



**Contractors**

**Health and Safety**

**Induction Booklet**

# Table of Contents

<i>Document management and control</i> .....	3
<b>University of Auckland Health and Safety Policy</b> .....	<b>4</b>
<i>Health and Safety Policy Statement</i> .....	4
<i>Audience</i> .....	5
<i>Relevant legislation</i> .....	5
<i>Related procedures / documents</i> .....	5
<b>Maintaining a High Level of Health and Safety</b> .....	<b>6</b>
<i>University's health and safety status</i> .....	6
<i>Non-compliance</i> .....	6
<i>Before you start work</i> .....	6
<i>Reporting hazards</i> .....	6
<i>Consequences of non-compliance</i> .....	6
<i>Reporting accidents, incidents and near misses</i> .....	7
<i>Notifiable events</i> .....	7
<b>Working On Site at the University of Auckland</b> .....	<b>8</b>
<i>Introduction</i> .....	8
<i>Requirements for working on site</i> .....	8
<i>The following are not permitted on site (construction, refurbishment or maintenance sites/areas):</i> .....	9
<i>Key /card access</i> .....	9
<i>Business as usual for staff, students and visitors</i> .....	10
<b>Emergency Procedures</b> .....	<b>11</b>
<i>Introduction</i> .....	11
<i>Before you start work</i> .....	11
<i>Asbestos</i> .....	11
<i>Bomb threat</i> .....	12
<i>Chemical spills</i> .....	12
<i>Fire</i> .....	12
<i>Gas leaks</i> .....	13
<i>Medical emergency on site</i> .....	15
<i>Natural disasters</i> .....	16
<i>Power and other building services failure</i> .....	16
<b>Restricted Work and Isolation of Services</b> .....	<b>17</b>
<i>Notifying MBIE of hazardous work</i> .....	17
<i>Notifying the University of restricted work</i> .....	17
<i>Applying to undertake restricted work</i> .....	18
<i>Isolation of utilities and services</i> .....	18
<b>Working in Hazardous Areas</b> .....	<b>19</b>
<i>Working at heights</i> .....	19
<i>Cranes, cherry pickers, elevated work platforms, scaffolds, trestles, risers, and handrails</i> ....	19
<i>Asbestos and asbestos-containing materials (ACMs)</i> .....	20
<i>Confined space entry</i> .....	21
<i>Working in laboratories</i> .....	21
<i>Plant rooms</i> .....	22
<i>Working in other hazardous areas</i> .....	22
<b>General Hazard Controls</b> .....	<b>23</b>
<i>Chemical handling</i> .....	23
<i>Fire safety</i> .....	23
<i>Machinery, tools and plant safety</i> .....	23
<i>Working alone</i> .....	24

Security.....	24
Facilities.....	25
Hygiene.....	25
Unsafe situations.....	25
<b>Appendix A, Identified Hazards.....</b>	<b>26</b>
<b>Appendix B, Suspected Asbestos Material or Products at University of Auckland</b>	
<b>Campuses.....</b>	<b>27</b>
<i>Asbestos Report Form</i> .....	27
<b>Appendix C, University of Auckland Accident/Incident Report .....</b>	<b>28</b>
<b>Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits.....</b>	<b>31</b>
<b>Appendix E, Automated Key Dispenser Access Request .....</b>	<b>34</b>
<b>Appendix F, Hotwork Operational Principles.....</b>	<b>36</b>
<i>Introduction</i> .....	36
<i>What is hotwork</i> .....	36
<i>Before beginning hotwork</i> .....	36
<i>Safe work practice</i> .....	36
<b>Appendix G, Working at Heights.....</b>	<b>37</b>
<i>Introduction</i> .....	37
<i>Safe work practice</i> .....	37
<i>See also:</i> .....	37

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## Document management and control

This document is:

**Prepared by:** Contracts Manager Capital Works

**Owned by:** Director of Property Services

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# University of Auckland Health and Safety Policy

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## Health and Safety Policy Statement

The University of Auckland believes that the health and safety of all members of its community is among its highest priority. The University is committed to the highest standards of health and safety through continual improvement and the control of risk whilst ensuring the continued delivery of world-class education and research.

To achieve this, the University will ensure effective management of risk by setting and reviewing a quality-based occupational health and safety management system, and by allocating the resources necessary to attain these objectives. The University will also define clear management systems and ensure the engagement of all of our staff through consultation with them and their representatives, when considering the actions necessary to meet this policy.

It is the Policy of this University to:

- Demonstrate excellent health and safety practice with legal compliance as a minimum
- Develop a culture of mutual accountability
- Implement policy and protocol requirements
- Develop and continue to improve an occupational health and safety management framework based upon University protocols
- Define health and safety responsibilities for role-holders
- Consult and actively promote participation with staff, students and contractors to ensure they have the commitment, training, skills, knowledge and resources to maintain a healthy and safe environment
- Implement effective communication and consultation systems for health and safety
- Set targets and establish systems to measure, appraise and report on health and safety performance in partnership with staff and their representatives
- Put in place mechanisms to continuously improve health and safety performance and learn from our incidents by encouraging staff to report accidents (including ill-health), incidents (including near misses) and non-conformity
- Have a University level health and safety committee that meets regularly
- Establish risk management systems to prevent injury and ill health
- Institute a system whereby health and safety is considered during the design, planning and conduct of all activities at the University.

