chemical reaction that appeared to have occurred inside it. Part of the green bund was found several feet away from the source.

Lessons learned:

1. In a shared lab all work groups must work TOGETHER to develop a waste disposal system. Document and communicate it.
 2. Complete a safe work procedure.
 3. Flammable solutions should be separated from corrosive and oxidisers solutions unless their chemical compatibility has been assessed. This also applies to chemical wastes.
 4. Use NSW compliant GHS labels.
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