THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

SIDE by SIDE
HEALTH AND SAFETY

HEALTH, SAFETY AND WELLBEING

Guide for Staff and Students

SUPPORTING YOU

INTRODUCTION

The University of Auckland is committed to the highest standards of health, safety and wellbeing for all staff, students, contractors and visitors. This means going beyond compliance with legal requirements and adopting a good practice model that works for everyone on a day-to-day basis. Through a process of engagement, consultation and participation, we aim to create a positive environment and a culture of mutual trust and respect. We strive to ensure that our people feel valued and supported, and are proud to be part of the University community.

We all have roles and responsibilities in achieving and maintaining these standards, and these are outlined in the University's **Health and Safety Policy** (also available in hard copy format from the Health, Safety and Wellbeing Service.)

This guide focuses on the basic principles of health, safety and wellbeing at the University. It is not intended to be used as a complete or authoritative guide to the law, but rather to help us carry out our work, research and study in a way that protects our own and others' physical and mental health and personal safety.

How do we do this?

- By communicating and consulting via health, safety and wellbeing committees at University, faculty and service division level
- By setting up and maintaining robust health and safety protocols to plan, implement, monitor and improve our professional practice
- By assessing the risks of injuries and illness in all departments and removing or minimising them
- By creating an environment that staff and students are happy to work in
- By encouraging a good work/life balance

Working together in the spirit of continuous improvement, we can build a culture of care, concern and cooperation that complements our academic achievements and makes the University a truly outstanding place to work, study and carry out research. Familiarising yourself with the parts of this guide that are relevant to you is a great place to start.

CONTENTS

Part 1:
General Information

1 HEALTH, SAFETY AND WELLBEING AT THE UNIVERSITY

The University has a robust health, safety and wellbeing management system in place, governed by a central Health, Safety and Wellbeing (HSW) Committee, with input from faculty/service division HSW committees. In line with the overarching Policy, a suite of health and safety topic protocols is also in development (see Section 1.4 below). These are intended to help you put optimum health and safety standards into practice in your area of work, research or study.

For your part, you need to follow some basic health, safety and wellbeing principles:

- Protect your own health, safety and wellbeing
- Look after others who may be affected by your work
- Know about emergency procedures
- Be aware of local hazards in your area
- Report any accidents, incidents and health and safety concerns
- Carry out or contribute to any risk assessments associated with your work

The University's Health, Safety and Wellbeing (HSW) Service is happy to offer you any help and support you need to achieve these goals.

Email: **hsw@auckland.ac.nz**

Phone: +64 9 923 4896 ext. 84896

Website: **Health, Safety and Wellbeing**

1.1 The University Health, Safety and Wellbeing Committee

This committee is chaired by the Vice Chancellor and has equal membership of leaders, managers, health and safety representatives from both the University and the Unions, plus a student representative. The committee meets quarterly to:

- Review the University's health and safety management systems, standards and procedures
- Receive and consider reports from the Health, Safety and Wellbeing Service
- Receive and consider reports and proposals from faculty/service division health, safety and wellbeing committees
- Report regularly to the Council
- Advise on the University's participation in the ACC Partnership Programme

1.2 Faculty/service division health, safety and wellbeing (HSW) committees

These committees provide a forum for nominated staff and management to consult, engage and participate in health, safety and wellbeing issues and initiatives relevant to the faculty or service division; and assist the University to provide a safe and healthy environment for everyone.

A HSW committee empowers all staff to contribute to the ongoing improvement of health, safety and wellbeing at work. It aims to enhance organisational, team and individual performance and reflect the culture and values of the University as a whole.

The main tasks of a faculty/service division HSW committee are to promote awareness and good practice; enable consultation and cooperation between staff and management; and report to and advise the dean/director of service division on all matters relating to the health, safety and wellbeing of staff, students and third parties in the faculty/service division.

1.3 University of Auckland Biological Safety Committee (UABSC)

This committee is chaired and attended by members of the faculties of Medical and Health Sciences, Science and Engineering, who operate facilities working with "risk biologicals", i.e. micro-organisms that present a biosecurity risk, and genetically modified organisms (GMOs). Researchers who import, transfer and work with these materials must apply for permission to the BSC in the first instance.

1.4 Health and safety protocols

A health and safety "**protocol**" is a set of documents/tools applied to each health and safety topic, consisting of:

- An overarching "**standard**" that sets out the University's mandated requirements for health and safety in each topic. The responsibility to achieve these standards lies with the line management structure as outlined in the Health and Safety Policy
- A set of formal "**procedures/guidelines**" (if relevant to the topic) that detail the processes to be followed in order to meet the standards
- Informal "**guidance**" (handbooks, videos, e-learning, FAQs, forms etc.) that is designed to give staff and students the practical tools to meet the standards

These documents/tools are available on the **Health, Safety and Wellbeing** website and from the HSW Service.

2 HEALTH AND SAFETY FIRST PRINCIPLES

2.1 Preventing ill-health

There are many biological and chemical hazardous materials, dust, fumes and vapours that could result in infection, illness or disease. The effects of these health hazards may be acute – occurring shortly after exposure to a hazard (such as a chemical burn) – or they may be chronic, occurring after repeated exposure over a long period (such as asbestosis). In some cases it is difficult to pinpoint the causes, which may be chemical, biological, physical, ergonomic or a combination of these factors. As many of these health problems are irreversible, it is important to identify the hazards and control the risks before the problems start.

2.1.1 Public health hazards

Exposure to infectious diseases can be controlled up to a point by observing good hygiene, washing or sanitising your hands thoroughly before eating, after the toilet, and after working with any hazardous substances (even when you wear gloves to perform the task). Door handles, shared keyboards, printers, and other work surfaces/equipment provide happy homes for a multitude of bugs, and should be cleaned regularly.

Exposure to tobacco smoke, which used to be a real health hazard in the workplace, is now controlled by the University's smoke-free policy. This means that people must refrain from smoking within campus boundaries and in University vehicles.

2.1.2 General ill-health prevention tips

- Check that your work station is correctly set-up (see section 2.1.3 below)
- Follow safe work instructions (SWIs – a library of these is available on the Health, Safety and Wellbeing website)
- Reduce noise in your work area
- Use prescribed personal protective equipment (PPE) in laboratories and workshops
- Undertake regular inspections (senior staff)
- Fix issues identified by inspections and spot-checks (staff and students)
- Take advantage of the University's free eye checks and flu vaccinations (staff)

If you suspect you may be suffering from ill health related to your work or study, inform your academic leader, supervisor or line manager, who will refer you to the HSW Service.

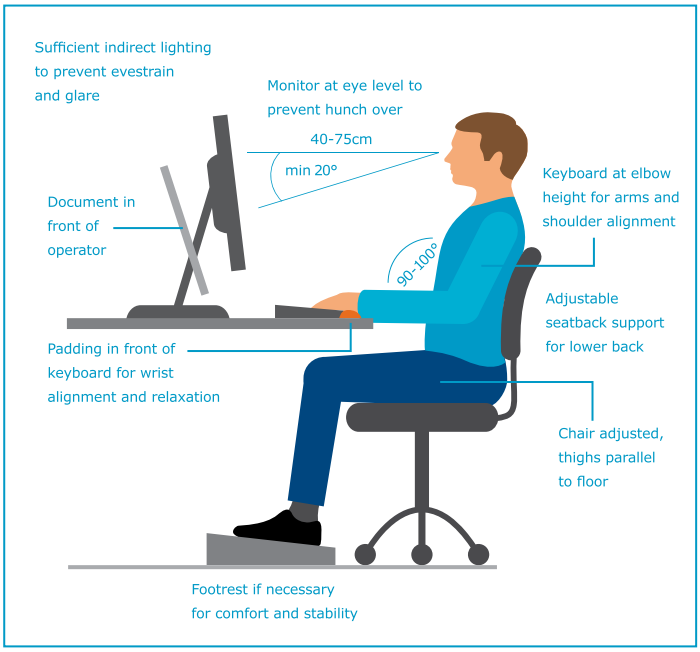
For more information on preventing ill-health in specific areas of practice, see Part Two: Health and Safety A-Z (page 25).

2.1.3 Work station set up

Learn how to adjust your chair so that you are comfortable and well supported – use the diagram below as a guide. Use a copyholder to place documents on, so you don't need to bend forward or twist your neck to read them.

If you find glare a problem, use blinds to prevent external glare and ask your manager if the light levels can be reduced. Also learn to adjust your monitor's brightness and contrast settings. If you need additional localised lighting to read printed documents, discuss the option of a desk lamp with your manager.

If you are having difficulty reading words or characters on your monitor, you may need an eye test. Staff members may be eligible for an eye test and partial reimbursement of glasses via the University's **Eye Test Policy**.



Take regular breaks from the computer, use mini-pauses and stretches to help keep yourself comfortable.

Try to avoid using a laptop for long periods of time. Connect the laptop to a keyboard and mouse, so you can avoid a cramped posture that may cause discomfort. Use a laptop holder to position the computer's screen at a good height for you. Take regular breaks; get out of your chair periodically and walk around.

2.1.4 Working with hazardous substances

Hazardous substances used in teaching and research (and their by-products) include:

- Gases
- Fuels
- Oils
- Solvents
- Fumes
- Sprays
- Paints
- Decontamination agents
- Cryogenics
- Radionuclides
- Soils
- Dusts
- Pathogens
- Human and animal tissue
- "Risk biologicals" (biological and microbiological materials that present a biosecurity risk)
- Genetically modified organisms (GMOs)

Hazardous chemical and biological substances can enter the body in a number of ways:

- Absorption (through the skin)
- Ingestion (via the mouth)
- Inhalation (breathing in)
- Injection (puncturing the skin)

In addition, substances such as petrol, LPG, paints, cleaners, solvents and flammable gases have the potential to catch fire or explode under certain circumstances, causing serious damage to people and property.

Therefore, all staff and students must receive information and training to ensure they are aware of the risks of hazardous substances, know how to use safe working practices, what personal protective equipment (PPE) to use and what to do in an emergency. Safety data sheets must be readily available for all hazardous substances.

Managers and supervisors must carry out a **risk assessment** (See Section 7, page 17) for each activity that takes into account the competence of the user(s), training requirements, PPE, containment measures, emergency response, import and transfer procedures, appropriate storage and waste disposal. The risk assessment must be approved by the academic leader, laboratory manager or line manager in charge of the work.

If the hazard(s) identified in the risk assessment cannot be eliminated, decide on appropriate control measures. Can you substitute a less hazardous substance (such as a non-toxic cleaning agent)? Can you isolate or enclose the activity so it is less dangerous for users? You should also consider controls such as good ventilation and washing facilities, keeping the area clean and tidy, reducing the amount of time a person is exposed to the hazard, and wearing/using correct PPE.

First aid and emergency facilities must also be provided. These should not be relied on as control measures, although early treatment of symptoms will help to reduce harmful effects.

All identified controls must be in place before the work begins, and there may also be a need for health monitoring (depending on the substance and potential for exposure).

Standards, procedures and guidance on the use of hazardous substances and new organisms (HSNO) are available on the **Health, Safety and Wellbeing** website and from the HSW Service.

2.1.5 Health monitoring

"Baseline" tests should be carried out in conjunction with ongoing monitoring for people working in a noisy/dusty/sunny environment. This is to determine whether hearing/lung function loss or skin cancers are a result of work activities over the long term.

Note that pre-existing medical conditions may make a person more vulnerable to the adverse effects of some substances and pathogens, especially if they have been exposed to them in the past and they are sensitised.

2.2 PREVENTING INJURIES

Reducing the risk of accidents/incidents that cause injuries can be achieved formally via risk assessments (see 7.1, page 17), and informally through cooperation and communication. It is important that managers make health, safety and wellbeing a priority and take the lead in establishing good practices. Everyone in the University community is equally responsible for taking care of themselves and their colleagues/fellow students, and committing themselves to high standards of practice. In this way, we are all reliant on one another for our health, safety and wellbeing.

