

November 2020

So much is still happening at UNSW, it's hard to believe we're at the tail end of the year! We have a big update on Project Salus for you, with the first review by a wider audience netting a whopping 147 feedback entries in just four days!

We've got guidance on purchasing in Jaggaer, removing labels before disposing of plant and equipment, storing old materials in labs and operating drones. There's an article on the Emergency+ app, which has been updated and is an essential app to have on your phone.

Benestar is providing two free webinars for staff this November and there are another two from Uprise. There's also a new Teams group for bike riders, tips on how to be Covid safe and sustainable at the same time, and a lesson learned about disposing of hazardous materials in labs.

So, grab your beverage of choice and settle in - it's a bumper edition!



Project Salus Update

A lot happened in Project Salus in October!

The Project Team organised the first Workstream Product Overview Demonstration. This was the first opportunity for a wider audience to see the new system and have their questions about both the system and process answered. Our vendor demonstrated how the Hazard Management process works within the new system, WHS Monitor.

Shortly after that, we kicked off the first promo and enabled access to the WHS Monitor Sandpit to nominated process review participants to start their review of Reporting & Managing a Hazard.

Over the period of 4 days, we received 147 feedback entries! This feedback is important to us as it will assist in making certain that the final system configuration meets UNSW requirements.

A big thank you goes to all first PROMO participants - you are playing an instrumental role in the system configuration.

In the month of November, we will continue configuration and work streams reviews with the Managing Incidents PROMO coming shortly. If you would like to be involved in this process, please email the [Project Team](#).



"Type-In" Purchasing in Jaggaer

The type-in process allows users to submit line items/products that are not available with hosted catalogue suppliers or for discounted hosted catalogue line items. The type-in purchasing process follows the same safety and cost centre approval process like any other external purchasing in JaggaerCIM.

Please follow the [guide for type-in line items](#), so as not to delay your requisition.

IF a supplier is not available on the Jaggaer supplier list, please contact Finance Help Desk financehelp@unsw.edu.au, to initiate the vendor boarding process.

Benestar Webinar - Rewarding Relationships

In November, Benestar will be providing a free webinar available to all staff members on the topic 'Rewarding Relationships'.

This webinar will show you how to:

- Identify the different types of workplace relationships and assess how healthy yours are
- Identify the key factors that influence the nature and quality of workplace relationships
- Recognise and manage different communication styles
- Learn key skills and strategies to achieve effective individual and team communication

The webinar will be held on Wednesday 25 November from 11am-12pm.

Registration is essential. [Click here to register.](#)

associated with the University and complying with decontaminating and decommissioning processes.

Refer to the [Documents and Resources](#) pages on the Safety website and under 'Keyword' type in 'equipment' to search for the relevant procedures, guidelines and checklists. Asset registers may also contain some larger, more expensive equipment, so include your local asset register owner before disposal. If you need guidance or help on issues similar to this, please refer to your local [WHS Contact](#).

Old Materials in Labs

Space in any lab is precious. In recent workplace inspections, we discovered a number of laboratories have been storing material from researchers or students who have left a long time ago. To prevent the accumulation of old material in a laboratory, we recommend the use of the [Cessation of Laboratory Activities Checklist \(HS726\)](#). The checklist can be used at the end of a research project for a single person or group.

We understand that sometimes your research findings and samples need to be stored for a period of time after publication. To do thised 84 360h4s(

Emergency+ Free App

Emergency+ is a free application developed by Australia's emergency services and industry partners. The application works across Australia, using GPS functionality built into smartphones to help a Triple Zero (000) caller provide critical location details required to mobilise emergency services.

First launched in 2013, the application has been downloaded more than 2.2 million times and has provided assistance to people facing an emergency.

Important - if there is no mobile coverage on any network, you will not be able to reach the Emergency Call Service via a mobile telephone.

For more details and links to the a.7 (i)-08.04 59.6f (o)13.3 (mq248.04 561

caused the formation of TiO₂ powder and HCl gas and glass shards - both of which could have resulted in a serious injury. A good response and compliance with PPCE meant no-one was injured.

If you notice crystalline solids in your solvents, **stop immediately and get assistance.**
