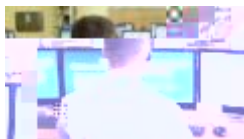




December 2018

As the year hurtles to a close we have just a few tips to keep everyone safe over the holidays. Hopefully everyone will be taking a much-deserved break over the shutdown period, but for those who are not, please check the 'Working During Shutdown' requirements. For those travelling, stay safe, for those celebrating, enjoy it!!

Happy Holidays and see you all back here for another exciting year at UNSW in 2019!



#### Working During Shutdown

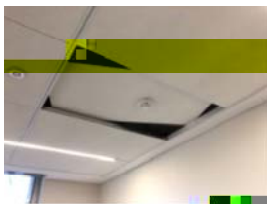
If you get an exemption to work on campus during the end-of-year shutdown, this is considered 'after-hours' work and therefore you must have safety measures in place due to the increased risk associated with lack of emergency response support. People working in labs or workshops carrying out medium to high risk activities must have an approved [HS703 Working Alone or After Hours Approval Form](#) and have a buddy system in place. Full details are in the [HS322 Working Alone or After Hours Guideline](#).

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treatment in hospital.

### What Was Done Well

- Swift (within 1-2 minutes) action from local First Aider for the injured worker
- Office staff contacted EM Help Desk advising of the incident
- Swift response from EM Building Manager in assessing the area and making safe any other ceiling panels
- Prompt inspection of the entire building level where these panels were installed, and further rectification of any suspect panels commenced within 15 minutes of incident

### Call to Action

- Ensure Level 3 HSE committee workplace inspections include looking for obviously loose ceiling panels if you have a suspended ceiling in your workplace
- Ensure room identification labels for all doors to assist with location descriptions when reporting issues
- Ensure workers are aware of First Aiders and Floor Wardens in their area to assist in accessing them quickly in an emergency
- For those areas with ceiling tiles, if anyone notices an obviously loose panel please raise it immediately with your Estate Management Business Partner or log a maintenance job with Estate Management, whichever is the appropriate procedure for your area.

For further information please contact the relevant [UNSW Health & Safety Team](#) contact.

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