Accidents can happen for a huge variety of reasons, including:

- The wrong type of equipment was selected for the task
- Machines were unguarded or badly guarded
- Unsafe working practices were used
- The person had not been properly trained for the task
- The person was distracted or in a hurry
- Warning signage was ignored or absent
- Cables, clutter or spills left on the floor presented a slip/trip hazard
- The person was **working at height** without fall prevention measures being in place (see Part Two, Section 29, page 47)
- The person was wearing loose clothing that became tangled in a machine
- The person was not wearing/using correct personal protective equipment (PPE)
- Lighting was inadequate for good visibility
- The person was under the influence of alcohol or "recreational" drugs
- The person was taking medication that reduces alertness and concentration
- The person was working alone and/or unsupervised

2.2.1 General accident prevention tips

- Ensure cabling cannot be stepped on or tripped over
- Ensure heaters are placed at least one metre from materials or furnishings
- Clean up spills promptly
- Store sharp objects in a drawer or with the point down
- Keep paper cutter blades closed when not in use
- Tie back long hair and avoid wearing long or loose clothing or accessories around machinery with moving parts
- Do not run on stairs. Keep to the side and use the handrail
- Do not leave filing cabinets and drawers open
- Open only one drawer of a filing cabinet at a time – two could topple the cabinet

2.2.2 Using ladders correctly

Using a ladder or stepladder in the workplace is considered to be working at height (see Part Two, Section 29, page 47) and falling from ladders is very common, often because they are set up or used incorrectly. Use ladders and stepladders for short and simple tasks only, and always follow these basic rules:

- Make sure the ladder is sound, with no damage or defects
- Place the ladder on a sound, level, slip-free surface
- Set the ladder up at the correct angle of 75 degrees (four up for every one out)
- Ensure the spreaders are locked
- Check that the area around the ladder is free of debris
- When using a high ladder, get someone to hold the ladder at the foot to keep it securely grounded
- Wear anti-slip flat-soled footwear (NOT high heels)
- Do not use the top of a ladder as a step
- Do not use desks and chairs as substitutes for ladders
- Never stand on swivel chairs

2.2.3 Electrical safety tips

Electrical equipment that is faulty or not used correctly can cause shocks, burns, fires and fatal injuries. Therefore it is essential that all electrical equipment is purchased from a reputable supplier, is fit for purpose and (excepting common kitchen appliances) is installed, checked regularly and maintained by qualified electricians or electrical engineers. Untrained staff and students should never tamper with electrical equipment or attempt to repair it.

Overleaf are a few simple precautions to control the risks of fire and injury.

- Check electrical cords and appliances for damage before use, and report any defects immediately.
- Do not place extension leads near heaters and cookers.
- Do not connect a piggyback plug to the end of an extension lead to make it longer, as the pins will be live.
- Do not make up a long extension lead from a series of shorter ones.
- Do not plug multi-plug boards into other multi-plug boards.
- Never place extension leads under carpet or rugs as they may overheat and cause a fire.
- Turn the power supply off:
  - When equipment is not in use
  - When you suspect a fault (such as overheating)
  - Before plugging and unplugging an appliance
- Never use electrical equipment in wet conditions (unless the equipment is specifically designed for the purpose).
- Never touch switches, plugs or electrical equipment with wet hands.

2.2.4 Correct manual handling

A high proportion of injuries are caused by manual handling, i.e. using the body to lift, carry, push or pull a load. The most common injuries are back strains and sprains, ruptured discs, cuts, bruises, crushing, fractures, hernias and trapped nerves. Some injuries happen immediately; others develop gradually. Most cause significant pain and result in absence from work or study.

The most effective way to prevent such injuries is to remove the risk – in this case, remove the need for manual handling. Where a manual handling task cannot be avoided, a risk assessment must be undertaken (see Section 7).The assessment should consider the task, physical capability of the person(s) who will do the handling, the characteristics of the load and the environment in which the work takes place. Any alternative means of moving objects, such as trolleys and hand trucks, must also be assessed and controlled to ensure they do not cause injuries or other health problems.

Control options

The task:

- Use machinery/handling aids
- Improve the task layout
- Modify the movement of the body
- Improve the work routine
- Team handling
- Use personal protective equipment (PPE)

The load: Make it

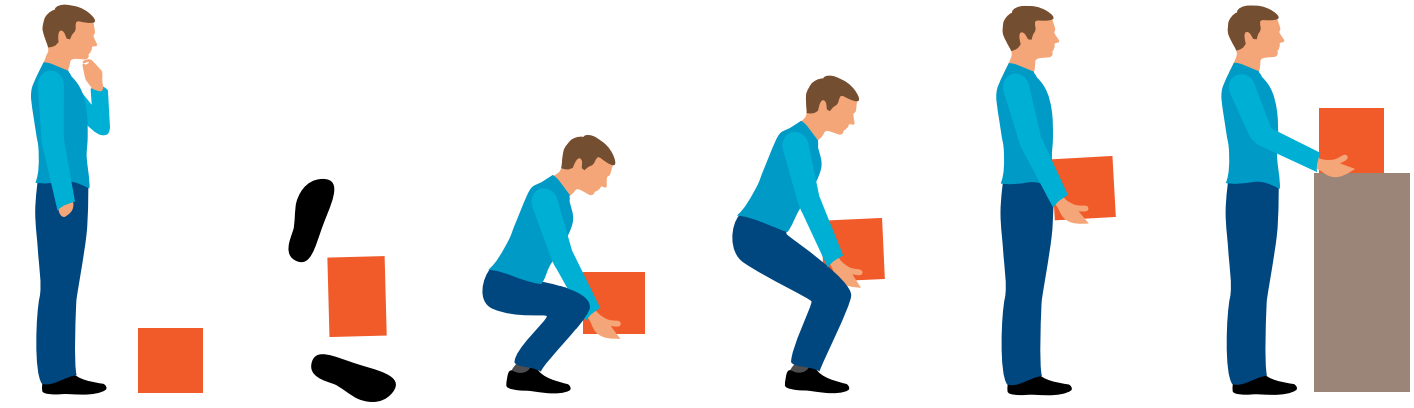
- Lighter
- Smaller
- Easier to grasp
- More stable
- Less damaging to hold

The working environment:

- Improve workplace layout
- Improve floor condition
- Keep to one level
- Improve environmental conditions
- Keep the area tidy and free of debris

The individual:

- Personal considerations – age, build etc.
- Information and training
- Good handling technique
- Supervision
- Abdominal and back support belts (PPE)

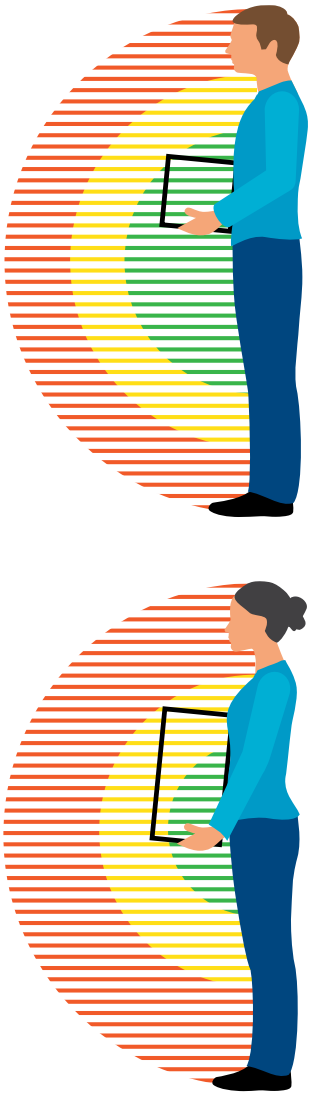


2.2.4.1 How to lift and carry a load correctly

1. Prepare yourself – stand close to the load with your weight spread evenly over both feet.
2. Position the load so that the heaviest part is next to you.
3. Tuck your chin in and bend both knees, keeping the back as straight as possible.
4. Grip the load with your hands around the base.
5. Bring the load up to waist height, keeping it close to your body as you stand up.
6. Walk forward carefully, making sure you can see where you're going.
7. Lower the load by reversing the lifting procedure. Try to place the load on a table, bench or shelf rather than the floor.
8. Keep your fingers clear of the base when you put the load down.

For advice on manual handling, including working procedures and risk management, contact the Health, Safety and Wellbeing Service on 09-923-4896 (or ext. 84896) or email: **hsw@auckland.ac.nz**. They will be happy to help.

For more information on preventing accidents and incidents in specific areas of practice, see Part Two: Health and Safety A-Z (page 25).



The coloured bands in the illustrations above indicate the safe handling zones for different types of load, i.e. lifting a heavy load above your shoulders or bending to lower it to the floor puts you at risk of serious injury.

3 PERSONAL SECURITY

3.1 University Security service

The University's Security service is located at the City, Epsom, Grafton, Newmarket and Tamaki campuses. Security officers are uniformed personnel, identified by their lapels and badges, who patrol the campuses, day and night. Their duties include:

- Ensuring the security of grounds and buildings
- Attending to security alerts and alarms
- Escorting staff from place of work to transport after dark (please give reasonable notice if you need this service)
- Responding to after-hours emergency problems
- Investigating major security issues in liaison with police
- Key and card control

University Security service contact numbers

For general security matters, call ext. 85000

In an emergency, call **966 from internal phones**, or **0800 373 7550 from mobile phones – calls are free** (24 hours)

3.2 Security tips

- If you leave your office unattended, always lock the door
- Don't leave bags unattended
- Use well-lit walkways after dark
- Walk with other people whenever possible
- If you are alone and someone follows you, go quickly to a place where other people are around
- If you are threatened, try to get away. If you can't get away, scream loudly
- Promptly report any crime, first to the Police (1-111 from a University landline) and then to University Security (ext. 966 or 0800 373 7550, 24 hours). Calls to 111 from your mobile are free
- Report all suspicious activity to Security immediately – phone ext. 966 or 0800 373 7550 or call in to the Security Office: Building 409, 24 Symonds Street, Auckland City

4 EMERGENCY RESPONSE

This section provides a summary of the procedures detailed in the University's Emergency Response e-Book, which you can download from the **Staff Intranet/Emergencies** or the University of **Auckland website/Safety on campus**, or you can request a digital copy from the HSW service. It is important to familiarise yourself with these procedures, so you know what to do in case of an emergency. We highly recommend that you download the apps and enter the phone numbers referred to in the e-book into your smartphone.

4.1 Fire

(Refer to the Emergency Response e-Book for full details on the evacuation process.)

If you discover a fire:

- Raise the alarm by warning people in the vicinity and activating a manual fire alarm
- Check for people in the area and if possible, close doors between you and the fire
- Only attempt to extinguish a fire if safe to do so and you know how
- Summon the Fire Service by phoning **111** as soon as practicable. Inform them of the street address and building details. Do not hang up until they have all required information
- If the fire is uncontrollable, evacuate immediately via the nearest indicated EXIT
- Report to the Fire Service and/or building warden and inform Security on **966** (internal phone) or **0800 373 7550** (mobile phone)
- Go to the nearest safe place outside the building. Remain clear of Fire Service vehicles, road traffic and hazardous storage areas
- Follow the instructions of building and floor wardens and Emergency Services at all times
- If you need assistance to get out of the building e.g. you are unable to go down the stairs, please notify the receptionist or other responsible person when you enter the building. Your name can be entered into an assistance register for the building warden and Fire Service to refer to. During an evacuation, do not use lifts under any circumstances. Locate yourself in a smoke-free stairwell or lobby in the safest part of the building. Ensure staff or wardens know your location or phone 111 from a mobile phone. The Fire Service will send crews to your location. (Note: If it is your regular place of work/study, advise your manager or floor fire warden that you need assistance. They can source an evacuation chair from the HSW service if required)

4.2 Medical emergencies

- Phone **111** and ask for an ambulance, stating that it is a serious or life-threatening situation. Then call Security on **966** (**0800 373 7550** from a mobile phone)
- If you are not a first aider, summon help as soon as you can
- If you are trained in first aid, provide emergency assistance until the ambulance arrives. Remember "DRS ABCD"

DANGER:	Check for the safety of yourself, the patient and bystanders.
RESPONSE:	Check for response, tap the patient, gently shake and shout.
SEND FOR HELP:	Phone **111** and ask for an ambulance. Then call Security on **966** (**0800 373 7550** from a mobile phone). If there is someone else there, get them to do this for you.
AIRWAY:	Open airway, tilt head back.
BREATHING:	If not breathing normally, start CPR.
CPR:	Start CPR, 30 chest compressions, two breaths.
DEFIBRILLATE:	If there is an AED (defibrillator) available and you have been trained in its use, attach an AED and follow the machine prompts.

Note: If you are reluctant to give mouth to mouth resuscitation, then continue with only the chest compressions.

