



Work Health and Safety News

August 2017

We are ramping up for some big activities in the coming months, including the Jaggaer (SciQuest) upgrade, bush regeneration project and R U OK? Day. Check out more detail below.

Employee Assistance Program (EAP)

The [UNSW Employee Assistance Program \(EAP\)](#) offers a range of services for free to all UNSW staff and their family. Contact EAP directly on 1300 360 364. Alternatively, log-in to the on-line service via [myUNSW](#) (link and password is at the bottom right corner of the home page). The online portal has advice and guidance relating to relationships, family, money, stress, work-life balance and more. Some features include:

- On-line counselling live chat function.
- Access to dietitian to help improve your health.
- Self-assessments for a number of areas including budgeting, self-esteem, work stressors.
- Podcasts on topics such as sleeping well.

[ManagerAssist](#) is also available for managers to help with situations such as interpersonal conflict, assisting an employee not coping with change, a distressed employee and difficulties with team functioning.

Jaggaer (SciQuest) upgrade 9.2

The UNSW Chemical Inventory Management system - Jaggaer (previously known as SciQuest) - will be upgraded to version 9.2 and available on Sunday 10 September 2017.

Testing of the new version was successful and it is now ready to go live! In preparation we are offering:

- Live demonstrations of the new software commencing 8 August, hosted by Dr Trung Tuong.
- Training sessions for general and advanced users scheduled across Kensington Campus (upper, middle and lower) commencing on 14 August.
- Targeted sessions for Stockroom and Canberra Campus users commencing on 21 August.

Check out the Jaggaer information webpage [UNSW Health & Safety](#) for

Cycling on campus

There have been a number of reports of near collisions between cyclists and pedestrians

Bush regeneration

UNSW is working with the community for a Bush Regeneration Program to control weed and re-plant and encourage native endemic species to the bushland area surrounding the [UNSW Manly Vale campus](#). An estimated 370 native seedlings were planted on Manly Vale campus last month. For further information contact sustainability@unsw.edu.au.

Reporting on smoking law

[New South Wales smoke-free laws](#) dictate smoke-free zones in all enclosed public places (for example shopping centres, trains, buses) and in some outdoor public spaces, for example, within 4 metres of a pedestrian access to a public building, at bus stops and train platforms, ferry wharves, commercial outdoor dining areas, within 10 metres of outdoor public children's play equipment. If you think an outdoor smoking ban in a public place has been broken you can report this using the [NSW Health online report form](#).

See the [UNSW Smoke-Free Policy](#) for enforcement details.

Training Administration

The Health, Safety and Environment Team has a new Training Administrator, welcome to Jenny Robertson.

The Training Administration role will be in charge of all Health, Safety and Environment Online Training Courses (such as HSE Awareness and HSE Ergonomics) and our face-to-face training (such as Biosafety for PC2, First Aid and Warden).

Training information is available on our [Training webpages](#), if you have any further questions or need help with registering for training contact HSETraining@unsw.edu or 02 9385 2916. Please note the previous