



## March 2019

We've got a bumper newsletter this month with lots of safety news. The SafeSys Interim Solution has been delivered, we've got important notices for you on safely using LiPo batteries, maintaining your plant and equipment and working with synthetic mineral fibres.

In other exciting news, the Global Challenge is back! Start your engines everyone!! Then turn your engine off and get out of your car and walk because the Global Challenge is a walking challenge and you're going to need those steps! Also, don't miss the exciting Harmony Day event run by the Music Performance Unit - it's sure to be a crowd-pleaser.



### SafeSys Interim Solution Delivered

The third and final stage of the SafeSys Interim Solution was delivered 25/2/19 creating three sites each with a different function. The intention was to improve system performance and reinstate functionality previously disabled, associated with the management of Risk Management Forms (RMFs) and Safe Work Procedures (SWPs).

All processing activities (ie. creating, amending and approving) now occur on the Live site, with other activities such as viewing and declaring documents as read occurring on the Holding site. The Archive site retains RMFs or SWPs no longer in circulation but required for record keeping purposes.

The SafeSys Interim Solution Team has been disbanded and support should now be requested via the [IT Service Centre](#).

The SafeSys Interim Solution Team would like to thank all users for their assistance and support during the system development, testing and roll-out phases.



### Global Challenge 2019

The Global Challenge (10,000 steps a day for 100 days) is back for 2019!

We had 1,554 participants in 222 teams in 2018 and won the title of Most Active University in Australia for the third year in a row!

Can we keep our winning streak going? Join up and help us do it!

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 of the Challenge are also devoted to nutrition, life balance, focus and sleep. Registrations will open shortly. If you'd like to find out more, come to our lunchtime information session on Wednesday 13 March; [book here](#).



FULL-FACE PARTICULATE  
FILTER (CARTRIDGE)  
RESPIRATOR

## Safe Use of Synthetic Mineral Fibres

Several codes of practice exist to manage the safe handling of synthetic mineral fibres such as refractory ceramic fibres and high biopersistence fibres. These fibres are manufactured for high temperature, high performance insulation applications. They do not break down in the lungs and are presumed to have the potential to cause cancer by inhalation.

If you work with synthetic mineral fibres, please ensure you are aware of the safe handling procedures in the SafeWork NSW [Code of Practice](#), Safe Work Australia [National Code of Practice](#) and the Safe Work Australia [Guide to Handling Refractory Ceramic Fibres](#).



## Harmony Day - Thursday 21 March, 1.10pm-2pm - Tyree Room, Scientia

To celebrate Harmony Day, the Music Performance Unit and UNSW Wellbeing are presenting a free interactive event at lunchtime in the Scientia.

Come along and join in the fun of this informal workshop with body percussion and singing. Body percussion is similar to using a percussion instrument, but it uses the body instead to create different sounds and vibrations.

Beginners welcome - no previous experience required! This is your chance to dip your toe into some joyful community singing!

Led by UNSW's Choral Director Sonia Maddock, the session will be 45 minutes of jam-packed fun to get your oxytocin going!

[Register here](#) - be quick as places are limited!



## Plant and Equipment

Maintaining plant and equipment is a means of ensuring its continued safe operation and also makes good business sense - both from an investment and an operational perspective. Further, failure to be able to provide evidence of plant and equipment service/maintenance records may suggest that an element of the primary duty of care is not being fulfilled (ie. the provision and maintenance of safe plant and structures).

To ensure that you are meeting this requirement:

- Identify all operational plant and equipment in your area
- Identify which area is responsible for maintenance/service activities
- Follow maintenance recommendations
- Ensure records are maintained for all maintenance/service activities

For further information see:

- [HS327 Plant and Equipment Procedure](#)
- [HS312 Inspections, Testing and Monitoring Procedure](#)
- [HS336 Health and Safety \(HS\) Responsibility, Authority and Accountability Procedure](#)



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## Medibank Health Insurance Reviews

Federal Government Health Insurance reforms will be rolled out from the beginning of April 2019. Medibank consultants will be available for one-to-one appointments in March for staff on the Kensington, Paddington, Canberra and CBD campuses.

