

period, all UNSW lab personnel are required to depart from the current waste disposal process and instead follow the below process:

1. Chemicals to be disposed of shall be poured into a container
2. A first and final rinse can be poured down the drain

If you have any questions please contact [Greg Kaplan](#) and [Russell Druce](#).

Plant and Equipment Safety

Improper use of plant and equipment is a frequent cause of injury. However, equipment related fatalities, amputation, crush, burn and fracture injuries can all be prevented.

To ensure your safety whilst operating plant and equipment it is important that you:

- Identify common hazards and machine parts that need safeguarding
- Remove the hazards and/or control the risk
- Ensure you keep a safe distance
- Ensure appropriate guards and barriers are in place
- Consider other issues such as:
 - Noise
 - Hazardous chemicals
 - Airborne contaminations
 - Hazardous manual tasks
 - Clothing/hair entanglement
 - Pinch points

Further information on machine safety including operator safety tips can be found on the [SafeWork NSW website](#).

Flu Vaccination Still Available

Although the annual staff flu clinic has finished, the Health Service on campus still has plenty of stock of the flu vaccine and are still providing free vaccinations to staff members. You may have to wait a bit longer than during the annual flu clinic depending on how busy the Health Service is with other sick or injured patients, but with the peak of flu season still ahead of us it is definitely worth taking the time to get vaccinated. Important information:

- You cannot book online - phone 9385 5425
- Please book an appointment with the nurses (not with a doctor)
- They will try to see you on the day you call
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Digital Detox

We love technology, but sometimes we all need to take some time away from technology to recharge our own batteries. This is the first in a two part Digital Detox Challenge. In Part one, we are asking staff to take the weekend off. From COB Friday 12 July until the morning of Monday 15 July - no sending work emails, no checking work emails. Have a whole weekend to yourself and see how you feel. [Email us](#)

UNSW Fitness and Aquatic Centre

Did you know that UNSW staff members are eligible to salary sacrifice their membership of the on-site UNSW Fitness and Aquatic Centre? The Centre is managed by the Y NSW and promotes healthy living not just for students but also for staff. UNSW staff membership exclusives include private group fitness sessions, a private training space for team building and group education seminars and workshops - in addition to the option to salary sacrifice your membership fees. UNSW staff members can receive full access to the Centre from as little as \$16.50 per week.

[Click here](#) to find out more.

Further information regarding responsibilities can be located in the [HS336 Responsibility, Authority and Accountability Procedure](#). For information about online training for supervisors, [click here](#).

Plastic Free July is here!

This July choose to refuse single-use plastics. UNSW is partnering with [Plastic Free July](#), joining a global movement that helps millions of people be part of the solution to reduce plastic pollution.

Action to reduce single-use plastics supports the [University's Environmental Sustainability Plan 2019-21](#), which commits to reducing general waste per student by 10% and to minimising waste, improving

SafeWork NSW Videos

In recent times, [SafeWork NSW](#) has developed a number of resources designed to promote safety in a number of areas. Some videos that may be of interest and/or worthy of discussion at team meetings or HSE Committee meetings include:

- [Hazardous manual tasks](#)
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