



September 2019

R U OK? Day is on Thursday 12 September and this year we are reminded that we can all make a difference in someone's life by noticing the signs that something has changed and taking the time to ask "Are you okay?"

September also brings us a new Financial Wellbeing seminar from UniSuper, the preliminary results of the Workplace Wellbeing Survey, and quite a few important safety reminders. There's information about the decommissioning of ChemAlert, use of pressure equipment, engaging individuals from labour hire agencies, safe work procedures, the Red Eye Clinic and the importance of filling in your own risk assessments.

Lastly, let's not forget that despite the crazy weather it is actually spring! SEXtember is here to promote sex positive behaviours and offers free STI checks to staff and students.



R U OK? Day

[R U OK? Day](#) 2019 is on this Thursday September 12.

This year we will see the return of lunchtime [Tai Chi](#) on the Library Lawn at 12pm and the Gratitude Tree in the CLB courtyard from 10am – 2pm. Caffe Briosio (the coffee cart on the Library Lawn) is once again generously supporting R U OK? Day. To claim two coffees for the price of one to share with a colleague or friend, just come together to visit our R U OK? Day team in the Central Lecture Block Courtyard from 10am to retrieve a stamped ticket. Whilst you're there, you can enjoy free 5-minute massages at the Gratitude Tree from one of three massage therapists.

Morning or afternoon tea will be held in faculties and schools across campus, so look out for yours. You can find more information and the booking link for Tai Chi on the [UNSW Wellbeing R U OK? Day website](#).



Beyond SafeSys

Quay Consulting have delivered an Analysis and Design Insights document which outlines recommendations surrounding the implementation of a HSE system and supporting practices with a strategic emphasis. In summary, recommendations are as follows: -

- Revalidation of operating model
- Review of WHS policy and procedures
- Implementation of a change management program
- Transfer of WHS knowledge and expertise
- Provision of resources/tools to enable safety performance measurement
- Implementation of a commercial off-the-shelf solution (COTS)

These recommendations have been supported by the Human Resources Systems and Divisional Program Boards with the view to commencing the Request for Proposal once relevant approvals are secured, and system implementation anticipated to commence early 2020.

Further information will be forthcoming once approvals, project governance and other supporting requirements are finalised.



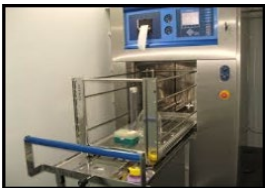
UniSuper Seminar - 25 September: Creating Wealth - Investing Inside and Outside Super

On Wednesday 25 September, Melinda McMullan from UniSuper will present the second of four UNSW UniSuper Financial Wellbeing seminars.

With a focus on wealth creation and investing, you'll learn about core investment concepts, such as setting your investment time horizon, understanding the right level of risk for you and the different types of asset classes.

Creating Wealth – Investing Inside and Outside Super will be presented on Wednesday 25 September at 12pm, at Webster Theatre B, Kensington Campus.

Bookings are essential. Visit unisuper.com.au/wellbeing-unsw



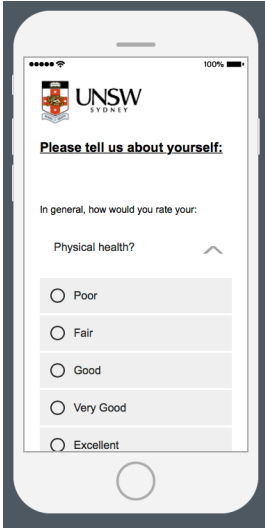
Pressure Equipment and Registration

From 1st January 2020, additional plant items must be registered with SafeWork NSW. Included amongst items are pressure vessels that possess a Hazard Level Value of C (refer to AS 4343:2014 Pressure equipment – Hazard levels) and are not identified as requiring routine internal inspection outlined in AS/NZS 3788:2006 Pressure equipment – In-service inspection.

Some examples of pressure vessels that must be registered include air receivers, pressurised sterilisers, autoclaves and fired heaters.

If you are unsure as to whether you have any equipment that must be registered, please review [HS327 Plant and Equipment Procedure](#), visit the [SafeWork NSW website](#) and/or contact your [HSE Coordinator](#).

Please also note, any plant that is registerable must be re-registered annually.



Workplace Wellbeing Survey - Preliminary Results

The UNSW Workplace Wellbeing Survey was launched on 13 June and closed on 31 July 2019, with 1,486 surveys completed. A huge thank you to everyone who completed the survey! The prize draw has been conducted and winners have been notified by email.

