



## June 2020

Mornings are getting colder and the wild rain of May has given way to bright blue skies and fresh crisp air - it's winter! Grab your hot beverage of choice and settle in as we have another packed newsletter for you this month, starting with an exciting update on Project Salus.

There are a couple of articles about the use and purchase of chemicals and a notice to stop any local production of hand sanitiser. ChemAlert is staying until June 2021 to allow more time to migrate to Jaggaer, and we have a newly approved revision to the Injury Management Program Procedure.

This month we also bring you free yoga, free Fitbit Premium and a \$20 eftpos voucher just for having a phone appointment with Medibank. And - don't forget to get your flu shot! They are still available from the UNSW Health Service and still free to all staff and students (and kids under 5 years old).



### Project Salus

The Salus Project Team have been working closely with Arventa, the company behind WHS Monitor, who were brought on board to support the team in the detailed design and planning phase. Arventa has focused the demonstration system to help the project team understand process flows, account structures and data mapping requirements in preparation for the configuration phase. The detailed design and delivery phase will continue to run until the end of June.

We have now finalised the long-term contract with Arventa which will see them design and configure their WHS Monitor software modules and support its operation after rollout.

If you have any questions or would like to find out further information on Project Salus, you can contact the project on [salus@unsw.edu.au](mailto:salus@unsw.edu.au) or alternatively feel free to reach out to your [local WHS representative](#).



### Safe Return to Campus

The University has put in place a [Safe Return to Campus](#) process which will unfold in stages over the coming months with the first stage wholly focussed on our campus-dependent research community. To support this process, a '[Safe Return to Campus](#)' guide and [mandatory training module](#) are now available, along with other support material on the [HR Hub](#).

Students and staff who do not absolutely need to be on campus - and who do not have permission through the new formal request process - should work from home until further notice.

UNSW continues to be deliberately cautious in our approach to allow us

time to prepare our campuses and update and test our policies and practices so that we ensure a safe return for our community.

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## Hand Sanitiser Production

Concerns have been raised over local production of hand sanitiser.

In response to the shortage of hand sanitiser, our March newsletter provided an article with instructions on how to make the [WHO recommended hand sanitiser](#).

Work Health and Safety conducted a review of some on-campus facilities which had started to locally produce hand sanitiser according to the WHO Guide, and found that not all UNSW facilities have a supply of the required pharmacopeial grade material.

Local Action:

- If your local area is producing hand sanitiser, we ask that you stop this production immediately.
- Sanitiser made at UNSW should not be supplied to other areas, within or external to UNSW.
- Upper and Lower Campus Stores have a regular supply of hand sanitiser that can be purchased through Jaggaer or your regular stores buying processes.
- Over the coming weeks, at main building entrances, you will see hand sanitiser dispensing units being installed to promote hand hygiene and stop the spread of Covid-19.
- A reminder that washing hands is still the best method to reduce the spread of Covid-19.

Please see this [Safety Alert](#) for more detailed information.

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## Safety Data Sheets

Recently some issues were raised regarding suppliers providing overseas Safety Data Sheets (SDS) with 'Addendum' for chemicals that are being used in Australia. This matter was referred to the regulator, SafeWork NSW, who has advised UNSW that this is not compliant with WHS Regulations.

Importers and suppliers have an obligation to provide UNSW with an Australian compliant safety data sheet as outlined in the WHS Regulations 2017, clause 330. The Code of Practice [Preparation of Safety Data Sheets for Hazardous Chemicals](#) August 2019 provides an outline of what information is required to be contained in a Safety Data Sheet.

If you come across a supplier that fails to provide an Australian Safety Data Sheet, provide these details to your [Work Health and Safety contact](#).

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## Chemicals Purchased from Overseas

In some cases when UNSW purchases chemicals from overseas suppliers, it is classified as the importer even though in many cases we only import the chemicals for research or sample analysis. In some of these cases, the chemical may not require a Safety Data Sheet (SDS) compliant with Schedule 7, clause 1 of the WHS Regulations 2017. In these cases, an SDS that is compliant with WHS Regulations Schedule 7, clause 2 should be produced. As UNSW is purchasing directly from the manufacturer, the research group would become the importer and the duty to provide a sufficient risk assessment in compliance with Schedule 7, clause 2 falls to the local work or research group importing the material.

For more information, please visit the [Safety website here](#).

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## Free Yoga!

We are excited to invite you to join in our FREE new Beginners' Yoga classes for staff of UNSW and their immediate family members.

Diane Yuen is a UNSW Commerce graduate and current Exercise Physiology student. She is also a qualified yoga instructor, certified in Bikram yoga and children's yoga.

Diane is offering classes twice a day, every weekday for the rest of June. Each class is one hour long and restricted to a maximum of 10 people to allow for personal attention. Classes will take place on Zoom.

For more information on classes and times and to book a spot, please visit the [Wellbeing website here](#).

