



## July 2021

It's been a while since our last newsletter and much has changed. We begin this July edition with a huge thank you to Adam and Alecia, who both left us at the beginning of July after an astonishing 50+ years of service between them. Thank you both!

WHS Monitor is now live after a monumental effort on the part of the Project Team and the entire Safety team. See the article for how to access WHS Monitor and arrange training.

In this newsletter we've also got tips on the use of Biological Safety Cabinets, there's some good news for research imports and a grant opportunity for researchers in psychosocial safety. We have an article full of great reminders on how to work safely from home, live online desk-based stretching classes to help you do just that, useful Benestar lockdown resources and a Family Wellbeing Program that runs each month until December.

Lastly, don't forget to complete the Environmental Sustainability Survey. It closes this Friday 30 July at 5pm and you could win a prize!



### A thank you to Adam and Alecia

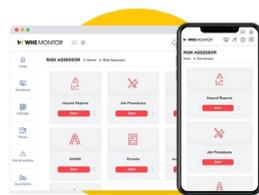
The Safety and Workers Comp teams wish to thank Adam Janssen and Alecia Ford for their years of service to UNSW.

Adam and Alecia have taken voluntary redundancies and left UNSW on 1 July 2021. We wish you all the best in your retirement and thank you for the years of service to UNSW (50+)!

Adam, you provided UNSW with a Safety Management System when we needed it, helped bring online recording to the University and started leading the Safety charge in a different way. You were also part of the team that achieved the highest score of Safety auditing in 2016.

Alecia, you took the University workers' compensation self-insurer scheme from good to great, continually passing audits that even impressed the regulator (99%).

You have both left big shoes to fill, and the teams will miss you. Take care and best of luck in retirement.



### WHS Monitor is Live!

UNSW Safety has released a new system called WHS Monitor. This is a cloud-based Work Health and Safety management software that enables us to comply with our Safety obligations.

Current modules allow us to lodge incidents, hazards, and workplace inspections. Accessing WHS Monitor can be done via MyUNSW (using the Health, Safety and Env tab) or by visiting the Safety page (<https://safety.unsw.edu.au/>). WHS Monitor is the first link under Quick Links on the right side of the page.

If you need to arrange some training, please contact a central [safety team member](#).

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## Benestar is here for you during lockdown

Benestar is UNSW's Employee Assistance Program (EAP) and they have some great resources to help you through this COVID-19 lockdown. The BeneHub is Benestar's online portal, which is available to all UNSW staff after setting up your free account. The BeneHub User Guide can be found [here](#) to help you get started. Once in the BeneHub, there is a special section on COVID-19.

There's a pre-recorded webinar available in the COVID-19 section of the portal called '[Taking back control - Managing burnout, fatigue and self-care during COVID-19 lockdown](#)'. This is well worth a look!

Some other resources that might be helpful include:

1. Info sheet - [Eight ways to manage your health and wellbeing during COVID-19](#)
  2. Fact sheet - [Navigating the challenges of managing remotely working teams](#)
  3. Tip sheet - [Maintaining a nutritious diet during lockdown](#)
  4. A short guide to Benestar services and how to access them - [Best You by Benestar FAQ](#)
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## Biological Safety Cabinets (BSCs) - Use & Testing Tips

Recently, during unrelated repairs to the cabinet pictured here, an important seal was found to be perished beyond any ability to stop air escaping the cabinet.

BSCs must be tested at least annually by a qualified person using NATA calibrated equipment, to help ensure safety from infection and cross contamination when work could generate aerosols. Cabinets should take *at least* 90 minutes to test. The cabinet interior is tested for appropriate laminar air flow with the correct flow velocity. Smoke testing is also carried out to ensure that there is no air leaking out of the cabinet, from around the filter housing, from the aperture and other points, dependent on the cabinet.

Recommendations:

- Users and those carrying out routine cleaning should check important aspects of the cabinet.
- Concerns about its performance should be brought to the Lab Manager.
- Check other cabinets of similar make, model, and age as these may be showing similar problems.
- If you're in doubt that the cabinet is working to the required standard, escalate your concerns to the Lab Manager and to the testing agent.

For further details, [see the Alert](#).

See also [HS328 BSC Guide](#)

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## Environmental Sustainability Survey

Estate Management are running a survey about environmental sustainability and UNSW's own targets and initiatives. The results will be used to evaluate the success of the current [Environmental Sustainability Plan 2019-2021](#) and associated initiatives, and ultimately inform the priorities of a new plan for environmental sustainability for 2022 and beyond.

By completing the survey you can win one of 10 Plastic Free Dining reusable bottle, bag and cutlery sets.

You must have a [UNSW zID](#) to complete the survey, which takes about 10 minutes to complete and is open until **5pm, Friday 30 July 2021**.

In keeping with UNSW privacy requirements, all responses will remain confidential.

[Click here to take the survey](#).

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## Working from Home

As the 'Stay at Home' orders continue, for most of us our current workplace is our home. It is important to change our posture as much as possible and to adopt a variety of positions when working, preferably switching between sitting, standing and moving around.

Our sitting posture can be varied by leaning forwards, backwards and sideways, tilting the pelvis forward with back support and tilting it backwards without support, and shifting our weight between left and right buttocks.

### 1. Breaks

Take frequent (every 30 minutes) micro/pause breaks from computer work. Get up; move; stretch; breathe deeply and slowly.

Several computer applications are available for installation providing tailored reminders to take rest breaks. [Work Rave Software](#) is a free application which can be downloaded for use with PCs. [Time-Out Break Reminders](#) is a similar application for use with Mac devices.

Undertake gentle exercise every 2 hours away from your workstation - eg. go for a brisk walk around the block.