4.3 Emergency first aid

4.3.1 Control of bleeding

- Apply direct pressure to the wound with your hands (wear gloves if possible)
- Elevate (raise) the limb
- Apply a pad and firm bandage
- If necessary, use clean rags or clothing
- Check circulation below the bandage
- If there is tingling, numbness or blueness, loosen the bandage

4.3.2 Poisoning

- Seek medical advice or call an ambulance (**111**)
- Do not make the person vomit without advice from a medical professional
- Do not give fluids without advice from a medical professional
- If possible, identify the poison, then call **0800 POISON** (**0800 764 766**) and follow instructions

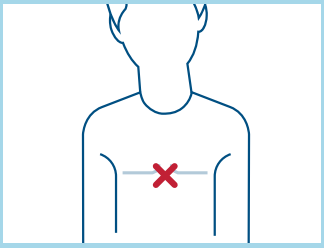
4.3.3 Foreign bodies in the eyes

- Wash the eye(s) with clean, cool water
- If the foreign body is stuck to the eyeball, do not attempt to remove it
- Place a covering over both eyes and seek medical attention

4.3.4 Chemicals in the eyes

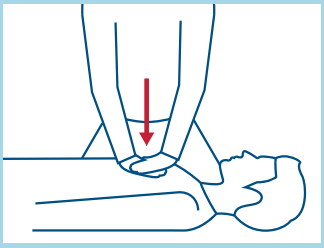
- Wash the eyes with clean cool water for at least 15 minutes
- Wash from near the nose outwards, not forgetting to wash under the upper eyelid
- Seek medical attention

CPR INSTRUCTIONS

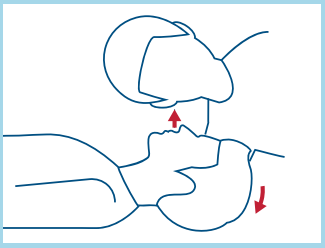


PUMP

Position hands in the centre of the chest



Firmly push down five centimetres on the chest 30 times

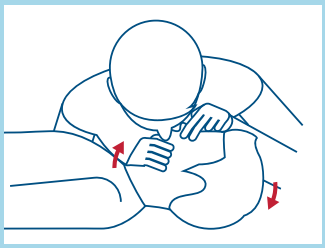


BLOW

Tilt head

Lift chin

Check breathing



Give two breaths

Continue with 30 pumps and two breaths until help arrives

4.4 Bomb threat

If you discover an object that you suspect is potentially harmful, do not touch or approach the suspicious object but start the "4 Cs drill":

CONFIRM

Why is it suspicious? Quickly check for owners. Note its location and description.

CLEAR

Tell your manager or supervisor and notify Security on **966** (do not use a mobile phone). Start clearing the area as you would for a fire, making sure people do not go near the package. Do not send untrained people to look for other suspicious objects or devices.

CORDON

Until Security staff arrive, senior staff members from the evacuated workplace are to start cordoning off the area, using other staff to keep people at least 100 metres away from the suspect item.

CONTROL

Senior staff members from the evacuated workplace must exercise control of the scene until Security or other specialist personnel arrive and take over coordination of the response.

4.5 Active shooter on campus

You have three options:

RUN

- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Call 111 when you are safe

HIDE

- Hide in an area out of the active shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the shooter
- If someone is injured, give first aid only if it is safe to do so. Otherwise, take note of where they are and report their location to the police once you have escaped to safety

4.6 Earthquake

- If you are inside a building, move no more than a few steps, and then **drop, cover and hold**. Stay indoors until the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops
- If you are in a lift, drop to the floor and put your hands over your head. When the shaking stops, try and get out at the nearest floor if you can safely do so
- If you are outdoors when the shaking starts, move away from buildings, trees, streetlights and power lines, then **drop, cover and hold**
- If you are driving, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops
- Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged

5 ACCIDENT/INCIDENT REPORTING

All accidents and incidents that happen on a University of Auckland campus, or as part of a University activity, must be reported and recorded whether or not they have caused injury or ill-health.

An accident is an incident which has given rise to injury, ill health or fatality.

An incident is any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss. (An incident may also be termed a "near-miss", "close call" or "dangerous occurrence".)

Injury, ill health, damage or other loss includes:

- Injuries, gradual process injuries or illnesses*
- Property loss or damage
- Environmental damage
- Theft

** Gradual process injuries such as occupational overuse syndrome, work related upper limb disorders, noise-induced hearing loss, industrial dermatitis and other conditions should be reported at the time that first symptoms, or suspicions of symptoms, are experienced.*

Reporting helps prevent mistakes being repeated and supports the University to better care for all members of our community. If we don't know what has happened, we can't make the changes required to prevent it happening again.

This is not about apportioning blame but about identifying any systemic flaws in our workplaces and in the ways we work. By reporting incidents or dangerous situations, you are helping to reduce the likelihood of harm to yourself and your colleagues or fellow students.

If the accident/incident has or may have resulted in a "**notifiable event**"*, immediately contact the HSW Service:

Phone: +64 9 923 4896 ext 84896
Email: **hsw@auckland.ac.nz**

** A notifiable event means a death, serious injury/illness or serious incident that happens at a University of Auckland campus, a University of Auckland controlled entity, or while undertaking any University-sanctioned activity. Under the Health and Safety at Work Act 2015 (HSWA) the University has a duty and obligation to notify WorkSafe NZ when a serious event of this nature occurs. For more information on notifiable events, see the **Health, Safety and Wellbeing** website.*

5.1 "Sort it and report it"

5.1.1 Staff

You are responsible for yourself and others in your work area.

1. Immediately seek first aid or medical treatment if required ("sort it")
2. Immediately report the accident/incident to your manager ("report it")
3. Complete the University's **Accident/Incident Report form** with your manager as soon as possible after the accident/incident. Forward the form and any related attachments, within 24 hours, to the HSW Service:

   Phone: +64 9 923 4896 ext 84896
   Email: **hsw@auckland.ac.nz**
4. Keep your manager informed and provide medical certificates if you are unable to attend work.

5.1.2 Students and visitors

You are responsible for yourself.

1. Immediately seek first aid or medical treatment if required ("sort it")
2. Immediately report the accident/incident to your lecturer, reporting supervisor, host or department/school manager ("report it")
3. The University's **Accident/Incident Report form** needs to be completed by your lecturer, reporting supervisor, host or department/school manager

5.1.3 Contractors, sub-contractors and other persons conducting a business or undertaking (PCBUs)

Contractors, sub-contractors and other PCBUs are required to notify the University of all accidents/incidents that have occurred as a result of their business or undertakings while at a University of Auckland campus, a University of Auckland controlled entity, or while undertaking any University-sanctioned activity. If it is a notifiable event, you must carry out WorkSafe reporting requirements and notify the HSW Service without delay.

1. Immediately seek first aid or medical treatment if required ("sort it")
2. Immediately report the accident/incident to your manager ("report it")
3. Complete your own version of the Accident/Incident Report form as soon as possible after the accident/incident. Forward the form and any related attachments, within 24 hours, to Property Services or your University contact

5.1.4 Supervisors and managers

You are responsible for yourself and others in your area of control.

1. Protect your own health and safety
2. Protect the health and safety of others
3. If necessary, provide assistance to any injured people
4. If necessary, call for a first aider
5. If necessary, call Emergency Services (**111**)
6. If necessary, call University Security to coordinate access for Emergency Services (**966 from internal phones, 0800 373 7550 from mobile phones – calls are free**)
7. Take essential action to make the site safe or prevent another incident
8. If you suspect that the accident/incident is a notifiable event, immediately contact the HSW Service, and ensure that the scene is not disturbed and is preserved for an investigation
9. Assist the staff member to complete the accident/incident report
10. Investigate the accident/incident
11. Identify corrective actions that need to be taken and put into action
12. Ensure that completed University accident/incident forms are immediately reported to heads of department or managers, who are required to check the accuracy of the report and forward the original to the HSW Service without delay. Copies may be kept at department or faculty level as required

More information and reporting forms

6 WORK-RELATED INJURY CLAIMS

6.1 What to do if you have an injury at work

6.1.1 Report the injury to your manager

Follow the University procedure for reporting all accidents and incidents as soon as possible after the event (see Chapter 5 above). This is extremely important for the claim process, legal compliance and the University's Illness Injury Prevention Programme requirements.

If you do not report an accident immediately after the event, your claim may be declined, in which case you would have to pay all the medical costs yourself.

6.1.2 Get the appropriate treatment

If your injury is minor, such as superficial cuts or grazes, seek help from a first aider in your department. If your injury is more serious, go to your doctor or the nearest Accident and Emergency clinic. You do not need prior permission from the University to seek initial treatment from an ACC-registered treatment provider such as a doctor, physiotherapist or osteopath.

The University will initially cover the costs of one doctor's visit and up to four physio treatments prior to making a decision on an injury claim for a work-related injury.

WorkAon treatment provider cards are available to remind you and inform your treatment provider where to send the claim form. You should have this on your person. If you need a card please contact the HSW Service.

Email: **hsw@auckland.ac.nz**
Phone: +64 9 923 4896 ext. 84896

You should not have to pay the treatment provider any consultation surcharge fee. This will be paid by the University via WorkAon. If for any reason you do, please keep copies of your receipts so that you can be reimbursed.

If you are referred for further treatment, for example a MRI scan, or need a specialist assessment, please contact WorkAon or the HSW Service to seek prior approval.

WorkAon
Phone: 0800 185 400

HSW Service
Email: **hsw@auckland.ac.nz**
Phone: +64 9 923 4896 ext. 84896

6.1.3 Get a medical certificate (ACC 45 accident claim form)

When you visit the first treatment provider (doctor), you must complete an accident claim form. On this form you will need to record your employer's name as "University of Auckland"/"UniServices" and ask the treatment provider to send the claim form to WorkAon.

6.2 The ACC Partnership Programme

As an accredited employer of the ACC Partnership Programme, the University of Auckland manages all work-related injury claims. The ACC Partnership Programme covers all employees of the University of Auckland and UniServices, including casual or part-time staff who have suffered a work-related accident. It does not cover students, visitors, independent self-employed contractors or "temp" staff who are employed by an agency. These cases are covered by ACC*. It is important to note also that non-work related accidents are covered by ACC and not the University of Auckland. The Programme does not provide insurance for damaged or lost property resulting from a work-related accident.

** Note, however, that international students are not covered by ACC – they are required to have health insurance in place when they enrol at the University.*

6.3 Injury claim entitlements

When your injury claim has been investigated and accepted, you may be eligible for certain entitlements, which could include:

- Acute treatment
- Public health acute services
- Elective surgery
- Pharmaceuticals
- Imaging (X-rays, MRI scans etc.)
- Home-based care
- Rehabilitation
- Transport
- Compensation for lost earnings
- Lump sum compensation
- Modifications (housing/vehicles)

Your WorkAon case manager will discuss these entitlements with you and other relevant parties, carry out a needs assessment and develop an individual rehabilitation plan.

6.4 Compensation for lost earnings

If you have a work-related injury, you will continue to receive your full earnings while you are medically certified "unfit to work". You will be entitled to "accident leave" and your normal sick leave and annual leave will not be affected.

Medical certificates must be supplied to your WorkAon case manager or a health, safety and wellbeing manager. Certificates must then be renewed prior to the expiry date under the section "work capacity" of an ACC45 or ACC18 claim form. If you do not get your medical certificate renewed at this time, your weekly compensation will stop. You must supply a medical certificate even if you are undertaking a gradual return-to-work programme on restricted hours.

6.5 Rehabilitation

Every injured person's circumstances will be different. Your WorkAon case manager will develop an individual rehabilitation plan (IRP) with you and other parties involved, in order to identify:

- Your entitlement to rehabilitation
- The desired long-term outcomes of your case
- The immediate case management objectives
- The specific actions needed to achieve the outcomes and objectives

Regular meetings will be held to discuss the IRP plan, update it or address any concerns. This occurs on a monthly basis.

However, your WorkAon case manager can be contacted at any time, and your manager/supervisor will also check in with you on a weekly basis during your accident leave.

6.6 Returning to work

After consultation with you and other parties involved, your manager will provide a modified job description or list of alternative duties that takes into account your skills, medical restrictions, special aids required and potential hazards that need to be addressed.

If you are incapacitated to the extent that you cannot return to your former position, you may be eligible for the "vocational independence process", which assesses what future work roles you may be able to undertake based on your skill levels and medical/injury capacity. It also identifies whether you are fit for work or need additional training to achieve vocational independence.

More information on work-related injuries and illnesses, ACC claims, compensation and rehabilitation is available on the **Health Safety and Wellbeing** website.

7 RISK MANAGEMENT

Risks to health and safety are inherent in all University activities: teaching, learning, research, administration, commerce, sport and cultural activities. The University recognises it has responsibility for the health, safety and wellbeing of every member of our community, and that the management and review of work-related risks is crucial not just to comply with the law, but to build and maintain a reputation for excellence in all our endeavours.

7.1 Risk assessment

Risk assessment is the process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk is acceptable.

In many instances, straightforward hazards can be easily eliminated – for example, cleaning up spills promptly so people do not slip, keeping work areas clean and free of clutter, and ensuring that only competent people use complex equipment. In most areas, simple, cost-effective and practical controls will provide the necessary protection.

It's not always possible to eliminate all risk however, so any remaining risk needs to be controlled as far as is "reasonably practicable".

7.1.1 Writing a risk assessment

Risk assessments should be written for all areas, even low risk areas such as offices and lecture theatres. These risk assessments should be communicated to new staff and students so they are aware of fire evacuation routes, emergency procedures and basic safety rules in their work and study areas.

Areas that present a greater risk to health and safety (such as biological and chemical laboratories, and engineering facilities and workshops) may need a different risk assessment for each different activity they carry out.

Before we go any further, please note that any person who writes a risk assessment must have first completed the University course: "How to undertake a risk assessment", and be familiar with the activity they are assessing.

