



November 2020

So much is still happening at UNSW, it's hard to believe we're at the tail end of the year! We have a big update on Project Salus for you, with the first review by a wider audience netting a whopping 147 feedback entries in just four days!

We've got guidance on purchasing in Jaggaer, removing labels before disposing of plant and equipment, storing old materials in labs and operating drones. There's an article on the Emergency+ app, which has been updated and is an essential app to have on your phone.

Benestar is providing two free webinars for staff this November and there are another two from Uprise. There's also a new Teams group for bike riders, tips on how to be Covid safe and sustainable at the same time, and a lesson learned about disposing of hazardous materials in labs.

So, grab your beverage of choice and settle in - it's a bumper edition!



Project Salus Update

A lot happened in Project Salus in October!

The Project Team organised the first Workstream Product Overview Demonstration. This was the first opportunity for a wider audience to see the new system and have their questions about both the system and process answered. Our vendor demonstrated how the Hazard Management process works within the new system, WHS Monitor.

Shortly after that, we kicked off the first promo and enabled access to the WHS Monitor Sandpit to nominated process review participants to start their review of Reporting & Managing a Hazard.

Over the period of 4 days, we received 147 feedback entries! This feedback is important to us as it will assist in making certain that the final system configuration meets UNSW requirements.

A big thank you goes to all first PROMO participants - you are playing an instrumental role in the system configuration.

In the month of November, we will continue configuration and work streams reviews with the Managing Incidents PROMO coming shortly. If you would like to be involved in this process, please email the [Project Team](#).



"Type-In" Purchasing in Jaggaer

The type-in process allows users to submit line items/products that are not available with hosted catalogue suppliers or for discounted hosted catalogue line items. The type-in purchasing process follows the same safety and cost centre approval process like any other external purchasing in JaggaerCIM.

Please follow the [guide for type-in line items](#), so as not to delay your requisition.

IF a supplier is not available on the Jaggaer supplier list, please contact Finance Help Desk financehelp@unsw.edu.au, to initiate the vendor boarding process.



Benestar Webinar - Rewarding Relationships

In November, Benestar will be providing a free webinar available to all staff members on the topic 'Rewarding Relationships'.

This webinar will show you how to:

- Identify the different types of workplace relationships and assess how healthy yours are
- Identify the key factors that influence the nature and quality of workplace relationships
- Recognise and manage different communication styles
- Learn key skills and strategies to achieve effective individual and team communication

The webinar will be held on Wednesday 25 November from 11am-12pm.

Registration is essential. [Click here to register.](#)



Benestar Webinar - Self-care during the holidays

As we approach the end of what can be described as a challenging and difficult year, it's important that we set aside time to take care of our individual health and wellbeing.

The concept may sound simple, but regularly practising good self-care can easily become overlooked, particularly when life gets busy.

The 'How to practice good self-care during the holidays' webinar will equip you with the tools needed to create an effective self-care plan.

The webinar will be held on Thursday 19 November from 10am-10.30am.

Registration is essential. [Click here to register.](#)



Remove Labels Before Disposal!

A recent incident highlighted the importance of removing labels from plant, equipment or empty waste containers before disposal (or rehomeing).

An empty 2.5L glass Winchester bottle was disposed of via Jaggaer in 2018. This bottle has since been on a journey and made its way to an antique store in October 2020. During this journey, the old Jaggaer label continued to be displayed, identifying the lab group, school and building it came from.

Before you dispose of plant, equipment or even empty waste containers, the local area is responsible for the removal of all identifying labels

associated with the University and complying with decontaminating and decommissioning processes.

Refer to the [Documents and Resources](#) pages on the Safety website and under 'Keyword' type in 'equipment' to search for the relevant procedures, guidelines and checklists. Asset registers may also contain some larger, more expensive equipment, so include your local asset register owner before disposal. If you need guidance or help on issues similar to this, please refer to your local [WHS Contact](#).



Old Materials in Labs

Space in any lab is precious. In recent workplace inspections, we discovered a number of laboratories have been storing material from researchers or students who have left a long time ago. To prevent the accumulation of old material in a laboratory, we recommend the use of the [Cessation of Laboratory Activities Checklist \(HS726\)](#). The checklist can be used at the end of a research project for a single person or group.

We understand that sometimes your research findings and samples need to be stored for a period of time after publication. To do this safely, make sure there is a label on all samples identifying who, what, when and where information, eg. the purpose of the storage and contact details. Placing a disposal date on the work will also help with good laboratory practices.

If you think we can improve on our Cessation of Laboratory Activities form, do not hesitate to let the WHS Team know - send us an email at safety@unsw.edu.au with your feedback. If you need assistance with laboratory activities, please contact the Safety Team through our [contacts page](#).