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## UNSW Flu Vaccinations 2020

Flu vaccines are still 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 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.

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## ChemAlert Licence Renewed

Great news! A renewal of the ChemAlert licence has occurred and the University now has ongoing use of ChemAlert until June 2021.

UNSW Schools and Centres still using ChemAlert for chemical inventory management will continue to work with the Jaggaer team to migrate their chemical data to the Jaggaer platform. If you have not heard from the Jaggaer team, please contact [jaggaercim@unsw.edu.au](mailto:jaggaercim@unsw.edu.au) to discuss the ongoing migration process.

Thank you for your support. Please contact [Trung Tuong](#) or your [Faculty or Divisional Work Health and Safety contact](#) for additional information or advice.

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## AEDs Across Campus

UNSW has been investing in modern life-saving defibrillators across UNSW's Kensington campus as well as the CBD campus and research stations.

More than 15 of the life-saving devices can now be found in the busiest points across the campus and include the latest technology in emergency cardiac treatment.

Research shows that the chances of surviving a cardiac arrest improve dramatically when Automated External Defibrillators can be used quickly. Defibrillators are now common in airports, railway stations, sporting stadiums, on commercial aircraft and many public facilities.

During the current unusual times across campus, the University is seeking your assistance in detecting any problems that may be identified with an AED within the campus.

If you were to notice any abnormalities of an AED when passing by, eg.

- Red light flashing
- Cabinet open

please escalate the issue by contacting the EM Security Room - [control.room@unsw.edu.au](mailto:control.room@unsw.edu.au) with the

- Location of the AED; and
- Details of the issue

With everyone's assistance we can ensure all of the devices have back-to-base monitoring to enable UNSW to monitor and record when the units need maintenance or have been used.

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## Wellbeing at Work

Rita Holland has provided Resilience at Work workshops to UNSW staff members for several years. This year her workshops have been refreshed to focus on Wellbeing and also to allow for delivery online via Zoom.

The broad aims of this workshop include:

- Learning about the science of wellbeing and resilience
- Understanding stress and burn out
- Exploring nine techniques to increase wellbeing
- Goal setting to build wellbeing and resilience
- Creating self-accountability and support for each other

There are three more workshops this year, with the July workshop booked out but spaces still available in September and November. The July and September workshops will be conducted via Zoom, with two 1.5 hour sessions instead of the one 3-hour face to face workshop. If circumstances allow, the November workshop will be conducted face to face.

For more information and to book, click [here](#).

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## Injury Management Program Procedure

The [Injury Management Program Procedure](#) has been reviewed and was approved by the Vice-President, Human Resources on 9 June.

This [Procedure](#) describes the coordinated and managed program that integrates all aspects of injury management.

Workplace injury management is about returning workers to productive employment as efficiently and as safely as possible following a work-related injury or illness. The underlying principle is that rehabilitation in the workplace rather than at home or in a medical institution is both more effective and more productive.

UNSW supports the commencement of return to work and recovery within the workplace as soon as practicable following a work-related injury and/or illness and is committed to the principle of workplace injury management.

The [Procedure](#) aligns with claims management principles to achieve better experiences and return to work outcomes for UNSW workers. These principles include fairness and empathy, transparency and participation, timeliness and efficiency.

The [Injury Management Program Procedure](#) must be read in conjunction with the [Return to Work Program Procedure](#) which is required under Section 52 of the [Workplace Injury Management and Workers Compensation Act 1998 \(NSW\)](#).

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### **Fitbit Premium - Free**

Thanks to our partnership with Medibank, UNSW staff can access Fitbit Premium content for free until the end of July. The app is free to download and the premium content offers thousands of workouts, guided programs and in-depth, expert content.

You do not need a Fitbit device in order to use the app or access the premium content (though some features such as step tracking will be unavailable).

To access the premium content, [click here](#). You will need to enter this access code: 693354

If you wish to purchase a Fitbit, we've also been given a discount on a range of devices. [Click here](#) to checkout the range. You will need to enter this access code: MBUNSW2020. (Please price check your choice against other websites to ensure you're getting the best deal!)

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### **Medibank One-on-One Consultations**

Medibank consultants will be available for one-on-one appointments for staff interested in reviewing their health insurance on the following dates in May:

24 June – 9am – 5pm – Phone appointments

25 June – 9am – 5pm – Phone appointments

26 June – 9am – 5pm – Phone appointments

Medibank is currently waiving 2 & 6 month waiting periods for new members. They also have a special offer finishing in June where anyone who books in for a consultation and receives a quote will also receive a \$20 eftpos voucher.

Any staff who are interested in discussing their health insurance needs or reviewing the policy they already have are invited to make an appointment. UNSW employees are entitled to a 9% discount on the Medibank Corporate Inc product suite.

[Click here](#) to make an appointment for a one-on-one consultation.