7.1.2 Five steps to risk assessment

STEP 1: Identify the hazards

↓

STEP 2: Decide who might be harmed and how

↓

STEP 3: Evaluate the risks and decide on precautions

↓

STEP 4: Record the findings and implement them

↓

STEP 5: Review the assessment and update if necessary

This process will often be quite simple because the relevant risks and their controls are well known. For example, there are already proven standard operating procedures for staff or students working alone, working with chemicals or machinery, or driving vehicles.

In most instances you and your colleagues will be well equipped to assess health and safety risk as you will have detailed knowledge of your specific areas – the people within it, the physical environment and the nature of the activities. You can also consult with other staff, experienced students, your health and safety representative and a health, safety and wellbeing manager to make the assessment more thorough and effective. You will need to get your risk assessment approved by your supervisor, academic leader or head of school/department; and, if the risk assessment is for a field activity (off campus) you will also need approval from the dean of faculty.

It is extremely important that the risk controls that were identified in the risk assessment are in place **before** an activity begins.

Detailed guidance on risk assessment is available on the Health, Safety and Wellbeing website: **Risk management**

8 INSPECTIONS OF YOUR WORKPLACE

To identify hazards or potential hazards in your workplace and in the course of your activities, you should consider what things, processes or situations could reasonably be expected to cause harm or damage: Is the area clean and tidy? Exits clear? Equipment in good working order? Operators competent? Noise? Harmful substances? And so on.

There are two levels of inspection at the University:

1. Basic monthly checks of all workplaces (offices, laboratories and workshops) are carried out by the manager or someone appointed by the manager. This check covers general conditions (housekeeping, exits, stairs and ramps, computer workstations, electrical equipment, lighting levels, dust and fumes, first aid kits, fire extinguishers, eyewash facilities and specialist equipment) and the use, safety precautions and storage of chemicals and hazardous substances. A **Workplace Hazard Inspection Checklist** is available on the Staff Intranet, along with an example of a completed inspection checklist.
2. A detailed inspection of all workplaces is carried out by the manager or someone appointed by the manager, annually or when a new work area is commissioned. Checklist templates for offices, laboratories and workshops are available on the Health, Safety and Wellbeing website and from the HSW Service.

9 TRAINING AND SUPERVISION

9.1 Introductory health, safety and wellbeing training

All new staff will receive a formal induction from their line manager or supervisor in their first week of work. In addition, a downloadable Health, Safety and Wellbeing for New Staff e-book is available on Red Carpet, the University's online tool to welcome permanent and fixed term staff who are employed for more than six months. This booklet is designed to complement the overarching **Health and Safety Policy**. It covers essential information such as fire safety, personal security, office and general safety, and it includes a useful induction checklist.

There are also health, safety and wellbeing videos for staff and students on the University website and the Staff Intranet:

For staff

For students

9.2 Specialist training and supervision

Many of the activities carried out at the University require specialist training and/or supervision. This should be identified when you are writing your risk assessment for the activity. The training must take place before the activity begins, or else appropriate supervision must be provided by people who are already well-trained in the activity.

For example, a field activity leader needs to have or to acquire the knowledge, experience and skills to lead and participate in field activities, and is responsible for organising participant training in advance of the departure date. Specific training requirements will depend on the nature of the field activity, but could include:

- Cultural awareness
- Emergency response
- Equipment training
- First aid and preventive medical treatment
- Fitness training
- Food handling and hygiene
- Leadership
- Languages
- Swimming lessons
- Vehicle safety

For more information on training requirements specific to a topic or subject, consult the relevant standard(s) and guidance on the **Health, Safety and Wellbeing website**.

9.3 HSW courses and training workshops

The Health, Safety and Wellbeing Service provides a range of courses and training workshops each year, including:

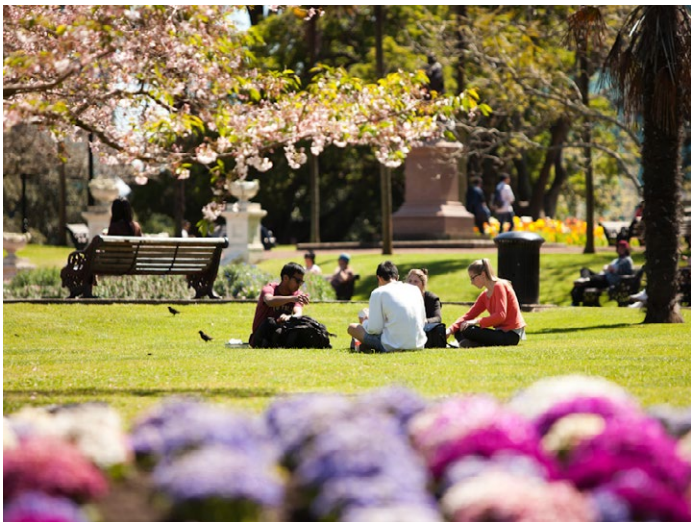
- Building and fire warden training
- Chemical safety induction
- Electrical safety testing
- First aid certificate and refresher courses
- Health and safety representative training – Stages 1-3
- How to undertake an inspection
- How to undertake a risk assessment
- How to sign off risk assessments
- Safe handling of radionuclides at work
- Training for "hazardous substances and new organisms" (HSNO) laboratory personnel

Full descriptions, dates and times of these workshops are available on the **Health, Safety and Wellbeing website** and in the Career Tools section of the Staff Intranet.

Numbers are limited, so please register for these workshops in advance. If numbers exceed the places available, the HSW Service can arrange an extra workshop at a different time. Contact the Service:

Email: **hsw@auckland.ac.nz**
Phone: +64 9 923 4896 ext. 84896

10 WELLBEING



10.1 For staff

Your wellbeing at work is just as important as your health and safety. Professional and personal development, flexible working hours, art and culture on campus, sport and fitness activities and access to a range of staff benefits are just some of the added advantages of working at the University.

10.1.1 Staff benefits

The University offers a wide range of benefits and services to staff, summarised below:

- Banking packages
- Car parking permits
- Car rental
- Disability and impairment services
- Equity services
- Eligibility for fees remission while studying at the University
- Food and shopping on campus
- Flexible working
- Goldie Wines
- Health cover
- Immigration support
- Insurance
- Optometry
- Parent support
- Personal IT purchases
- Relocation
- Superannuation schemes

You'll find full information on all these benefits and more on the University website: **Staff benefits**

10.1.2 The Employee Assistance Programme (EAP)

If you are facing difficult circumstances or decisions, personally or at work, EAP can help you work towards finding a solution and peace of mind. The programme has been set up to provide you with 24-hour access to confidential, professional services, including advice and support for:

- Stress and pressure – personal or work
- Depression and anxiety
- Workplace issues and changes
- Bullying and harassment
- Anger and conflict issues
- Relationship and family matters
- Separation and divorce
- Grief and loss
- Trauma
- Addictions
- Life transition and personal development
- Health and wellbeing
- Career planning
- Budgeting and financial assistance
- Personal legal advice

For further information about EAP and the services they offer, please visit the **EAP website** or phone them directly on **0800 327 669**.

10.1.3 Staff development

The University offers many programmes, courses and opportunities for staff to develop their professional and personal skills and capabilities.

In Career Tools, accessible on the Staff Intranet, there are more than 350 courses and workshops that you can take to improve your leadership, management, mentoring, teaching and work practices, as well as your wellbeing at work.

For example, the free workshop for academic staff "Achieving your Career Aspirations and Balancing your Life" will give you practical techniques and approaches that you can use long-term to increase wellbeing and resilience. This workshop covers:

- Clarity of meaning and purpose
- Optimism
- Healthy living
- Enjoying the moment
- Healthy thinking
- Positive relationships
- Goal setting

After the workshop you will:

- Understand goal setting and optimism
- Understand various concepts of "healthy living" and "mindfulness" (meditative practice)
- Understand how to create healthy relationships and healthy thinking
- Understand what is meant by "resilience"
- Understand the science behind the stress response and relaxation response, and the role each plays in building resilience
- Understand how to take actions that lead to long-term, meaningful change

For professional staff, the annual "Aspire" conference is a stimulating and fun event. The conference has a different theme each year, but is always focussed on promoting professional staff development, and celebrating their value to the University.

Find out more about Aspire

10.2 For students

10.2.1 University Health Services

There is a range of services offered to students at University Health Services, including:

- Doctor and nurse consultations
- Illness management
- Family planning, sexual health and contraception advice and checks
- Medical certificates – both general and specialised (e.g. scholarship medicals, "Outward Bound" medicals and medicals for insurance or diving)
- Minor surgery
- Prescriptions
- Travel advice and immunisations
- Injury management, e.g., ACC injury assessments and treatment
- Specialist dermatologist consultations

University Health Services is located in Building 315 (Kate Edger Commons), City Campus. To make an appointment, **phone +64 9 923 7681**.

10.2.2 Free sexual health clinic

A free sexual health clinic is available on the first Wednesday of the month in Kate Edger Information Commons 315-387 (opposite University Health Services), from midday to 3pm.

This is a walk in clinic – no appointments necessary with the exception of HIV, syphilis, and Hepatitis C tests where we recommend you make an appointment first.

Freephone: 0800 80 24 37

10.2.3 Student counselling

University Health and Counselling services provides short term counselling support for students, for any issues that are impacting on your studies (e.g. life challenges, relationships, family, sexuality, depression, anxiety, stress, alcohol/drug issues).

Often two to three sessions is enough to help to manage things better and get back on track but if you need more sessions, we can discuss this with you and work together to develop a plan or offer referrals if appropriate.

In order to best fit your needs, we ask you to complete the questionnaire below. All information you provide will be treated with the utmost confidentiality.

Complete this **Questionnaire**. Please note that the questionnaire will only display for enrolled students.

For more information and FAQs on our counselling services, refer to the University website: **Counselling for students**

10.3 Student advice – alcohol and drug use

Student life is as much about social activity as it is about study and work. To keep yourself safe when you are out, here are a few things to think about.

10.3.1 Alcohol safety

- Always remember to drink responsibly
- Don't pre-drink excessively. You probably won't be in a good space by the end of the evening, and your hangover will be worse!
- Never feel pressured into drinking if you don't want to. There are plenty of alternative social events for you to enjoy, both on and off campus
- Consider low alcohol drinks, or alternating alcoholic drinks with glasses of water
- Never leave your drink unattended or accept drinks from strangers
- Go out in a group, stay in a group, and go home in a group
- Plan how you are going to get home before you go out
- Drink lots of water before you go to bed
- Do not operate machinery or drive vehicles if you are under the influence of alcohol or if you are hung-over

10.3.2 Drugs

- Misusing drugs, both legal and illegal, can have serious mental and physical effects on your health and ability to learn
- You must not operate machinery or vehicles if you are under the influence of drugs
- Remember: Legal highs are no longer legal!
- Never feel pressured to take drugs – it is always your choice
- If you feel you need help and support on drug use, book an appointment with a doctor or the University Counselling Service
- If you or someone you are with experiences adverse side effects through taking drugs, immediately call **111** and ask for an ambulance

10.4 Sport and fitness

Sport and fitness activities have a profound positive effect on mental wellbeing as well as physical health. We encourage staff and students to take advantage of the Recreation Centre (Building 314, 17 Symonds Street), which is fully equipped for a wide range of activities:

- Cardiovascular workouts
- Weights training
- Group fitness classes
- Spinning bikes for individual and group use
- Basketball, squash, table tennis and other indoor ball sports
- Core and stretch/TRX suspension work
- Express circuit training
- Bouldering walls

There are also many clubs and teams you can join to participate in sports like cricket, rugby, basketball, touch, volleyball, football, canoeing, cycling, ultimate frisbee and many more. For more information, see the University website: **Sport and recreation**

If you're not interested in organised sport and fitness activities, you can always take a break from work or study and go for a walk around campus. We also have a campus tour app you can download to assist with a self-guided tour. For more information, please see **Visiting our campus**

The most important thing is to move your body as much as you can. If your work or study schedule means that you are sitting down for most of the day, you can still keep moving:

- Regularly get up from your chair
- Stand up to take calls
- Sit on a Swiss ball in front of your computer
- Have walking meetings or spin meetings
- Create a quick exercise routine that you can do at your desk
- Set up a reminder to move
- Fidget
- Walk to refill your water bottle or glass, several times a day

10.5 Healthy food choices

We all know that eating well is vitally important to our physical health, but it affects our mental and emotional wellbeing, too. Many people say that eating well makes a huge difference to how they feel, how they cope with problems, and how focussed they are.

However, it's easy to slip into bad eating habits, especially when we're away from home.

There are many healthy food outlets on and around our campuses, serving Japanese, Mexican, Vietnamese, Mediterranean and contemporary New Zealand cuisine. Choose sushi, a salad or a sandwich as a matter of course, and keep the burger and fries for the odd occasion, and you may find that you actually start to prefer the healthier options.

