

## September 2016

This month we celebrated R U OK day (see article below) which will give you a taster for next month which is national Mental Health Month. Watch out for more mental health initiatives coming soon and sign-up to the new [UNSW Wellbeing newsletter](#) to find out more.



### Staff excellence awards

Is there someone from your area you think worthy of a staff excellence award for their safety or environmental work?

Nominations are now open to recognise and reward staff who have demonstrated excellence either through sustained outstanding performance or a single one-off exceptional success. All academic and professional staff are eligible for the Excellence in Safety award and Excellence in Environmental Sustainability award with a \$2,000 prize (individual or shared).

To nominate refer to the [information booklet](#) and complete the [nomination form](#). Closing day is 30 September 2016.

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### UNSW Global Corporate Challenge winners

The UNSW team of over 500 people completed the Global Corporate Challenge (GCC) program on 1 September. The goal to complete 10,000 steps per day was smashed by UNSW who averaged almost 13,000 steps per day. UNSW won the mini-league challenge between 17 Australian Universities to have the highest step average. Congratulations to all GCC participants (76 teams totalling 532 individuals) that stepped up to take out the top spot in 2016.

the Library Lawn. The Quad featured a Conversation Corner with two phone booths, a PostSecret Wall, Self Care Cards and at 1.30pm the letters "R U OK?" were spelled out by people on the Quad Lawn. Speakers gave talks and other events took place within faculties all over campus. Several of the campus cafes joined in the days events by offering 2 for 1 coffee deals. Special thanks to Cafe Brioso, Bluestone, Coffee on Campus and Bar Navitas for their terrific contribution to a wonderful day.



## Ergonomic assessments

If you require a workstation assessment we advise use of an external provider, while the UNSW Health and Safety Coordinator for Ergonomics is on maternity leave. ProRehab Solution have experienced Occupational Therapists, Physiotherapists, and/or Exercise Physiologists. The Ergonomics Assessment will follow the UNSW Health and Safety checklist format and any recommendations will be listed in a report; contact [admin@prorehab.com.au](mailto:admin@prorehab.com.au) to arrange a visit.

Please see our [workstation assessments webpage](#) for further information.

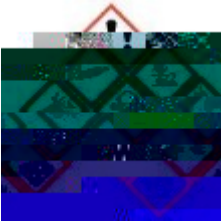
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## SafeSys update

UNSW IT have developed an archiving feature within SafeSys, our system for managing risk management forms and safe work procedures. All users are encouraged to archive items as soon as possible after it is no longer needed. Refer to [HS733 Health and Safety Records Procedure](#) for archiving advice. This will help to improve the speed of the system. Longer term, IT will implement more permanent solutions to improve speed due to the large volume of information stored within.

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## New safety procedures

A new procedure has been released to ensure that UNSW complies with the conditions of its Trade Waste Agreement and to ensure that only non-hazardous waste enters trade waste, unless an exemption is permitted from Facilities Management. Refer to [HS750 Non-Hazardous Liquid Chemical Waste Disposal Procedure](#) for full details.

The [HS404 Dangerous Goods Storage Guideline](#) has been revised and now includes further detail regarding flammable liquid cabinets proximity to ignition sources. Refer to section 1.8 and appendix 4 for the new information.

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## Introducing Leanne

Leanne Thebridge has joined the Health and Safety team with responsibilities for central systems, including reporting and training systems. Leanne joins from CSIRO where she was in a similar role. Leanne will also look after health and safety for Chief of Staff Division and Art and Design.

Contact Leanne at [l.thebridge@unsw.edu.au](mailto:l.thebridge@unsw.edu.au) or 93852914.

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## Workplace bullying

Workplace bullying is a risk to health and safety. Safe Work Australia has updated two publications on workplace bullying to provide greater guidance for managers and workers.

The [Guide for preventing and responding to workplace bullying](#) provides managers with information on how to manage the risks of workplace bullying.

The [Dealing with workplace bullying - a worker's guide](#) helps workers who may be experiencing or witnessing workplace bullying.

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Officer [Rochelle Johnson](#) by 16 September to include for consideration in the UNSW submission.

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## Lessons learnt

Recently at a UNSW event a large number of helium balloons were released into

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