



September 2020

The times, they are a-changin'. Spring has arrived and while it brings with it some much welcomed warmer weather, this year it heralds the departure of some of our best people. Our own much-loved Director of Safety & Wellbeing, Aaron Magnier, will be leaving us in October. 🙋 As well as all the very important Safety and Wellbeing achievements he presided over, Aaron was a wonderful manager to work for and just generally a great guy to have around. We will miss him.

There's a lot of Safety news this month! We have another update on Project Salus, information about masks and how and when to wear them, and an alert about biosecurity import conditions, to mention just a few of the articles below.

In Wellbeing news, R U OK? Day is this Thursday, and we have arranged a Virtual Town Hall for all staff. Don't miss your chance to attend and also to write what you're grateful for on our Virtual Gratitude Tree. We are excited to be launching Uprise, a fantastic digital mood coach to help you reduce stress and increase your happiness. We also have free yoga and it is still not too late to join the Australasian University Health Challenge!



Project Salus Update

The Project Team has commenced the configuration of Incident Management, Hazard Reporting and Chemical Management processes. Watch this space! There will be opportunities to review the new process flows and to provide feedback. Promo and showcase dates will be announced soon!

Project Salus has a new website! Go [here](#) to find out all about the project and what's happening. The content will expand over time, so please get in touch if there is more content you would like to consider for inclusion.

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

R U OK? Day

This year, UNSW will move R U OK? Day online, with a [virtual Town Hall](#) for all staff, and a virtual [Gratitude Tree](#) as well.

Come along to the Teams Live event this Thursday 10 September from 10am-11.30am to hear R U OK? Community Ambassador Lillian Davidson speak about how to have an R U OK? conversation. The event will be hosted by UNSW Disability Champion Dr Alanya Drummond and will also feature a short briefing by Benestar. [Registration is essential](#).

The Gratitude Tree will also be virtual for the first time in 2020. Sometimes, we can forget about all the good things we already have in our lives and thinking about them can have a positive impact on our mental health. To access the Gratitude Tree, [click here](#). (You will need to sign up for a Miro account if you don't already have one, but don't worry - it's free.)





Australasian University Health Challenge

The Australasian University Health Challenge (AUHC) is underway! The AUHC is a physical activity challenge undertaken by 18 universities across Australia and New Zealand. It is open to both staff and students and it's not too late to join! If you'd like to work on increasing your physical activity levels, this is the event for you! It's not about being a supercharged triathlete who works out day and night, but just about making the effort to move more. (And of course, we also want to beat the other universities!!)

The AUHC runs until 11 October.

You can participate as an individual, or as part of a team of four.

For more information and the sign up link, visit the Wellbeing website [here](#).



Benestar Webinar - Managing Pressure

UNSW's Employee Assistance Program (EAP) provider, Benestar, delivered a free webinar to staff members on the topic 'Managing Pressure' at 10am on Tuesday 8 September.

The webinar showed how to:

- Understand the link between pressure and stress and recognise stress symptoms
- Examine some physical and psychological techniques to effectively manage pressure
- Learn the factors required to achieve peak performance
- Identify practical strategies for achieving peak performance

If you would like to view a recording of the 'Managing Pressure' webinar, you can access it [here](#).

If you missed Benestar's previous webinar 'Balancing Your Life', you can view a recording of it [here](#).



Uprise

We could all use some extra tools in our toolkit to help us stay mentally fit and healthy. UNSW Wellbeing is very excited to be able to offer Uprise to UNSW staff for the first time. Uprise is a personal trainer for your mood that can help you reduce stress and decrease your risk of burnout.

Available as a web portal and as an app, the program includes a library of mental health training modules which you can work through in your own time and according to your interests. There are currently 38 modules in the library on a range of topics including Stress Management, Sleep and Relaxation, Focus, Productivity and Procrastination, and Coronavirus Anxiety. Lessons range in duration from one to five minutes - so you don't need to have a lot of time to benefit.

[Click here](#) for detailed instructions on how to get Uprise. Subscriptions are free to UNSW staff and last for one year, so don't miss your chance to get one!



Which face mask do I wear, and when should I wear it?

The Covid-19 pandemic has changed how we do things, and until or unless there is a vaccine, our daily routines will require us to modify our behaviours. Where we are unable to maintain the 1.5m physical distancing requirement (eg. on buses or trains or in supermarkets) the NSW Government has strongly recommended that we wear a face mask.

UNSW has put together the document [Wearing of HS Masks Guidance during Covid-19](#), to help us know when we need to wear a mask on campus, and which type of mask is appropriate in relation to our campus activities. Sometimes you may need to wear a specific type of mask because the risk assessment for your work has identified this, something like a P2 or N95. Other times you may just need to wear some type of respiratory protection, and you may have even made your own masks (Good on you! Recycle, re-use!).

What do these different types of masks actually look like for the situation you have in mind? Safety and Wellbeing has developed an information guide regarding [Disposable and Washable face masks](#) to help you understand the vast selection of disposable and cloth masks, what they look like, how to tell if they're real or fake, [how to put them on, take them off](#), how to maximise your protection, and how to dispose of them. These and other related resources can be found on the Safety & Wellbeing page: [Personal Protective Equipment \(PPE\)](#).



Choose hand sanitiser containers carefully

The Therapeutic Goods Administration (TGA) has issued a warning to consumers to be careful when purchasing hand sanitisers. Remember that soap and water are recommended to be used wherever possible, but sanitiser can be used where soap and water are not available.

