



# Work Health and Safety News

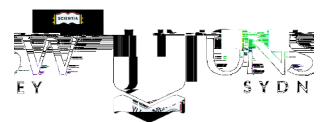
## April 2020

Wow, what a difference a month makes! Looking back to when we sent out our March newsletter, it feels like we are now living through a different period in human history. With most of us now worsoportant update on the SafeSys Replacement Project and new

Jaggaer is soon to launch a new functionality. We also have a warning for HP laptop owners and a lesson learnt about electric shocks at work.

The University has joined up to the NSW Government's *Get Healthy at Work* program so we can all use this (o )13.3oinoisha -.men-0.015

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To make an appointment between 14 - 28 April, follow the instructions [here](#).

The UNSW Health Service will be offering flu vaccines all year and is managing appointment times to ensure physical distancing can be maintained at all times. Additional waiting areas have been established outside the Health Service to ensure people waiting for an appointment can maintain physical distancing. Masks, gloves and hand sanitiser will be available to ensure patient safety at all times.

For more information visit the [UNSW Health Service Vaccinations](#) website.

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## Vitamin D Dilemma

Whilst many of us may be staying indoors more than usual, it is important that we make sure we are also getting enough vitamin D. Vitamin D plays an important role in the maintenance of strong and healthy bones and muscles. Although some foods contain small amounts of vitamin D (eg. salmon, eggs), UV radiation from the sun is the best natural source of vitamin D. Yet at the same time, it is a major cause of skin cancer. So how can we balance the risks and benefits of sun exposure?

A number of factors influence the amount of sun exposure required in order to receive sufficient vitamin D. These include the season, the time of day and amount of skin exposed to the sun. This information, along with guidance as to when sun protection is required, is outlined in the Cancer Council's [How much sun is enough?](#) brochure and via their [SunSmart app](#).

Further information on vitamin D can be found on [Cancer Council](#) and [Health Direct](#) websites.

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## Working from Home Wellbeing Tips

Many people are currently working from home for the first time. Even if you are accustomed to working from home, it can help to remember a few key points about how to do it safely. This [Working from Home Wellbeing Guide](#) has been developed to help, and there is working from home information for staff and managers on the [HR Hub](#).

When we are working on campus, we receive cues that we may not get when working from home - eg. to take regular breaks. Without the usual distractions of the workplace, it is very easy to become so involved in your work that you may find yourself sitting for prolonged periods. Work is safer, healthier and more productive when you take regular breaks. Use software such as [Workrave](#) (PC) or [Time Out - Break Reminders](#) (Mac) to remind yourself to take regular breaks.

## Fire Warden Online Training

Fire Warden online training has been updated and is now available to all staff.

As everyone who can work from home is now working from home, there is a decrease in the availability of ECO (Emergency Control Organisation) members within each building. If you are still currently working on campus, please consider undertaking the online Fire Warden training.

To access the training, follow these steps:

1. Login to [MyUNSW](#)
2. Click on My Staff Profile
3. Enter the Learning and Development tab
4. You will now be on the Request Training Enrolment window
5. Select your employee record and click on Search by Course Number
6. Enter "EMFW20" and click Search
7. Click on View Available Sessions
8. Select Session 0001 (ignore the date; all online courses have a date early in the year)
9. Click Continue

- x Automatic assignment of an expiration date for containers manually created or received in Jaggaer which are part of an EHS list.
- x Focus on organic peroxide forming chemical Category A and B will be assigned three month and six month expiration periods respectively.
- x Expiration notification to the container owner either via email or in-app notifications.
- x All containers in Jaggaer can be assigned an expiration date regardless of whether they are on the EHS lists.

Keep an eye out as guides, and a launch date, are coming soon!

Would you like to participate in testing for the new container expiration functionality? Do you have any questions? Please contact [jaggaercim@unsw.edu.au](mailto:jaggaercim@unsw.edu.au)

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## HP Batteries Swelling

What is happening?

A rising number of HP Elitebook x360 1030 G2 models in the Built Environment faculty are being identified as having internal "swollen/bulging" batteries. In most cases the swelling batteries affects the laptop chassis (casing/closure) causing it to come apart.

What do I need to do?

HP are aware of this issue and have identified a number of different models which have potential issues. If your laptop chassis has started to bulge, become out of shape or come apart, please power off your laptop and contact the IT service desk so the responsible support team can arrange for a replacement battery from Hewlett Packard. This will involve a HP service technician attending site to replace the battery and resit the closure.

HP state that although swollen batteries generally do not pose a safety issue, HP recommends that they should be replaced. "The HP Safety Council has investigated these issues and determined that there is no safety issue."

(Built Environment procured devices of this model have an active warranty status, and are therefore replaceable without charge. For batteries no longer under warranty contact HP to purchase a replacement.)

More information on the incident can be found [here](#), along with documentation for proper care and maintenance of batteries.

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## Effective Handwashing Guide

Frequently washing your hands, especially before eating, is the single most effective way to prevent the spread of illness or contamination from things that you may have touched.

Basic soap and water is as good at cleaning your hands as any hand disinfectant or sanitiser. The sad reality is, about 25% of people don't wash their hands at all, and of those who do, they don't wash them frequently or adequately. In fact those who do wash their hands on average do so for only around 10 seconds which at best will remove about 90% of germs.

It should take about 30 seconds to wash your hands adequately (steps 1-9 in link below). The problem is, the remaining bacteria will grow and can double in number in less than 20 minutes! It doesn't matter what you use to wash your hands, if your technique is poor then your hands will not be clean.