Any staff who are interested in discussing their health insurance needs or reviewing the policy they may already have are invited to make an appointment. Whether you are with Medibank or another insurer, or have no health insurance at all, this could be a good time to review your situation and understand the government's new changes.

Appointments are available as follows:

- UNSW Sydney CBD - 8am-3.30pm Monday 25 and Tuesday 26 March (phone appointments)
- UNSW Canberra - 8am-3.30pm Tuesday 26 March (phone appointments)
- UNSW Art & Design - 8am-3.30pm Tuesday 26 March (phone appointments)
- Kensington Campus - 9am-4pm Wednesday 27 and Thursday 28 March - onsite in Penny Lane meeting room

UNSW employees are entitled to a 9% discount on the Medibank Corporate Inc product suite.

[Click here](#) to make an appointment.

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## Heavy Vehicle National Laws - Safety Requirements

Are you a consignee/receiver of goods transported in heavy vehicles over 4.5 tonnes? Under the Heavy Vehicle National Laws, you are required to exercise due diligence for heavy vehicles in your supply chain.

Heavy Vehicle National Laws commenced in 2014 and have recently been amended to align with the harmonised Work Health and Safety Act and regulations in Australia. The purpose of the legislation is to make sure drivers of heavy vehicles are not encouraged, coerced or forced to engage in unsafe practices which pose a risk to them or the public, particularly in relation to speeding, fatigue, vehicle over-loading and restraint.

[Read more here](#) and contact the relevant member of the [UNSW HSE team](#) to discuss any subsequent queries.

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## Lithium-ion Polymer (LiPo) Batteries

Lithium polymer batteries or LiPo batteries are used in many electronic devices and other consumer products (eg. computers, phones and drones) requiring long run times and high power.

However, they are known to catch alight and explode under certain conditions and generally present three hazards - chemical, electrical and thermal run-away.

LiPo batteries are designated dangerous goods and following general guidelines should be observed when in use:

- Only use the manufacturer's recommended charges, connections or accessories
- Keep battery away from heat/sparks/open flames/hot surfaces and moisture
- Check battery and charger regularly/prior to use
- Keep battery dry, within recommended temperature ranges and only charge/discharge at recommended temperatures (NOT directly after use)
- Ensure a dry extinguisher or large bucket of dry sand is readily available when using or storing LiPo batteries
- If a LiPo battery is exposed to water, dropped, impacted by an object or is short circuited, remove the LiPo battery from the product, allow it to dry out and observe for up to 1 hour (as it may ignite) and then dispose of appropriately

Any undamaged batteries must be discharged before disposal. For more information, contact your HSE Coordinator or email [UNSW Safety and Wellbeing](#).

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## Resolving HSE Issues

Do you have an HSE issue you would like to raise but you're not sure how to go about it? UNSW has a process to ensure that HSE issues raised are addressed by the relevant individuals. In the first instance, discuss the issue with your manager/supervisor and then document the issue (hazard, incident or concern) via myUNSW in the online reporting system. The issue can also be raised with your workgroup's Health and Safety Representative (HSR) or your Health and Safety Committee (HSC). Where further assistance is required, the issue can be raised with your workgroup's Head of School or Department Manager. For further assistance, contact your [HSE Coordinator](#). If your issue remains unresolved, a formal issue resolution process can be initiated. Further information regarding this process can be found in the [HS338 Health and Safety Issue Resolution Procedure](#).

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## First Aid Code of Practice

SafeWork NSW has recently supported the May 2018 amendments to the national model WHS Code of Practice, [First aid in the workplace](#). The Code suggested that workplaces may consider the inclusion of asthma-relieving inhalers and spacers and epinephrine auto-injectors (Epi-Pens) in first aid kits. In addition, reference is made to requirements around storage and the provision of appropriate training for First-Aiders. The Code continues to warn against including analgesics (eg. paracetamol and aspirin) and reinforces the need for individuals to carry (as necessary) their own prescribed and over-the-counter medications. SafeWork NSW's Code of Practice has not yet been amended to include these changes.