UNISAFE
TIP OF THE WEEK #8

Our role as Safety Professionals for the University

As members of the HSW Community of Practice we should know that the University's Health and Safety Management System (HSMS) is designed to

- Help the University **create safer work environments**

- **reduce injuries and injury-related costs** – by pre-empting injuries

- providing measurable systems that can **verify our safety performance**

- demonstrating that the organisation is **meeting legal requirements**

- enhancing the organisation's **reputation**.

Hazard reporting is of prime importance to our HSMS. Its everyone's responsibility. As HSWO's it's important that you do not forget that it is your role too. As a group of safety professions the level of safety we expect at the University will be set by what we are prepared to ignore.

It's important that you do not think you are creating work for other HSWO's. We should all know that in nearly all cases, a Hazard report creates actions for the supervisor of the area/task/activity that will make the University safer. Which is a good thing.

HSWO's might identify hazards which they should report using UniSafe when

- Walking around campus and/or through buildings, for example observing chemicals, gas cylinders or plant and equipment in areas they should not be or stored inappropriately

- When investigating an incident related to your area/school you identify a hazard or concern that is related to another area/school.

- Observing a contractor or staff member undertaking a tasks or activity in an unsafe manner.

It's important not to ignore these.

UniSafe Timing Out

The HSW team has been alerted to an instance of a time-out, which occurred when a user left an unsaved page (in UniSafe) inactive for more than 30 mins.

Whilst the previous safety system had many occurrences of pages wiping data whilst the user was actively using the system, this is not the case here, with UniSafe. The user was not actively using the system, so this is termed an "inactive session".

Following discussions with IT specialists we are able to share some insights in why the system times out whilst the session is inactive. These are

1. The system timeout setting (note that UniSafe has an elapsed time-out setting of 4 hours).
2. Server setting which monitors inbound or outbound data from a particular computer and timeouts if nothing has been received.
3. Web settings - websites automatically sign you out when there has been no activity for a certain time period.
4. Peak times - The number of users interacting with a given server during peak periods may result in shorter time-outs for those users that are logged on but inactive.
5. Other considerations - Firewall settings ; Connectivity issues and Wi-Fi issues

Timeouts allow for more efficient usage of limited resources without requiring additional interaction from the end user.

The **best practice is to SAVE.**

Do not walk away from your machine without saving the page, if you have uncompleted mandatory fields (look for *), insert a temporary "x" and save in order to complete when you get back to your machine.

This will ensure that even if a web server, network server or connectivity disconnection should occur whilst you are away from your computer/tablet/iPhone the incident data will be retained and you will be able to log back in and populate the fields with more meaningful information.