A few "quick win" nutrition tips:

- Always have a bottle of water at your desk or in your pack
- Reduce caffeine (it comes in tea and Coca-Cola as well as coffee)
- Choose high protein/low sugar snacks, e.g. a handful of raw nuts
- Prepare food at home for the day ahead
- Don't skip meals

- Avoid extra sugars, e.g. in juices, yoghurt, dried fruit
- Limit fresh fruit: 1-3 pieces a day
- Don't go to catered functions on an empty stomach
- Decaf green tea is a good choice of beverage

If you are trying to slim down, there are ways to do this that don't involve starving, calorie counting or fad diets. Here are a few pointers:

- Avoid refined carbohydrates (white bread, white rice, pasta, pastry, cakes, biscuits, crackers etc.)
- Beware of hidden sugar – read the labels when you go shopping
- Get most of your carbs from fresh vegetables and whole grains
- Use good fats (olive, sunflower and rice bran oils, avocado) in preference to saturated fats (butter, animal fat, and most cheeses)
- Eat fish, skinless chicken and lean red meat
- If you are vegetarian or on a tight budget, eat pulses, (lentils, dried beans etc.), tofu, raw nuts and eggs
- Choose low-fat yoghurt instead of cream/ice cream
- Limit alcohol
- Eat regularly
- Don't eat a large meal within two hours of going to bed
- Allow yourself the occasional treat so you don't feel tempted to binge

Food Safety High Five

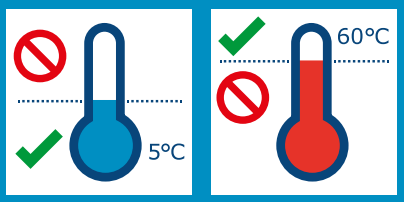
Know the High Five, and follow them while working with food

1 Be clean, be healthy

- Wash hands when neccessary
- Do not work with food if you are ill
- Never touch ready-to-eat food with bare hands

2 Keep it cold, keep it hot

- Keep cold foods at 5°C or below
- Keep hot foods at 60°C or above



3 Don't cross-contaminate

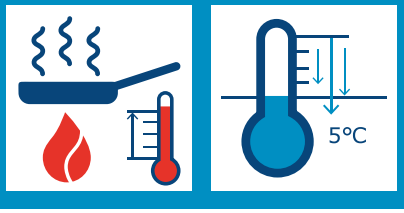
- Do not store raw foods over cooked or ready-to-eat foods
- Never prepare ready-to-eat foods on the same surface or with the same utensils used to prepare raw animal proteins

4 Wash, rinse and sanitise

- Properly wash, rinse and sanitise all food contact utensils and equipment

5 Cook it and chill it

- Cook food until it reaches a proper internal temperature
- Rapidly cool food to 5°C or below



10.6 Five ways to wellbeing

The Mental Health Foundation of New Zealand has identified five actions that you can build into your daily life to improve your wellbeing.

1. Connect, me whakawhanaunga

Talk and listen – me kōrero, me whakarongo, be there – me whakawātea i a koe, feel connected – me rongo i te whanaungatanga.

Connecting with people means creating and maintaining real relationships, not just connecting via social media. Join a hobby group, book club or sports team. Play cards or old-fashioned board games – they are still good fun! Get together with your whanau, colleagues, neighbours or fellow students for a shared meal, a DVD evening or a street party. Find a buddy to walk with. At University social events, introduce yourself to someone you haven't met yet – you may find a new friend. Spend more time face-to-face with friends, even if that is via the Internet. Invest the time to connect regularly, and you'll be richly rewarded.

2. Give, tukua

Give your time – te wā ki a koe, your words – ō kupu, your presence – ko koe tonu.

Do something nice for a friend (without being asked). Help an elderly person across the street. Volunteer for a cause you care about. Join a working bee to improve your neighbourhood. Organise an outing with colleagues or fellow students. Donate to charity (it doesn't have to be money; it could be clothes, books, toys, or equipment you don't use any more – as long as it is still serviceable). Give compliments where they are deserved. And smile – more often than not, you'll get one back!

3. Take notice, me aro tonu

Remember the simple things that give you joy – me aro tonu ki ngā mea māmā noa i ngākau harikoa ai koe.

Try to live in the present as much as possible. Stop what you're doing to watch a beautiful sunset. Look up on a clear night and marvel at the stars. Plant a tree or create a garden and watch it grow and flourish. Pay attention to what you eat, and how your body reacts to external stimuli. Take a break from your normal activities and go for a walk outside, preferably in a park, on a beach or a bush track. If you feel overwhelmed with work or personal problems, try this technique: Take 10 slow, deep breaths to calm your body and mind, then stay still and notice everything that is happening around you. This becomes easier with practice, and is central to the mindfulness training that is taught in meditation and yoga classes.

4. Keep learning, me ako tonu

Embrace new experiences – awhitia te wheako hou, see opportunities – kimihia ngā ara hou, surprise yourself – me ohorere koe i a koe anō.

Write a bucket list of things you want to do or achieve, then try to tick off at least one or two in the next year. It could be learning to play an instrument or speak a new language; taking a course in cooking or woodworking or web design; learning to identify noxious weeds and native plants in your area; training in martial arts; taking up photography; or simply joining your local library and reading at least one book a month. Opportunities to learn are all around us, and gaining a new skill or area of knowledge is not only good for your brain, it's great for your mental health!

5. Be active, me kori tonu

Do what you can – whāia te mea ka taea e koe, enjoy what you do – kia pārekareka tāu i whai ai, move your mood – kia pai ake ō piropiro.

Moving your body is key to wellbeing. It doesn't have to be strenuous exercise (although the experts say that increasing your heartrate regularly is important). Brisk walking, riding a bike, mowing the lawn, cleaning the windows, working in the garden, dancing to your favourite song…. It doesn't matter what you're doing, as long as you're moving, taking in oxygen, and preferably working up a sweat. There are also lots of incidental opportunities to exercise, like using stairs instead of lifts, walking across the floor to talk to a colleague instead of emailing them, or getting off the bus one stop early.

For information on the wide range of sport and fitness activities available at the University, see Section 10.4 above.

Part 2:
Health, safety and wellbeing A-Z

This section covers the “what, when, who and how” of health, safety and wellbeing across a number of operational and administrative areas, as well as the use of specialised equipment, chemicals and “risk biologicals” in the course of teaching, learning and research.

11 ASBESTOS

11.1 Why is asbestos a health hazard?

Material containing asbestos fibres has been used in a variety of building and insulation material and its use was very prevalent before 1990. When it is not disturbed (i.e. cut, sanded, ground to fine dust), or not in a deteriorated state, the material is stable and does not pose a risk of significant harm to people.

However, all building materials are subject to deterioration over time, and the presence of asbestos dust and fibres is sometimes not identified by maintenance personnel when they are working with these materials. Hence people can be exposed to asbestos without knowing it.

There are three different types of disease that can potentially result from exposure:

1. Asbestosis or fibrosis (scarring) of the lungs
2. Lung cancer
3. Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity

High exposure for long periods is linked more clearly to these diseases. However, it is possible that repeated low-level exposures may lead to asbestos-related diseases. There is usually a long delay (15–60 years) between first exposure and the first symptoms of disease.

Unfortunately there are no generally available techniques for determining how badly a person's lungs could have been affected by asbestos fibres.

There is also no effective post-exposure treatment for the effects of inhaled asbestos fibres, although in smokers the risk of asbestos-induced lung cancer can be reduced by stopping smoking.

11.2 What can you do?

If you believe you have been exposed to asbestos, we recommend that you:

1. Inform your manager or academic leader
2. Complete the WorkSafe New Zealand **Asbestos Exposure Registration** form
3. Send a copy to WorkSafe New Zealand and the University's Health Safety and Wellbeing Service
4. Discuss with the HSW Service what your next steps should be
5. If you are a smoker, we strongly recommend that you quit
6. Importantly, live your life as normal. It is entirely possible your exposure will have been minimal, with little likelihood of any long-term ill-effects

More information

WorkSafe website

12 BIOLOGICAL RISK MANAGEMENT AND CONTAINMENT

There are stricter rules and regulations governing biosecurity in New Zealand than in most other countries, and any organisations or individuals who may potentially pose a risk to biosecurity are closely monitored by the Ministry for Primary Industries (MPI) and the Environmental Protection Agency (EPA). The University's approach is to encourage and facilitate exemplary professional practice to manage the containment of "risk biologicals" (genetically modified organisms, or GMOs, and all biological materials that present a potential biosecurity risk, including serums, albumins and unmodified cell lines), while also complying with the requirements of the Hazardous Substances and New Organisms (HSNO) and Biosecurity Acts.

To this end, a biological risk management and containment protocol has been developed, consisting of an overarching standard and a suite of complementary guidelines, to enable all staff and students at the University who direct or participate in deliberate* work with risk biologicals to meet that standard.

The Laboratory Users' Quick Reference Guide is available in hard copy for use in all containment laboratories, and online on Canvas. Expert user guidelines are also available on cleaning and decontamination, importation and transfer of restricted biologicals, storage and documentation, as well as verification and inspection, commissioning and decommissioning etc.

Please contact the Health, Safety and Wellbeing Service for information and advice:

Email: **hsw@auckland.ac.nz**
Phone: +64 9 923 4896 ext. 84896
Website: **Health, Safety and Wellbeing**

Laboratory induction and training is also required before undertaking any work with risk biologicals.

** Deliberate work, as opposed to incidental contact, with risk biologicals*

13 CHILDREN ON CAMPUS

The University is committed to supporting staff and students with childcare responsibilities to succeed in their work and study, without impacting negatively on the work or study environment of others.

Staff are entitled to use their sick leave to care for babies and children (or a dependent family member). However, from time to time you may need or want to bring children on campus, for example to breastfeed, attend a social event that includes children, or have them with you short-term if other care arrangements are not available.

The responsibility for all aspects of a baby's or child's behaviour, and for their safety, rests solely with their parent and/or caregiver. If, for example, you take a child into a lecture and the child is disruptive or putting their own safety at risk, you will need to take the child out of the lecture theatre immediately.

Please advise your manager or lecturer when you are intending to bring children on campus, so that any extra needs/requirements can be met. (This is not necessary if, for example, children will only transit through an area not subject to restrictions and where there are no safety risks.)

If, as a manager or lecturer, you have concerns about a baby or child being present in an area for which you have responsibility, you should discuss your concerns with the caregiver in advance, and find a mutually agreeable solution.

Children are not permitted in the areas of the University where:

- There are health and safety risks, such as workshops where machinery is used, laboratories where chemicals are stored, or other areas where hazards are present
- Easily damaged materials and equipment are kept
- Material which may be offensive or disturbing to children is stored or on display

When children are in offices in which confidential or sensitive documents are kept in digital or hard copy formats, they must be supervised at all times.

Student caregivers or parents can seek advice from AUSA Student Advice Hub, their faculty student support staff or the University Proctor.

Staff caregivers or parents can refer issues to their HR Manager, the University Disputes Resolution Co-ordinator or the Staff Equity Manager, Equity Office.

More information is on the University website: **Babies and children on campus**

14 CONTRACTOR MANAGEMENT

Contractors* are any people engaged to perform work for the University other than staff. They may be individuals (e.g. academics, professionals and tradespeople) or companies. They may work on or off site and for varying lengths of time.

When hiring contractors the University is legally required to take all practicable steps to ensure that the contractor, subcontractors and their staff are not harmed while working on University property/business, and that they in turn do not cause harm to others through their work.

If you are a University staff member who is responsible for a work area where contractors are working, you should advise them on:

- Emergency evacuation procedures
- Hazards that are present in your area
- The requirement to inform you of any hazards they will bring into your work area (such as welding or chemicals, or if they need to shut off water or power)
- Any restrictions on their movements or access to various areas
- The requirement to report accidents and incidents
- The fact that the University will conduct ongoing monitoring of their compliance with safe work methods

Post-contract evaluation is to be completed by the project manager, maintenance manager or operations manager after all the work is completed and documented.

The contractor should advise the University on:

- The contractor's health and safety system – policy and procedures
- Any hazards/risks they may be introducing to the University site and how they will control them

Where the risks are significant, such as with major constructions and alterations, health and safety matters should be included in the contract itself. Regular site meetings will be held where health and safety issues are reviewed, discussed and minuted.

For contractors involved in capital works contracts, the minimum requirements of the University are:

- Contractors are inducted before they start work on site
- A generic and site-specific health and safety plan is submitted prior to starting work on site
- Health and safety updates are included as standard agenda items at fortnightly site meetings
- The University Project Office maintains a health and safety file on each capital works project. Copies of the contractors' incident reports are to be filed for reference
- All notifiable events are reported to WorkSafe NZ and are forwarded to a University health, safety and wellbeing manager without delay

For ongoing supply and maintenance requirements the use of a limited number of preferred supply and maintenance contractors is recommended, with health and safety requirements formalised in writing. On-site audits are to be conducted at least annually by Property Services.