A preliminary analysis of results shows that the majority of UNSW staff find the University to be an engaging place to work (62%), feel supported by their managers (70%) and have good working relationships with their colleagues (88%). However, stress levels and fatigue are high (73% are stressed and 58% fatigued) and nearly half of our staff are not taking breaks away from their desks even at lunchtime. On the upside, 94% of staff are interested in increasing their physical activity, and 74% think that UNSW cares about their wellbeing.

A more thorough analysis of the Workplace Wellbeing Survey results will be available in the coming months.



The Red Eye Clinic

If anyone experiences an eye related incident while on campus, the Red Eye Clinic (School of Optometry and Vision Science near gate 14) is available to provide a fast response for acute eye care. Because the Clinic is on campus, it may provide quicker treatment than a normal medical practice.

- Opening hours: Monday to Friday 9am – 5pm

(Examinations are conducted by final year Optometry students under the supervision of a qualified Optometrist)

- Examinations are available to ALL staff and students at NO cost during teaching terms (no Medicare Card is required)
- Referrals are NOT necessary - the service will help to indicate whether further referral to other appropriate medical practitioners or hospital is required

To make an appointment, telephone: +61 2 9385 6859



Labour Hire Agencies

When you engage individuals from a labour hire agency, you have a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of the individual/s you have engaged.

This means you have the same health and safety duties to your labour hire workers as to you do to your other workers. In addition, you also have a shared responsibility with the labour hire organisation, and you must consult, cooperate and coordinate with each other to ensure duties are met.

More information regarding these duties and how they can be met can be obtained from Safe Work Australia's [Labour hire: duties of persons](#)

[conducting a business or undertaking Guide.](#)



ChemAlert Decommissioning Plan

With Jaggaer operating effectively and now fully implemented across all parts of UNSW, the decision has been made not to renew the annual licence for ChemAlert, due to expire in mid-2020.

All UNSW Schools and Centres still using ChemAlert for chemical inventory management, plans and arrangements will need to migrate their chemical data to Jaggaer platform. To facilitate this, please contact jaggaercim@unsw.edu.au to discuss this migration process.

Please note, plans are in place to accommodate label printing and SDS generation within Jaggaer before UNSW decommissions ChemAlert in July, 2020.

Thank you and please don't hesitate to contact me or your faculty Health Safety & Environment Coordinator for further information or advice.



SEXtember

Happy Springtime – SEXtember is here! With the birds and the bees getting active this time of year, the UNSW Health Promotions Unit is hosting [SEXtember](#) – a promotion of sex positive behaviours.

As part of SEXtember UNSW Health's Service is offering staff bulk-billed sexual health checks. When you book an appointment let the reception staff know you want an STI check as part of SEXtember. Bulk-billed appointments are ONLY for STI checks.

For students, every Wednesday of SEXtember from September 11 there are [free outreach STI checks](#).

To be eligible for a bulk-billed STI check, you must be a UNSW staff member and bring your staff ID card and Medicare card. Students must bring their Medicare card or Medibank OSHC card to their appointment.



Safe Work Procedures

Safe Work Procedures (SWPs) describe how work is to be carried out in a safe and standardised manner. Their purpose is to keep you safe by having in place an approved process that has eliminated/limited the likelihood and consequence of unsafe actions by ensuring workers and students know how to work safely when carrying out tasks and have access to the appropriate personal protective equipment for that task.

When you have been trained in undertaking a task for which a SWP exists, failure to follow the procedure may not only put your health and safety at risk, but is no different from failing to observe any other UNSW policy, procedure, condition of employment or your duty under the relevant

code of conduct. Consequently, such actions may result in injury or disciplinary action, including the termination of any work or study relationship with UNSW.

[HS027 Writing Safe Work Procedures](#)



Medibank One-on-One Consultations

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

Kensington Campus

16 September – 9am – 5pm – UNSW Medibank retail outlet, Blockhouse
17 September – 9am – 5pm – UNSW Medibank retail outlet, Blockhouse
18 September – 9am – 5pm – Penny Lane Meeting Room
19 September – 9am – 5pm – UNSW Medibank retail outlet, Blockhouse

Paddington Campus

17 September – 9am – 3pm – Room DG19, Greens Road, Paddington

CBD Campus

27 September – 9am – 3pm – Euro Room, Level 14, 320 Pitt Street, Sydney

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.



Lesson Learned

A recent decision by the Fair Work Commissioner has highlighted the need for work groups to complete their own risk assessments, rather than have someone not familiar or less familiar with the work do it for them.

In this case, an environmental, health, safety and training advisor was completing journey management plans (JMPs) for other workers and supervisors instead of using his stop work authority to ensure they didn't commence journeys without completing a JMP themselves.

He was dismissed by his employer and appealed to the Fair Work Commission. The Commissioner found that completing the JMP for other workers "fundamentally undermined the self-assessment benefit of drivers completing journey management plans themselves". Always complete your own risk assessments!