### 2. Stretches and Exercises

Perform simple stretches and exercises - several times a day.

[Click here](#) to see some simple stretches and exercises that do not require any equipment, just some space.

### 3. Review your workstation setup

Ensure your workstation is setup correctly.  
Complete [HS114 Workstation Checklist](#) - sometimes minor changes or adjustments can make a significant difference.

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## Desk-Based Stretching

Do you sit in a chair for most of the day?

UNSW Wellbeing has arranged a series of desk-based stretching classes to run online each Monday and Wednesday afternoon for the next five weeks.

In these classes, you will learn a series of simple stretches that you can perform at your desk, no equipment necessary. The class will break up the routine of sitting in the same position for hours on end and help to stretch your aching muscles and move your joints.

Equipment required - none!

The classes will take place online on the following dates:

- [Wednesday 28 July](#)
- [Monday 2 August](#)
- [Wednesday 4 August](#)
- [Monday 9 August](#)
- [Wednesday 11 August](#)
- [Monday 16 August](#)
- [Wednesday 18 August](#)
- [Monday 23 August](#)
- [Wednesday 25 August](#)

All classes are from 2.30pm-3pm.

To register, click the dates in the list above or visit the Wellbeing website [Events page](#).

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## Safe Work Australia - Grant Opportunity

Are you a researcher interested in psychological health risks in the workplace?

Safe Work Australia has released a grant opportunity to fund high-quality research projects into interventions to manage work related psychological hazards, to answer important questions like:

- What strategies work best to manage psychological risks in the workplace?
- Are current approaches to managing psychosocial hazards effective?
- What barriers do employers face in implementing best-practice interventions, and how can these be overcome?

See [GrantConnect](#) for information.



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## Family Wellbeing Program

Managing work and family can be challenging and stressful, especially during a lockdown! To help support our parents and families, UNSW Wellbeing has arranged for a six-month Family Wellbeing Program to be available to all staff members through Benestar.

Each month, a live 30-minute webinar will provide practical solutions to enable you to embed sustainable wellbeing practices into family life. For each webinar, you can choose to either attend live where you can ask questions, or access the replay in the Resource Centre after the live session.

### Upcoming sessions:

- 19 August - Family Wellbeing: Nutrition, exercise and sleep
- 16 September - Managing Screen Time: Simple strategies for the whole family
- 14 October - Nurturing Family Positivity: Supporting mental health at home
- 18 November - Building Resilience: Navigating life's ups and downs
- 9 December - School Holidays: Tips to make the most of the school holiday period

All sessions are held at 12pm. [Click here to register.](#)

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## Good news for research imports!

Attention researchers! Do you import or use animal, human, invertebrate, plant or other biological materials? The Department of Agriculture, Water & Environment (DAWE) has just released a dedicated, easy to use website especially for researchers: [biosecurity website for researchers!](#)

Check out the features to help determine whether your material requires an import permit or Approved Arrangement (AA). Applications for AAs and subsequent monitoring audits are managed by [Research Ethics & Compliance Support Unit \(RECS\)](#).

Contact [quarantine@unsw.edu.au](mailto:quarantine@unsw.edu.au) for more information.

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## Hazardous Chemical Fact Sheets

There are thousands of hazardous chemicals on UNSW campus from research-based activities and even commercial products. Exposure to these chemicals can result in skin/eye irritation, burns and respiratory issues if relevant risk controls are not used, and may have potential to cause more serious illnesses with repeated or longer-term exposure.

SafeWork NSW has released factsheets of the top 10 hazardous chemicals in NSW to assist with their management in laboratories and in the workplace. The fact sheets below contain hazard information for each of these top ten chemicals, the common uses of hazardous chemicals and

control measures to minimise the risk of chemical exposure to UNSW staff and students.

SafeWork NSW Top 10 Hazardous Chemicals in NSW

[Acrylamide](#)  
[Benzene](#)  
[Carbon Monoxide](#)  
[Chromium \(VI\)](#)  
[Crystalline Silica](#)  
[Dichloromethane](#)  
[Formaldehyde](#)  
[Isocyanates](#)  
[Methy bromide](#)  
[Xylene](#)

For more information, please visit the SafeWork NSW [Hazardous Chemicals webpage](#).

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### Formaldehyde - a Priority Chemical

The NSW Work Health and Safety Roadmap has a target of a 30 per cent reduction in serious injuries and illnesses by 2022, which comprises a reduction in exposures to hazardous chemicals and materials.

Formaldehyde was ranked the highest on the Roadmap's list of priority chemicals based on toxicity rating, exposure potential, estimated quantities used and potential number of workers using it.

Formalin is widely used as a preservative in hospitals, pathology and anatomy laboratories. Healthcare professionals and lab staff may be exposed to formaldehyde gas or liquid solutions from direct contact (eg. splashes with skin or eyes) or inhaling gas or vapour. Higher levels of exposure may occur when handling products or during work processes which generate vapour, such as decanting, heating and atomising products.

For more information on formaldehyde, including the health effects and exposure standards, please visit the [SafeWork NSW website here](#).

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### Biosafety Cabinet Alert

The Safety team has been alerted to a design feature in some BioSafety Cabinets that will send the cabinet into timer mode which will automatically turn off the BSC after 99 minutes. It is quite easy to accidentally, unknowingly, activate this "auto off" function if the pressure-sensitive "on" button is pressed for too long! It is advised to check the user manual/specifications for your cabinets, or to test the "on" button to see if this function applies, as it should be included in the training for that specific piece of equipment.

For further information please contact [safety@unsw.edu.au](mailto:safety@unsw.edu.au)

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