

WELLNESS AND WELLBEING IN 2008

It is easy in our increasingly busy lives to sometimes forget the most important thing – ourselves. Good health and happiness are key ingredients for a productive and satisfying life both at work and beyond. Here are some quick tips for looking after No. 1 during 2008:

- Drink water. One litre of water per 25kg body weight per day.
- Eat regularly and nutritionally.
- Exercise regularly. Get your blood pumping and lungs expanding at least three times per week. Make sure that the exercise matches your fitness level.
- Voice your concerns. If you are having difficulty coping with work demands inform your manager without delay and contribute to the discussion of suggestions for improvement.
- Take a break when you are weary to recharge your batteries and boost concentration and productivity.
- Be nice to someone. Maybe they will be nice in return. Imagine if we were all nice to each other.
- Smile. A smile costs nothing and feels good.



CHECK YOUR POSTURE AT WORK

Stop! Check your posture at your desk!

Use the brief checklist below to check and correct your working posture and habits.

- Is your chair high enough so that your elbows are level with or slightly higher than your keyboard while you type?
- Are your shoulders relaxed when your hands are keying or using the mouse?
- Do you have a stable footrest if your feet are not flat on the floor when sitting?
- Are the monitor and keyboard aligned and directly in front of you so that you do not twist to view the screen or reach the keys?



- When looking at your monitor, is your eye level within the top 1/3 of the screen?
- Are your wrists straight and in line with the forearm whilst keying or using the mouse?
- Is the mouse used as close as possible to the keyboard to avoid stretching of your arm?
- Is the position of your reference documents aligned directly in front of you (positioned between your monitor and keyboard) to avoid neck bending and twisting?
- If you are required to use the telephone and computer simultaneously, are you using a telephone headset?
- Throughout your workday, are you including micro pauses (5-20 seconds per 10 minutes) and stretch breaks (approximately 5 minutes per hour)?

We recommend that you implement any changes in consultation with your supervisor. You can find more information at our website http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ergoguide.shtml

The OHSIM team is keen to roll out group training on office ergonomics in 2008. To register your interest, please discuss with your supervisor and ask them to make contact with us on 9351 4335 or ohsim@usyd.edu.au



NEW DEADLINE - HAZARDOUS WASTE

There is a new deadline for the submission of requests for the disposal of hazardous waste. The University's hazardous waste contractors have requested that the University provide them with all hazardous waste documentation earlier than previously required. This is to ensure that they have adequate time to classify, manifest and prepare for the safe collection of our increasing volumes of chemical, biological and radioactive waste. For OHSIM to meet these requirements and also allow time for the internal review of each request, all requests for the disposal of hazardous waste from the Camperdown, Darlington, Mallett Street and Rozelle campuses must be received by COB on the Friday prior to the scheduled collection. Requests received after this deadline will not be included for collection. These will be processed prior to the next scheduled collection (http://www.usyd.edu.au/ohs/ohs_manual/w-dates).

OHSIM will review all requests for disposal on the Monday morning, and follow up with the waste generators as necessary. Waste generators will have until 2 pm to respond to any queries. To ensure that your waste is approved for collection you must:

- accurately describe the waste including the technical names and concentration of chemical constituents (if applicable);
- provide the correct dangerous goods classification (refer to the MSDS/s);
- accurately estimate the waste volumes;
- provide contact details for a member of staff who is aware of the request for disposal and who will be on-site and available on the day of the collection;
- accurately describe the waste location (Building and Room number or location); and
- provide a completed activity statement (<http://www.usyd.edu.au/ohs/docs/forms/rad-cert.pdf>) with all requests for the disposal of radioactive waste.

OHSIM can arrange but will not fund the disposal of unknown (e.g. unlabelled or unidentified) waste and stockpiled hazardous waste (e.g. large laboratory or workshop cleanouts prior to renovation or a change in local management). In these situations, OHSIM will seek a quote from a suitable contractor and the generating department must provide OHSIM with a valid account code (for payment) prior to collection. For more detailed information about the University's program for the disposal of hazardous waste please refer to the Hazardous Waste Policy and Guidelines (http://www.usyd.edu.au/ohs/ohs_manual/hazwaste.shtml).

OHS COMMITTEE ELECTIONS

Elections will be held in June for employee representative positions on the Zone OHS Committees. During their two year term of office, employee representatives meet regularly with management representatives to monitor

occupational health and safety within their Zone and recommend improvements where warranted. Each Zone is typically comprised of several buildings that are in close proximity and have functional similarity. Zone OHS Committees also contribute to the development of University wide OHS policies, guidelines and initiatives.

All OHS Committee members receive accredited training and on-the-job coaching. Membership provides a good opportunity for personal development and contributes importantly to the health and safety of the university community. Check the details on-line and watch for publicity about the OHS Committee elections over the next couple of months. http://www.usyd.edu.au/ohs/ohs_manual/OHS_consult.shtml

MOBILE PHONES AND DRIVING

It is illegal to drive or ride a motor vehicle while using a hand-held mobile phone. The penalty is a significant fine and three demerit points. Drivers are at significantly greater risk of having an accident while using a mobile phone regardless of whether it is hand-held or hands-free. The increased risk relates to the distraction from driving caused by the driver's cognitive engagement with the phone conversation.

In the interest of driver safety it is recommended that drivers refrain from using mobile phones in any form while driving. Pull over in a safe location to make or respond to urgent telephone calls. For non-urgent matters allow calls to go to message-bank. Recall and respond to these at the earliest, safest opportunity when you are not driving.

WHO'S NEW?

We welcome Davorka Bilic to the OHSIM team. Davorka will be with us for one year, replacing Jenny Dawkins during her maternity leave. Davorka will oversee the University's biological safety and gene technology programs and provide OHS support for the medical sciences. She brings with her years of experience in similar work at UWS and expertise applying OHS in the sciences - ideal credentials for this role. Please make her welcome.



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