** Note that under the Health and Safety at Work Act 2015, all people employed on contract are designated "workers".*

15 DRONES (UAVS OR RPAS)

"Unmanned aerial vehicles" (UAVs) include aircraft, helicopters, rockets, etc. that can be piloted remotely. UAVs are also known as remotely piloted aircraft (RPAs) or more commonly, as drones. They are becoming very popular in commercial applications such as cinematography and aerial inspection. The use of UAVs at the University is also growing.

There are Civil Aviation Authority (CAA) rules[1] that govern the use of UAVs in New Zealand for outdoor flying. Anyone intending to use a UAV must be thoroughly familiar with these rules. For flights conducted wholly indoors, University requirements for health and safety still apply.

[1] Civil Aviation Authority of New Zealand, RPAs, UAV, UAS, Drones and Model Aircraft: ***https://www.caa.govt.nz/rpas/index.html***

15.1 When can I fly a UAV?

Detailed guidance on the use of UAVs is available on the Health, Safety and Wellbeing website and from the HSW service, but as a general guide, you can fly a UAV only under the following conditions:

- When you are in an uncontrolled airspace below 120 m (400 feet) above ground level
- During daylight hours. For practical purposes this means after sunrise and before sunset
- Within visual line of sight, where the ground visibility is more than 3km and beneath the cloud base at all times
- In an area clear of all manned aircraft, people and property. Never operate your aircraft in a manner that creates a hazard to other aircraft, people or property
- When you are outside of airspace restricted areas
- When you are more than 4km away from an aerodrome. If you are within 4km, the operation is to be undertaken in accordance with an agreement with the aerodrome operator
- When you know how to read a Visual Navigation Chart (VNC). These can be purchased from the **CAA website**. Your local aero club, certified training instructor, or a qualified pilot will be able to advise on how to read a VNC
- After you have checked for all relevant airspace restrictions, e.g. controlled airspace, low flying zones, danger areas, restricted areas and military operational areas

Use the quick reference guide below as a reminder of the do's and don'ts when planning/preparing to fly a UAV.

1. **Use your eyes:**
   You need to be able to see the UAV, without binoculars, at all times.
2. **Scope the area:**
   Make sure the UAV isn't going to be a hazard to people, property and other aircraft in the vicinity
3. **Seize the day:**
   Fly the UAV in daylight only.
4. **Give way to all other aircraft:**
   You don't want your UAV to be involved in a collision, putting people's lives at risk.
5. **Watch your height:**
   You cannot fly your UAV higher than 120 metres (400 feet) above ground level.
6. **Keep your distance:**
   You cannot fly closer than four kilometres from any aerodrome/airport.

For more information, see **airshare.co.nz**

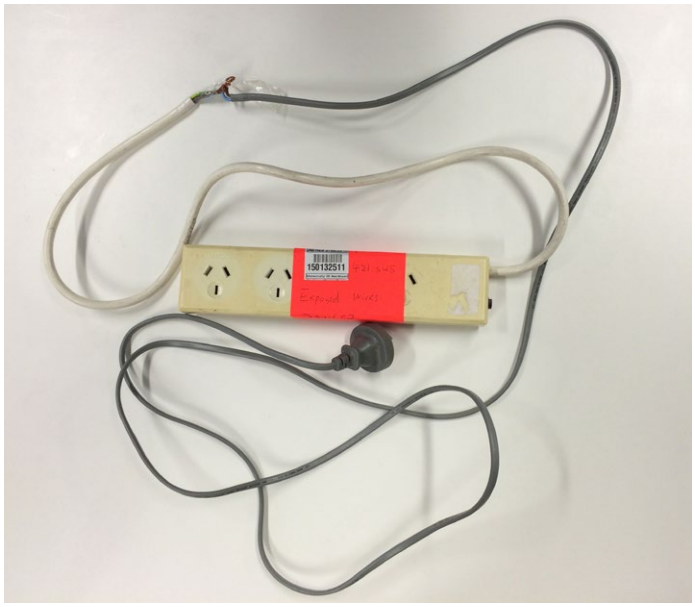
16 ELECTRICAL HAZARDS

Students and all staff other than electrical technicians are generally unqualified, and therefore not permitted to work on or near exposed electrical parts. However in the interests of safety, you should:

- Be familiar with any electrical hazards in your work/study area
- Understand how to protect yourself when you work around electricity
- Know which tasks can only be performed by qualified technicians (e.g. maintenance and repairs)
- Know when and how to report electrical problems
- Know what to do in the event of emergency involving electricity

When new electrical appliances are introduced to the work/study space, they must either be installed by a qualified technician, or examined by a competent and trained person to make sure they meet safety and wiring regulations. This applies to any piece of electrical equipment that is connected to the electricity supply, including personal computers. Never attempt to modify electrical cords or cables yourself, as in the image at right. This is extremely dangerous.

Any problems with electrical appliances should be referred to the Staff Service Centre: use the form on the Staff Intranet home page, email **staffservice@auckland.ac.nz** or phone + 64 9 923 6000 (or ext. 86000 from internal landlines).



17 EVENT RISK MANAGEMENT

Detailed information about organising and running faculty, school and department events is on the University website. The information below looks at event management purely from a health and safety perspective.

Event managers must, as far as is reasonably practicable, ensure the safety of all persons involved at an event.

Some events are inherently more risky than others. For example, an outing to a public place of interest in an urban environment or a social outing organised by the University are considered low risk, and do not require a formal risk assessment or record keeping.

At the other end of the spectrum are high-risk events such as open days or science days where hazardous substances or agents are going to be used.

For all events identified as moderate or high risk, you need to write and keep on file a risk management plan (see Section 7) that identifies all potential hazards and their controls (ways to prevent these hazards from causing harm). In the case of high risk events, you must seek approval from the head of school/ department.

17.1 Planning

Factors to consider in your plan include:

- Crowd safety
- Fire and evacuation procedures
- Any special arrangements required? (E.g. ventilation, use of non-venue electrical equipment)
- Heavy equipment – do you need a trolley or similar to move it?
- Will there be helpers who are trained in correct manual handling?
- Alcohol management
- Response to a medical emergency
- Crisis management and communications in the event of intense difficulty or danger
- Food safety requirements that comply with food hygiene regulations
- Provisions to ensure the health and safety of people with disabilities and/or impairments

17.2 On the day of the event

- Check for trip hazards caused by leads or other equipment. Move the equipment or tape the cables to the ground/floor
- Ensure fire exits are unlocked and accessible, with no obstructions
- Check that all electrical equipment is in good working order
- Check that all equipment is secure, away from edges and on purpose-built stands where appropriate
- Check that the room arrangement/designated outdoor area allows for safe entry and exit
- Check that fire extinguishers are accessible and appropriate
- Brief attendees on emergency exits and procedures

For more information and guidance, contact the HSW Service:

Email: **hsw@auckland.ac.nz**
Phone: +64 9 923 4896 ext. 84896
Website: **Health, Safety and Wellbeing**

17.3 Key relevant documents

Event Management Policy

Event Management Procedures

18 FIELD ACTIVITY

The University of Auckland conducts multiple activities across its many faculties and service divisions, which involve work, study or research outside the controlled environment of University facilities. Therefore we need to ensure that health, safety and wellbeing are key considerations in the planning and operation of field activities, and that such activities are carried out in an environmentally responsible manner.

18.1 What is field activity?

Field activity is any work carried out by staff or students for the purposes of teaching, research or representing the University off campus (where health and safety of participants is not managed by other host institutions). Examples of field activity include:

- Groups of staff, students and contractors who travel off campus as part of a University course of study (undergraduate or postgraduate)
- Groups of staff, students and contractors who travel off campus as part of a University research project, and are intending to visit or work at locations that are not governed by University of Auckland health and safety policies and controls
- Staff and students engaged in research off campus

Field activity does not include:

- Approved travel to conferences (with University travel insurance coverage) where participants can be expected to be responsible for their own wellbeing
- Activities based at established University facilities, which are covered by the University Health and Safety Policy
- Study that is part of a University of Auckland Study Abroad programme or elective courses taken at other institutions
- Local and international off-campus placements of students and staff
- Placements and work experience

Some field activities are inherently high risk due to the work environment or the nature of the work undertaken. The University takes a risk-based approach to the management of such activities, expecting that planning is thorough and robust, appropriate procedures and equipment are used, and participants are fully briefed and/or trained in advance. (For more information on risk management, see Part One, section 7.)

18.2 Where can I find more information?

It is not possible to cover the full range of field activities carried out at the University in this guide. However, comprehensive guidance on the planning and operation of field activities is available from the HSW Service and on their website. This guidance has been developed to help staff and students meet the University Field Activity Health and Safety Standard, which is intended to ensure that:

- Comprehensive and robust preparation and planning is carried out
- Thorough risk assessments are conducted
- Good practice procedures, controls and risk reduction strategies are used
- Staff or contractors undertaking field activity leadership, approvals and supervision are trained, competent and have appropriate knowledge
- Participants are supervised, capable and fit
- Emergency plans are prepared and are operational
- Appropriate information from any incident is captured

Field activity leaders and deputy leaders should be thoroughly familiar with this Standard, and use the risk assessment templates, forms and other tools provided for planning their activities.

19 INFECTIOUS DISEASES

The University is committed to taking all practicable steps to assist public health authorities in managing actual or suspected cases of notifiable infectious diseases. A list of notifiable infectious diseases is available on the **Ministry of Health website**.

What to do if you suspect a notifiable infectious disease:

- Advise the HSW service immediately. They will escalate to the relevant academic head/dean of faculty/director of service division and the Public Health Office if necessary
- Complete an accident/incident report as soon as possible

Ongoing monitoring:

- The academic head/dean of faculty/director of service should keep in contact with the staff member or student involved, while respecting the privacy of the individual
- The Health, Safety and Wellbeing Service will arrange for reimbursement of medical testing costs of any staff member or student, to assist with the early detection and health management of any actual or suspected notifiable infectious disease

After the health risk has passed:

- When Public Health advises that there is no further public health risk, the HSW Service will advise the academic head/dean of faculty/director of service accordingly and close the file

20 INTERNATIONAL TRAVEL

20.1 For staff

For your safety and security, you must have relevant insurance cover when travelling on University business. Guidelines, policies, FAQs and contact details are on the Staff Intranet: **Travel insurance**

In addition to travel insurance, international medical and security assistance is available for University and UniServices staff. Should an unforeseen or emergency event happen while overseas, travellers have access to 24/7, worldwide assistance and support.

Examples of the types of medical and security services include:

- Medical advice
- Referral to local doctor/hospital
- Emergency medication
- Emergency personal cash
- Lost document advice and liaison with embassies
- Assistance with claims for delayed luggage
- Multi-lingual and interpreting services
- Emergency evacuation
- Contact family members/message relay
- Travel information and advice (pre-trip and during travel)
- Claims advice

This service is available, free of charge, to all staff travelling to international destinations on funded and approved University and UniServices business.

Contact details:
Allianz Global Assistance
24 hours a day, 365 days a year worldwide assistance
Call (costs reimbursed) +64 9 486 9025

There is an Assistance App you can download to for quick and easy access to:

- Policy details and cover
- Emergency Contact Details
- FAQ's
- Travel alerts

Allianz mobile app – iPhone (241.3 kB, PDF)

Allianz mobile app – Android (380.5 kB, PDF)

Travellers also have access to country guides, security reports and travel alerts. Find out more about your destination on the **University Riskline website**.

20.1.1 Preparing for your trip

If you are travelling to a country where you may be exposed to infectious diseases such as malaria, tuberculosis and hepatitis B, vaccinations or prophylactic medications will be required, beginning weeks or even months in advance of travel. Check with your doctor or consult the Ministry of Foreign Affairs and Travel website: **MFAT Safe Travel**.

Note: The faculty or service division will cover the cost of immunisations to staff members who are undertaking authorised business on behalf of the University.

Travellers should ensure that routine immunisations are up-to-date (such as tetanus, measles and polio). It is also important to have a dental check-up if you are going to a remote area, or where health and dental care is limited in the country.

20.2 For students

As a university with an international reputation and numerous global connections, the University of Auckland encourages and facilitates student travel abroad to further study, research, and international relations. Such travel is not without risk, so the University has developed policies and procedures to assure the safety of students travelling overseas.

The University liaises with MFAT and other travel advisory agencies and employs a three-level risk rating system to assess the safety of various regions around the world at any given time, especially with regard to possible terrorist attacks.

