

Benestar Webinar - Balancing Your Life

Benestar will be providing a free webinar available to all staff members on the topic 'Balancing Your Life'. The webinar will show you how to:

- Take stock of your current life balance and evaluate your expectations
- Value yourself, your goals and your priorities
- Understand the issues and risks of being out of balance
- Explore strategies to achieve a realistic life balance

The webinar will be held on **Tuesday 18 August from 10am-11am.**

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

- An increased risk of chronic illness, including diabetes, heart disease and some cancers
- An increased risk of depression

Try to break up your sitting at least every 30 minutes by:

- Standing up and stretching after sending an email or whilst on a telephone call
- Set up a recurring alarm on your phone or a meeting reminder on your online calendar to remind you to stand up every 30 minutes
- Use a small glass of water at your desk and refill it by walking to the kitchen regularly - this will also assist in keeping you hydrated
- Move your bin away from your work area so you have to stand up and move to throw something out
- If running a meeting, schedule a stand-up break in the agenda

Additional information can be found on the [Safety website at Rest Breaks](#), including Pause Break Reminder programs and some simple stretches and exercises which do not require any equipment.

Fitbit Premium - Free

Great news - the special offer for UNSW staff to access Fitbit Premium for free has been extended until the end of the year!

(eg. vaccines); availability of effective treatment (eg. antibiotics); and other factors, and these can depend on the country and/or organisation.



Managing Your Finances in an Uncertain World

Establishing your financial goals and determining what you want to achieve with your hard-earned money can be difficult. Reviewing your finances and understanding where your money goes and where it should be going is a great place to start.

UniSuper Advice is providing a live webcast 'Managing your finances in an uncertain world' which will cover:

- evaluating how you spend your money
- planning where your money goes
- establishing your financial goals
- important decisions to make
- how UniSuper can help you

The webcast will be held on **13 August 2020 at 5pm.**

During the webcast with Private Client Adviser Adrian Fodera you'll have the opportunity to have your questions answered and you'll have access to a range of helpful resources.

Registration is essential. [Register here.](#)

SafeSys - search function reminder

Since the introduction of the search function in SafeSys it has been much easier to find documents such as a risk management form or a safe work procedure or an activity. In recent weeks a number of queries have come through the IT desk about the ability to search not working so the WHS Team thought it would be a good reminder to everyone about when a document search will work.

Once a document has been approved it will not automatically appear within the search function. All approved documents will be searchable through the search function after 6pm on the day it was approved. This is when the system will consolidate that day's approved documents and make them available through the search function - this process is known as 'the crawl'. The Help and Knowledge section is located [here](#) (login required). If you have more questions about SafeSys please do not hesitate to send your questions through to safety@unsw.edu.au or get in touch your Faculty contact located [here](#).



Lesson Learned

A recent incident involved chemicals being transported on a two-shelf flat trolley from one of the campus stores to a laboratory. Although the bottles of chemicals were inside a tub which was secured by a cable tie to the handle of the trolley, a gust of wind pushed it off, snapping the cable tie and causing the bottles to fall out of the tub and smash on the ground. The contents spilled and created a hazardous situation.

Security attended and the incident was reported to SafeWork NSW.

An investigation determined that a flat shelf trolley is not appropriate to transport dangerous or hazardous materials that may need to be banded or double-contained. A more suitable route from the campus stores to the lab is also being investigated in order to avoid the wind gusts which can occur even on only mildly windy days in this area.

For more detail on this incident and examples of suitable and unsuitable trolleys for transporting dangerous materials, please see the [Safety Alert here](#).