When purchasing hand sanitiser, be aware that not all hand sanitisers are the same. For alcohol-based hand sanitisers, the product should have at least 60% alcohol to be effective. [Be careful](#) if you are buying online, and watch out for inappropriate or false claims on product labels.

Some hand sanitisers are sold in containers that look similar to food or drink containers. Please avoid buying hand sanitiser in containers that could be mistaken, especially by young children, for food or drink. In the US, [four people have died](#) and nearly a dozen others were poisoned after swallowing alcohol-based hand sanitiser.

For more information [click here](#).

SEXtember

14 - 25 September

SEXtember

Spring has sprung and SEXtember is back! Join us from 14 to 25 September for a festival of celebrating, questioning and exploring every aspect of sex. Whether you're new to sex or a little more experienced, there's something for everyone. There's a talk about sex, porn and consent, a Hump Day stall in the Quad with physically distanced games, a Sexy Trivia night, free STI testing, SEXtember Speed Dating and more!

SEXtember is a co-created event brought to you by the Health Promotions Unit and Arc. You can find out more about all the events on offer on the website [here](#), or through Arc's [SEXtember Facebook page](#).



Yoga with Diane Yuen

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

As a special offer to the UNSW community, Diane is offering her yoga classes for free from 14 - 30 September for staff of UNSW and their immediate family members.

Classes are one hour long and available on Wednesdays and Thursdays at 12pm and also at 6pm on Wednesdays. Numbers will be kept small to allow for personalised attention, so get in quick!

To register, [click here](#).



Updated Work Health and Safety Documents

[HS114 Workstation Checklist](#) - used by workers to assist in setting up their workstation - has been updated to include pictograms of recommended chair, desk and desktop adjustments to assist in an effective workstation setup.

[HS902 Manual Task Risk Management Form](#) is a tool used to assist in identifying hazardous manual tasks and controls to be implemented to minimise risk of incidents/injuries. The form has been updated to include the Risk Rating Matrix. In addition, the examples of postures, movements and forces that pose a risk if they are repetitive or sustained in Appendix 1 have been updated in line with the current Code of Practice - Hazardous Manual Tasks (August 2019).



Building Evacuation Procedures

As student and staff return to campus for T3, a reminder that some buildings will still have reduced Emergency Control Organisation (ECO) members on site. This includes reduced numbers of wardens and first aid officers.

The Emergency Management Team is working closely with Chief Wardens across the campus to ensure we have adequate numbers of wardens present.

In the event of a fire emergency, the building alarms will operate as normal and UNSW Security will arrive. However, students and staff will need to monitor the alarms and self-evacuate accordingly.

Remember:

Alert alarm is Beep, Beep, Beep

Evacuate alarm is Whoop, Whoop, Whoop

Go to your nearest exit and head to the emergency assembly area. Leave personal belongings behind and maintain physical distancing.

CONSULTATION



Health and Safety Consultation Procedure

We have just updated our health and safety consultation procedures, which are now available [here](#).

This updated policy combines information from the previous version of the Health and Safety Consultation Procedure and Safety Issue Resolution Procedure with the addition of a flowchart to make the process easier to follow.

The content of HS339 Health and Safety Consultation Guideline is now available from a single link on the Health & Safety website along with Level 1 HSE Committee minutes and committee membership lists:

<https://safety.unsw.edu.au/whs-consultation>



Vulnerable Workers Guide

The HR Hub contains [Guidelines for Vulnerable Staff](#) on its [Safe Return to Campus](#) page. [This document](#) outlines UNSW's 'Safe Return to Campus' guidelines to support staff who are at greater risk of more serious illness with Covid-19. High-risk groups include people who:

- Are 70+ years of age
- Have compromised immune systems
- Are 65 years and older with chronic medical conditions
- Are Aboriginal and Torres Strait Islander people aged 50 years and older with chronic medical conditions

An [Action Plan](#) should be completed for high-risk staff who are required to return to campus. A copy must be provided to the vulnerable staff member and agreed to by email, and then the Action Plan and email must be provided to your local [HSE Coordinator](#) and [HR Business Partner](#).

Import (BICON) Alert - Urgent Changes to Import Conditions

There are significant changes to import conditions affecting travellers to Australia, returning Australians, people moving to Australia and who will have unaccompanied personal effects coming by sea and/or air, plus anyone operating a Class 1.1, 1.2 or 1.3 Approved Arrangements.

Please see [here](#) for the list of high-risk plant products (in various raw and processed forms *for any end use*) that will not be permitted entry from any country into Australia, and the exclusions that apply to this. Existing import permits for these items will not be affected at this time.

These actions are to protect against khapra beetle (*Trogoderma granaries*) which are a significant threat to Australian plant industries.

Looking for a back issue?

The Safety newsletter now has back issues available online going all the way back to 2014.

If you'd like to access any of these newsletters [click here](#). The 2020 editions are available with a bullet-point listing of article headings for each edition. To access the full newsletter, click on the linked month name. To see what was happening in Health and Safety prior to 2020, scroll to the bottom of that page and click on Archive. Then click on the linked month name to view the full newsletter.

To navigate to the newsletters yourself, go to the Safety website at safety.unsw.edu.au, then click on News in the top title bar, scroll to the bottom of that page and click on the icon of a newspaper with 'WHS Newsletters' underneath.