- **Level 1: Some risk** – caution is required. Sensible precautions include avoiding large gatherings such as public events, as well as bars, nightclubs and commercial premises with a strong Western identity
- **Level 2: High risk** – the University advises that non-essential travel be deferred. MFAT has had indications of potential terrorist activity

- **Level 3: Extreme risk** – the University advises against all travel to these areas, where conflict, war or civil disturbance is taking place

20.2.1 Preparing for your trip

- Research the risks to personal safety and security while travelling to and after reaching your destination
- Make sure you are mentally and physically prepared for travel (check with your doctor about any necessary vaccinations well in advance)
- Cover yourself with adequate travel and medical insurance.
- Register with **Safe Travel** and obtain any recommendations for travel that are required
- Book your travel through the University's preferred travel supplier or, if the relevant dean or large scale research institute (LSRI) director has approved the use of another travel provider, lodge your plans with the University

20.2.2 During the trip

- Conduct yourself in a safe manner at all times.
- Bring any potential health and safety concerns you may have to the attention of the appropriate office or department at the place of travel (if any), as well as the trip organiser and/or Associate Director, International Student Support, as soon as possible after the concern arises

20.2.3 Key relevant documents

Travel Policy

Students Travelling Abroad Policy

Students Travelling Abroad Procedures

21 LABORATORY SAFETY

Working in a laboratory can expose you to many health and safety risks, due to hazardous equipment and material such as sharps; viruses, bacteria and fungi; carcinogenic and embryo-toxic substances; toxic, corrosive and flammable chemicals; radioactive equipment and lasers. However, these risks can be managed by learning and using safe working practices and following a few basic rules. All staff and students who are going to work in a laboratory must undertake induction training, which involves on-the-job training and e-learning.

Safety is a top priority in chemical and biological laboratories. Even if every attempt has been made to minimise hazards in a laboratory, anything can become dangerous when it is used improperly or carelessly. To ensure that the laboratory remains a safe workplace for you, your colleagues and fellow students, you must be familiar with the rules and regulations and you should understand how to operate laboratory equipment correctly and safely. Ensuring the safety of others is as important as ensuring your own safety.

Common health and safety risks in the laboratory include:

- Inhalation or ingestion of a hazardous or infectious substance
- Splashes of a hazardous or infectious substance on the skin or in the eyes
- Cuts from incorrect handling of glassware and sharps
- Animal bites
- Needle-stick injuries
- Accidentally dropping containers of hazardous and infectious substances
- Implosions of vessels being evacuated, which may lead to exposure to the reagents inside the vessel or fragments of shattered glass
- Explosions of vessels operating under internal pressure with the same effects as implosions
- Flammability, toxicity, physical and infection risks presented by some wastes

The lab environment should be inspected at monthly intervals to identify and assess risks and hazards. You can use the University's **Laboratory Hazard Inspection Checklist** to carry out this assessment. Note any defective equipment, suspect or shoddy practices and other potential risks and hazards, together with the corrective action required.

21.1 General lab practices

21.1.1 Pipetting

Do not pipette ANY substance by mouth. This is a common way of accidentally ingesting a hazardous substance. Use a rubber safety bulb or alternative suction device. Measuring cylinders, burettes or automatic dispensers are also an alternative.

When fitting a pipette filling device to the pipette, hold the pipette as near as possible to the end to be inserted and gently push filling device on to the end. Incorrectly fitting pipette filling devices can result in severe lacerations.

21.1.2 Glassware

Injuries due to handling glassware are common.

To minimise the risk of injury:

- Routinely inspect glassware for cracks, chips or deep scratches which may cause a breakage under stress. An area for defective glassware should be provided
- Do not heat glass with a direct flame. Heat beakers with gauze on a tripod
- Refrigerate jammed stoppers to release them. Do not force or heat
- Prevent jamming of glass joints by avoiding the use of dirty glass joints and preventing caustic solutions from making contact with such joints
- Smooth the ends of cut tubing or glass rods by flame polishing before use
- Dispose of broken glass in a container reserved specifically for the purpose

21.1.3 Inserting/removing tubing safely

Many people cut their hands trying to force glass tubing into bungs, tubing etc. Hold the tubing as near as possible to the end to be inserted. Use a lubricant such as ethanol or glycerine on the glass tubing.

To remove plastic tubing from glassware, cut the tubing, using a sharp knife. The cut should be along the side of the glass and away from your hand.

21.1.4 Handling/dispensing liquids

The following tips will help you handle liquids safely:

- Use a carrier to carry 2.5l Winchesters. Never carry by the neck; use a chemical carrier
- Know the substance you are transporting, the class and emergency procedures in case of a spill
- Avoid transporting chemicals during peak times. If you are in a lift with a substance, others using the lift have the right to ask you to leave and use the lift alone
- Never carry incompatible or reactive chemicals together

21.1.5 Operations under vacuum

Implosions are dangerous. They are caused by evacuation of glassware not designed to be evacuated. Apparatus subjected to low vacuum such as produced by a water pump is just as liable to collapse as that under high vacuum. Safety precautions to be followed are:

- Where practicable, place apparatus behind a shield e.g. enclose desiccators in a shatterproof safety screen. This shields the operator and those in the vicinity of the apparatus
- Wear eye protection at all times, even when the use of safety shields are impractical
- Inspect vacuum glassware for hairline cracks or deep scratches prior to use
- Equipment with such defects should not be used. Record defects on a laboratory inspection form

21.1.6 Using a Bunsen burner

Open flames such as are found in Bunsen burners carry the risk of clothing or other materials catching fire. Before you light the flame, always take the following precautions.

Attend to your personal safety

- Wear safety glasses
- Wear a lab coat that fits snugly
- Tie your hair back if it is long enough to fall into the flame
- Remove any jewellery or accessories that might come in contact with the flame

Inspect the equipment

- Check that the gas valve is securely connected to the hose
- Look for defects such as kinking or cracks in the hose that could allow gas leakage

Set up the Bunsen burner correctly

- Ensure your work space is clear of books, papers and other materials that could catch fire
- Set up the Bunsen burner on a flat, solid surface to avoid tipping
- Gather up all the materials you need for the experiment before you start
- Have your lighter ready to ignite the flame as soon as you turn on the gas
- Tell others in the lab that you are about to light the burner

Know how to use the Bunsen burner safely

- Learn how to control the flame before you put anything over it
- Use tongs to hold items over the flame
- Follow the experiment steps exactly
- Never leave a lit burner unsupervised
- When you are finished, shut the gas valve off completely
- Allow the burner and any items held over the flame to cool before touching them

22 LASER USE

At the University, lasers are classified as unrestricted lasers or restricted lasers depending on the risks they expose people to. They can range from relatively benign low-powered laser pointers, to Class 4 research lasers which can be hazardous to anyone directly viewing them from over 20 kilometres away.

22.1 Why are lasers dangerous?

Most light sources tend to scatter optical radiation in all directions, and very little energy will actually enter the eye. In addition, because of the way the eye processes light, that energy will be widely spread across the light sensing cells in the back of the eye as an image.

With a laser, all of the light is aligned into a tight stream of energy known as a collimated laser beam. If this beam enters the eye, it will be concentrated even further onto the light sensing cells as a very intense dot.

If the intensity of the dot exceeds the safe energy level, the eye may be burned and permanently damaged. Extremely powerful lasers may even produce small steam explosions within the eye and cause catastrophic internal eye trauma.

Invisible lasers are extra-hazardous as the light energy being projected into the eye can still inflict damage. Being invisible, the laser beam will not trigger a person's natural blink reflex as would a bright, visible laser.

At the University, lasers are grouped as follows:

- **Unrestricted lasers** are lasers which, if used under normal operational conditions and without modification (e.g. using lenses to focus the beam), are considered to pose a low or negligible risk
- **Restricted lasers** are lasers with such potential to cause harm that they need to be carefully controlled. Within the University, high-powered laser pointers and lasers that are classified as Class 3B or Class 4 are restricted lasers

All lasers must be clearly labelled with a sticker that shows its classification. If a sticker is not present, the Laser Safety Officer should be contacted to determine whether the laser is safe to use.

22.2 What about laser pointers?

Laser pointers used at the University within classrooms and lecture theatres *must be clearly labelled* as Class 1 or Class 2, and their power must be less than 1 milli-watt. You do not need to take any special precautions with such laser pointers, other than making sure that you do not deliberately use them to blind, dazzle or distract other people.

Cheap laser pointers without labels *must not be used* as they may exceed safe power levels.

22.3 How can I prevent laser accidents?

The following basic safety precautions must also be followed whenever activities with restricted lasers are being planned:

- Laser operators must know how to operate the laser
- Laser operators must never work alone
- Restrict access to the laser controlled area
- Use remote viewing methods (e.g. video) if possible
- Wear correct laser protective eyewear
- Do not wear watches, jewellery and other specular reflectors
- Laser arming keys must be under positive control
- Laser beams must not be routed at eye level (standing or sitting)
- Laser pointers must not be used to dazzle, blind, or otherwise distract people

22.4 Where can I get help?

Your laser supervisor or laser laboratory coordinator should be able to help you out if you have any problems or questions.

If you still need assistance, call the Health, Safety and Wellbeing Service on 09-923-4896 (or ext. 84896) and ask for the Laser Safety Officer. You can also send them an email: **hsw@auckland.ac.nz**

23 MACHINERY AND PLANT

Workplaces within the University of Auckland vary widely in the risks they expose people to, from relatively benign offices, studios and lecture theatres, to potentially hazardous workshops and plant rooms. The University's Machinery and Plant Standard provides an overview of the requirements needed to work safely with machinery and plant, along with key definitions. Comprehensive guidance on how to meet the Standard is available on the Health, Safety and Wellbeing website, along with a suite of downloadable Safe Work Instruction sheets relevant to a wide range of machinery and plant.

23.1 What is machinery and plant?

Machinery is a collective term for machines and their parts. A machine is any powered apparatus that has interrelated parts and is used to perform work.

Plant is a much wider term that includes machinery, equipment, appliances, implements or tools and any component, fitting or accessory of these. Plant in use at the University ranges from hydraulic presses in the Faculty of Engineering and lathes at Elam School of Fine Arts, to lawnmowers at Property Services, and computers, printers and kitchen equipment in the many offices on campus.

It is because of this broad definition that the Standard applies to almost all workplaces – not just machinery workshops and plant rooms.

23.2 When do I need to do a risk assessment?

If your machinery or plant is potentially hazardous, you must carry out a risk assessment (See Part One, Section 7) to determine the level of risk and identify suitable controls to make the item safe to use.

Items that are low risk, such as computers, require low levels of training so that people do not suffer long term adverse effects (wrist pain and other upper limb disorders), and do not require a written risk assessment.

Complex machinery like lathes and milling machines require much greater levels of training, and possibly other controls; for example, machine guarding, emergency stop switches and supervision.

If the risk assessment shows that the risk of using a particular machine or item of plant is of high or extreme risk, that machinery or plant must either not be used at all, or not be used until extra controls can be put in place to reduce the level of risk to moderate or low.

23.3 What about workshops?

Workshops are workplaces that are set up to manufacture, repair or service machinery and plant. Because there are normally multiple hazards within a workshop, access to them must be properly controlled (so that unauthorised people do not wander about while machines are running).

23.4 What about workplaces off campus?

We still need to be safe when we are working away from the University. Whether we are taking core samples in a car park, or working in a vineyard with a tractor, we must make sure that we, and others, are not harmed by our activities.

23.5 What if a contractor is doing work for me?

Since University guidance on the safe use of machinery and plant is based on industry good practice, a contractor's processes should be similar to ours. At the very least, you should see them using personal protective equipment like safety glasses and ear muffs, and they should keep you and others away from their work area.

The University could be held responsible if a contractor we have hired has an accident, so if you see anyone working dangerously, please notify the HSW Service. They will check the work site and make sure the contractor complies with University standards. If you think the contractor's work methods are really dangerous, you have the right to ask them to stop.

23.6 What is a Safe Work Instruction?

A Safe Work Instruction (SWI) is a simple, one page instruction sheet that provides the basic information needed to safely operate an item of machinery or plant. SWIs should be readily available, and ideally should be laminated and posted close to the machines or items of plant that they refer to.

In addition to the SWIs for common machinery and plant on the Health, Safety and Wellbeing website, there is a template available for supervisors to develop their own SWIs if they obtain a new, unusual item.

SWIs should be reviewed after any accident (including incidents or near misses); if the equipment referred to is replaced or modified; and on a periodic basis (normally every five years after date of issue).

23.7 Where can I get help with managing machinery and plant?

Contact the Health, Safety and Wellbeing Service on 09-923-4896 (or ext. 84896) or email: **hsw@auckland.ac.nz**. They will be happy to help.

24 MARINE VESSELS

The use of marine vessels by the University is governed by the rules and regulations of the New Zealand Maritime Operational Safety System (MOSS).

Whether the vessel is University-owned and operated or commercially operated, it must meet all MOSS safety requirements and the operator must be registered and licensed.

The operator's basic responsibilities include:

- Providing sufficient reliable, accessible safety equipment, including a personal flotation device (PFD) for each person on board
- Briefing all people on board on the location of safety equipment and how to use it
- Ensuring that all people on board are aware of emergency procedures
- Carrying reliable communications equipment in case of emergency
- Carrying sufficient first aid supplies to treat injuries/ medical conditions until professional medical assistance becomes available

For more information on boating safety and training resources, see **www.maritimenz.govt.nz**

Comprehensive guidance on water safety during field activities and other University-approved activities is available on the **Health, Safety and Wellbeing website**.