Respirator Fit Testing Accreditation Program

Respiratory Protective Equipment (RPE) plays an important role as the last line of defence against hazardous substances such as solvents, gases, heavy metal dusts (uranium, lead, arsenic), laboratory animal allergens (LAA), asbestos or silica dusts. Even after selecting the correct RPE, if it does not fit properly because of facial shape or facial hair, the person wearing it will not be protected.

Some of you will have been conducting respirator fit tests on your staff and students for many years. However, in health care settings in the last few years, implementing AS 1715: Respiratory Protective Equipment has not been widespread, and in any case the standard does not detail the knowledge and competencies a fit tester should have.

The Australian Institute of Occupational Hygienists (AIOH) is now rolling out a national standardised fit test training course syllabus and accreditation scheme for fit testers.

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



Save the
app that
could save
your **life**

Emergency+ Free App

Emergency+ is a free application developed by Australia's emergency services and industry partners. The application works across Australia, using GPS functionality built into smartphones to help a Triple Zero (000) caller provide critical location details required to mobilise emergency services.

First launched in 2013, the application has been downloaded more than 2.2 million times and has provided assistance to people facing an emergency.

Important - if there is no mobile coverage on any network, you will not be able to reach the Emergency Call Service via a mobile telephone.

For more details and links to the app for iOS and Android, [click here](#).



Drone Operation and Management

Remotely Piloted Aircraft Systems (RPASs; in short, drones) are being utilised in UNSW for diverse applications such as surveying, remote sensing, construction, infrastructure inspections, environmental assessment, mineral exploration, agriculture, film making, aerial photographing and wildlife research, to name a few. Drone operations in the Australian airspace is regulated by the Australian Civil Aviation Safety Authority (CASA) according to Commonwealth legislation and there are changes that are effective NOW! To learn what you need to do, refer to the RECS pages located [here](#).



Reducing waste while being Covid Safe

UNSW retailers have returned to accepting reusable cups and containers after a temporary pause due to initial Covid safety concerns. Such concerns have incentivised an increase in single-use plastic across the world. Nine months into the pandemic, it is timely to reflect on how we can protect both our health and the environment. [Click here](#) to learn how you can avoid single-use plastic and still be Covid safe.



Uprise Webinars

Uprise is offering two further webinars in November for UNSW staff.

Personal Values

Did you know that basing your decisions on your value system is a research-backed method to build long term happiness? It can be hard to make the right decisions in life so here we show you a method for choosing based on your personal recipe for happiness: your value system.

The Personal Values webinar will be held at 12.30pm on Wednesday 18 November.

[Register here](#).

Financial Mindset

Financial worry is one of the most common stressors in modern life and can take a huge toll on your mental and physical health, your relationships, and your overall quality of life. Learn proven mindset skills to combat financial stress, thinking and worries.

The Financial Mindset webinar will be held at 12.30pm on Wednesday 25 November.

[Register here.](#)

[Click here](#) to learn more about Uprise at UNSW.



Changes to Hazardous Chemical Information System (HCIS)

The Hazardous Chemical Information System (HCIS) is a free database of chemical classifications and workplace exposure standards that allows you to find classification and labelling information for over 5,500 chemicals.

Safe Work Australia has recently made some changes to the HCIS that will improve how you search for chemicals. Key improvements include sorting results by 'most relevant', the ability to review your search criteria during your search and having any changed chemical hazard categories described using hazard category names instead of numerical codes.

A bug which caused history logs to display the wrong date has also been fixed.

[Click here](#) to check out the Hazardous Chemical Information System.



Bike2UNSW Teams Group

A new Teams group has been established to connect people who ride or want to ride to UNSW. The group welcomes bike riders of all levels and provides a platform to share riding information and to find a buddy on a cycling route. To join, follow [this link](#) and click on the 'Join or Create a Team' button in Teams, then under 'Join a Team with a Code' enter the code **kgaa56q**.



Lesson Learned

A lab member found an old clear glass stoppered flask containing ~20ml titanium (IV) chloride solution in tetrahydrofuran (THF). The lab member noticed some crystals at the bottom of the bottle and was about to dispose of the $TiCl_4$ solution. When they realised the glass stopper was not moving, they applied force to remove the stopper. Upon twisting the stopper, the pressure built up inside the glass bottle which exploded; the glass stopper was ejected, the bottom of the bottle fell on the floor and the liquid contained in the bottle spread over the area.

The lab member was wearing all the correct personal protective clothing equipment (PPCE) including safety glasses, the situation was quickly assessed, the lab evacuated and the alarm raised. The explosion

caused the formation of TiO₂ powder and HCl gas and glass shards - both of which could have resulted in a serious injury. A good response and compliance with PPCE meant no-one was injured.

If you notice crystalline solids in your solvents, stop immediately and get assistance.