25 MOTOR VEHICLES

The use of motor vehicles on University business is one of our greatest health and safety risks. To protect our people and our reputation, all University vehicles are sourced and managed by the Fleet Manager, and these vehicles should be used for University business in preference to private vehicles.

25.1 Vehicle safety

- University vehicles should be used for field activities and other University business whenever possible
- University vehicles must be operated as per the Motor Vehicle Policy
- People driving University vehicles must be appropriately licenced and suitably trained for the driving required
- Provided that they hold the appropriate class of New Zealand licence and have permission from their head of department (HoD)/line manager, staff members, postgraduate students and authorised volunteers may drive a University vehicle
- The HoD/line manager can also decide whether or not an undergraduate student may drive University vehicles, provided they have a full New Zealand driver's licence and undertake a driver safety assessment from a certified driver assessor
- People who are operating on a valid overseas licence for the first 12 months may only operate University vehicles if they have received a driver safety assessment from a certified driver assessor. They may not drive passenger carrying mini-vans for the first six months
- Anyone driving 4-wheel drive vehicles off-road needs to have attended an accredited 4-wheel drive training course in the last five years
- Evidence of attendance at appropriate training course(s) should be held with a designated person in the academic/administrative unit/controlled entity
- Vans or vehicles that can carry eleven passengers plus may only be driven by staff members who have a full New Zealand driver's licence and have received a driver safety assessment from a certified driver assessor
- Only people who can demonstrate competency to the satisfaction of the academic leader/HoD/line manager may tow a trailer
- Staff and students must be aware that smoking, the consumption of alcohol and the misuse of drugs is strictly prohibited in University vehicles (and any public transport used while on official trips)

25.2 Use of private vehicles

Private vehicles should only be used as a last resort. Drivers of private vehicles must be aware of the following:

- Only a HoD/line manager or official delegate can give authority for private vehicle use
- University requirements related to the insurance of private vehicles include a comprehensive motor vehicle insurance policy
- Responsibility for the roadworthiness of the vehicle lies with the owner of the vehicle
- Private vehicles should not be used for activities that are outside regional limits, i.e. the Auckland region
- Private vehicles should not be used to transport multiple participants to a University-authorised activity
- Private vehicles such as tractors, quad bikes, 4WDs and forklifts may not be operated by University staff or students for University activities

25.3 Rental vehicles

- Where rental vehicles are required, select the vehicle carefully and ensure it will be suitable for the road conditions, the numbers of people to be transported and distances that will be travelled
- Choose rental companies that can provide appropriate backup driver and vehicle breakdown support
- Consider whether or not drivers can operate manual transmission vehicles

25.4 Driving overseas

- Before driving in another country, drivers need to ensure that they are familiar with the road rules of the country, state or region
- Drivers will need to have suitable driving licences for the country where they intend to drive
- Drivers should ensure that they have adequate rest and time to acclimatise after any long haul travel before driving
- Where possible, drivers should discuss local road rules, driving conditions and survival strategies with country hosts, transport agencies or police

25.5 Driving time and distance restraints

We recommend that a driving stint be no longer than two hours before either a change of driver or a half-hour rest period occurs, during which drivers can walk around, or take a quick nap if drowsy.

Adequate rest regimes should always be included in travelling plans. There should be no need to exceed the maximum driving period suggested unless there is an emergency or extenuating circumstances. Drivers should always be well rested before driving.

Approximately 650 km should be set as the maximum distance any group travels by car in any one day. This usually equates to about 8 hours of driving at a safe and legal speed. A safe speed is determined by the driver's experience and his/her possible fatigue, the type of road and its condition, the time of day, the weather, and the capabilities of the vehicle itself.

Night driving is much more hazardous than driving during the day. If travel must continue at night, speed should be reduced to suit the circumstances.

25.6 Key relevant documents

Motor Vehicle Policy

Travel Policy

Motor Vehicles Accident and Insurance Policy

26 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment or PPE is considered the least desirable method of risk control – it should never be the first control measure considered. However in some workplaces (such as laboratories and workshops), PPE is an essential control method to prevent contact with or contamination from hazardous substances.

In situations where PPE is identified by the risk assessment as appropriate or essential, please ensure that:

- PPE meets applicable Australian and New Zealand standards
- People using or wearing PPE are trained in its use and purpose (risk control)
- PPE fits the wearer correctly and comfortably
- PPE is regularly checked, and if not in good working order is repaired or discarded
- Items such as lab coats are regularly laundered
- PPE is kept in dedicated storage areas away from personal clothing
- PPE is removed before leaving the lab or workshop, because it has the potential to contaminate the wider environment

Remember that PPE only offers a degree of protection to the person using or wearing it. Other people in the area may be exposed to the hazard(s) unless they are similarly protected.

27 WORKING AFTER HOURS*

Due to increased risks associated with work outside normal hours, access is subject to the approved work/study needs of individual staff and students. Note that access to hazardous areas like laboratories and workshops is more restricted than private offices, libraries and computer rooms. Also, you should not expect access to be granted where supervision may be needed or costs incurred.

Except for public areas, the General Library and Information Commons, access to University facilities outside normal business hours requires approval from your HoD/line manager. Holding an access card doesn't mean that you have approval – permission is subject to risk assessment and the application of suitable controls. Not all hazards can be reasonably foreseen and each person accessing facilities after hours does so on their undertaking and on condition that they accept their individual responsibility to avoid hazardous or risky situations.

You must carry your staff or student identification card to establish that you are entitled to be in any University facility after hours or at a no-access time.

** After hours means (unless specifically stated otherwise) any time between the hours of 7.30pm and 7am Monday to Friday, all day Saturday, Sunday, statutory holidays and University holidays. This does not overrule any extended access that applies to a specific facility, e.g. libraries, Information Commons.*

For more information on approvals, exclusions and precautions, including downloadable guidelines on personal security and risk management, see the University website: **Access to University Facilities Policy**.

28 WORKING ALONE

Working alone is often confused with work after hours and, although the subjects are related and many of the hazards are identical, the issues are separate. It is possible for a person to be a lone worker during normal working hours (7am-7.30pm), e.g. working in remote or isolated areas such as basement rooms.

Hazards that might be encountered when working alone must be identified through risk assessment, and appropriate control measures applied.

Consider the need for emergency provisions and precautions to be taken regarding personal security and welfare.

If you have concerns about leaving the building alone, outside normal working hours, you can pre-arrange for University Security personnel to escort you to your car, taxi or bus stop.

Photo credit: Nowamhere / Shutterstock.com

29 WORKING AT HEIGHT (WAH)

29.1 What is working at height?

Working at height is *working* in a place where a person could be injured if they fell from one level to another and the risk of falling is moderate or higher. This can be above or below ground level, and is regardless of the duration of the task – that is, it makes no difference to the level of risk whether the task takes two minutes or two weeks.

The University's Working at Height Standard does not cover adventurous activities at height (e.g. rock climbing organised by the Recreation Centre), or theatrical performances, as these are covered by specific industry guidance. Recreational sports or WAH activities carried out in a person's own time are not covered either (the person taking part does so at their own risk).

For further information on theatrical performances and adventurous activities, see the WorkSafe NZ website: **www.business.govt.nz/worksafe/**

29.2 Am I safe if I'm observing the three-metre height limit rule?

Until a few years ago, it was thought that if you were working less than three metres above the ground, you were safe. Since then, ACC's accident records show that 50% of falls are from less than three metres, and around 70% of falls are from ladders or roofs. That's why we have tied the University's definition of working at height to a risk assessment (see Part One, Section 7.1) instead of a specific height.

29.3 Can I use my current working at height management system?

If your current WAH management plan (WAH MP) (or safe work method statement, or job safety analysis, or whatever else you want to call it) features the six critical elements of a WAH MP (see below), you do not need to change the format of your documents. If your documents are missing some of the critical elements, you will need to amend your forms or adopt the University template.

The WAH MP must include the following six critical elements:

- The type of work to be carried out: This is a description of the overall task (such as "fitting a solar panel to a roof" or "cleaning the window exteriors of building 620")
- The work methods to be used (for instance, working on a solid construction, working on scaffolds, using mobile elevated work platforms (MEWPs), industrial rope work, fall prevention systems, work positioning systems, fall restraint systems etc.)
- Personal protective equipment (PPE) requirements (including helmets, non-slip shoes/boots, harnesses, lanyards etc.)
- An activity risk assessment (this could be a modified version of the University example WAH risk assessment)
- The number of participants required (operators and supervisors, spotters and people preparing loads for lifting)
- Emergency response (including preferred method of rescue): Note that calling 111 is NOT a rescue plan. There is no guarantee that the Fire Service will be able to respond in a timely manner to a fall

29.4 What if a contractor is doing height work for me?

Since our standard and procedures are based on industry good practice, their processes should be similar to ours. At the very least, they should be able to show you some form of working at height management plan and explain their emergency rescue plan to you. They should also be discussing their work activities with each other before they begin a job, or at the start of each day (this is known as a tool box talk).

The University could be held responsible if a contractor we have hired has an accident, so if you see anyone working dangerously, please notify the HSW Service. They will check the work site and make sure the contractor complies with University standards. If you think the contractor's work methods are really dangerous, you have the right to ask them to stop.

29.5 Where can I get help?

The Working at Height Standard is available on the Health, Safety and Wellbeing website, along with comprehensive guidance on the various ways to control risk while working at height. If you need personal advice, contact the Health, Safety and Wellbeing service on 09-923-4896 (or ext. 84896) or email **hsw@auckland.ac.nz**

30 WORKING IN CONFINED SPACES

Working in a confined space is potentially one of the most dangerous of all workplace hazards. It's been calculated that working in a confined space is 150 times more dangerous than doing the same job outside.

Over the years, many workers, in a range of occupations, have lost their lives or suffered serious harm while working in tanks, vats, sumps, sewers, pits, traps and other types of confined space. Such deaths and injuries could be averted by following the established procedures for this work and using proper personal protective equipment (WorksafeNZ).

The University of Auckland conducts work in confined spaces in multiple activities across many faculties and service divisions. To ensure the safety and wellbeing of anyone doing such work, prior planning is essential.

30.1 What is a confined space?

A confined space means an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space
- Is or is likely to be a risk to health and safety from:
  - An atmosphere that does not have a safe oxygen level
  - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion
  - Harmful concentrations of any airborne contaminants
  - Engulfment (from grains, dusts, powders or liquids)

A confined space is determined by the hazards associated with a set of specific circumstances, and not just because work is performed in a small space.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures.

A confined space *does not* include a mine shaft or the workings of a mine.

30.2 How do I plan for work in a confined space?

Entry and work procedures must be documented in an approved Confined Space Management Plan which includes consideration of the specific health and safety risks presented. The plan should include:

- The type of work to be carried out (a description of the task)
- The method of entry
- Whether gas monitoring is required
- Whether other hazards are present (such as gas, contaminants, or water)
- Personnel requirements
- Personal protective equipment (PPE) requirements
- An activity risk assessment
- Emergency response (including preferred method of rescue)

30.3 What are the criteria for working in a confined space?

- Anyone who enters a confined space must be authorised to do so, and have training relevant to the task
- All the control measures identified in the management plan must be in place before entry, and all participants briefed by the entry supervisor
- All equipment to be used must be inspected and determined to be serviceable before the work begins
- Any factors that may affect the successful implementation of the management plan (such as the type of activity to be performed, external factors such as rain, or the physical ability of participants) must be taken into account before the activity begins, and if necessary, the activity must be delayed or cancelled

30.4 Where can I find more information?

The Confined Spaces Standard is available from the Health, Safety and Wellbeing Service, along with guidance including sample risk assessment and rescue plans. If you need personal advice, contact the service on 09-923-4896 (or ext. 84896) or email **hsw@auckland.ac.nz**

The Health, Safety and Wellbeing (HSW) Service

The HSW Service can help you with:

- Practical advice and support on health, safety and wellbeing at the University
- Guidance on identifying and managing risks and hazards
- Support for developing health and safety quality management systems
- Staff training and development
- Health and safety protocols by topic: standards, procedures and guidance
- Investigation of complaints, accidents and incidents
- Detailed audits, inspections and spot-checks
- ACC claims management
- Management of chemical and restricted goods contracts
- Liaison with external agencies, e.g. Emergency Services, Police, Worksafe NZ, Environmental Protection Agency (EPA), Ministry for Primary Industries (MPI)

Contact the Health, Safety and Wellbeing Service
Email: hsw@auckland.ac.nz
Phone: +64 9 923 4896 ext. 84896
Website: www.auckland.ac.nz/hsw

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

SIDE by SIDE
HEALTH AND SAFETY

Approved by: Assoc. Director, HSW
Document Owner: Assoc. Director, HSW
Content Manager: Health, Safety and Wellbeing Manager
Version: 1
Issue Date: 8 June 2017
Review Date: June 2019