The effective delivery of the policy requires everyone to accept a personal responsibility for health and safety. The University will provide professional and competent support and advice to all members of our community.



Ian Parton  
Chancellor



Stuart N. McCutcheon  
Vice-Chancellor

February 2015

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# University of Auckland Health and Safety Policy, Continued

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## **Audience**

This policy applies to the conduct of everyone working and studying at the University. This policy applies equally to all staff, students, honorary appointees, contractors and visitors.

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## **Relevant legislation**

- Health and Safety at Work Act 2015
  - Health & Safety at Work Regulations 2016.
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## **Related procedures / documents**

All other University of Auckland Health and Safety Policies

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# Maintaining a High Level of Health and Safety

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## University's health and safety status

The University is an ACC tertiary provider and it aims to maintain the highest level of health and safety for employees, students, contractors, visitors and members of the public.

This means we need all contractors to maintain this high standard.

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## Non-compliance

The University takes non-compliance with health and safety procedures seriously and conducts regular audits to ensure our high standards are maintained.

Everyone however is responsible for their own health and safety and the health and safety of others. This means that if you see any situations which could result in harm, you need to act by:

- Speaking to the person responsible and asking them to take corrective actions
- Putting the situation right (e.g. clear rubbish from a walkway)
- Reporting the situation to the appropriate person, e.g. University Project Manager, Security, the Site Manager or your supervisor.

Restricted work requires a permit. The following examples of non-compliance apply to restricted work:

- Failure to request a permit
  - Failure to collect a permit
  - Failure to return a permit
  - Working outside the permitted time
  - Failure to ensure operation of services post isolation.
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## Before you start work

Please notify your University contact (Project Manager, Site Manager, Maintenance Supervisor) of the hazard and emergency procedures / controls related to your work.

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## Reporting hazards

Please report any hazards you notice to your supervisor / University contact using the Hazard Reporting Form included in this booklet.

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## Consequences of non-compliance

Major or continued breaches of health and safety procedures may result in:

- Dismissal from University Premises
  - Suspension from University Premises, and/or
  - Penalty fines, and/or
  - Loss of preferred contractor status and/or
  - Report to the Ministry of Business, Innovation and Employment, Worksafe NZ.
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## Maintaining a High Level of Health and Safety, Continued

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### Reporting accidents, incidents and near misses

You must report all accidents, incidents and near misses to:

- University Project Manager, or FM contact
- Site Manager if applicable
- Your employer.

**Note:**

See Appendix for the University of Auckland Accident Report Form.

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### Notifiable events

The Health and Safety at Work Act 2015, requires Worksafe to be advised of all notifiable events, these include:

- **Notifiable death:** person killed as a result of work
- **Notifiable injury:** amputation, serious head injury, serious eye injury, serious burn, spinal injury, loss of bodily functions, serious lacerations, skin separation, admission to hospital for immediate treatment, admission to hospital for treatment within 48 hours for exposure to a substance.
- **Notifiable illness:** person made unwell as a result of work
- **Notifiable incident:** People/s health and safety are seriously threatened or endangered as a result of a work situation.

If there is a notifiable event, you must notify Worksafe – you can download a form or complete the form online - <http://www.business.govt.nz/worksafe/notifications-forms>.

You must also notify the University and supply them with copies of all relevant documentation and reports.

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# Working On Site at the University of Auckland

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## Introduction

This health and safety induction is relevant to staff, contractors, subcontractors, and tradespeople engaged in construction, refurbishment and /or maintenance work at the University.

The University of Auckland is responsible for ensuring that contractors, subcontractors and tradespeople are not adversely affected by any hazard that exists at the University of Auckland.

The University of Auckland is also responsible for ensuring that staff, students, visitors and members of the public are not adversely affected by any work being carried out by contractors, subcontractors and tradespeople at the University of Auckland.

**Note:** In addition to the controls and principles listed here, please adhere to the hazard controls you are made aware of on arrival at the University.

For small projects and maintenance work, the Facilities Management contact will notify personnel of the hazards for the area where the work is to be carried out. When required, an orientation is organised for personnel new to working at the University.

For large projects and work on construction sites a site induction is required and hazard controls are listed on the site specific Safety Plan.

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## Requirements for working on site

All contractors, including those working on maintenance and repairs, minor projects and general trades, must at all times, while on University property:

- Have completed the online University of Auckland Health & Safety Induction. For more information, please get in touch with your University contact (Project Manager, Site Manager, Maintenance Supervisor).
- Wear hi-vis clothing that identifies the project or company they work for.
- For **major capital projects**, wear hi-vis clothing that identifies the project name “UoA Building #” and “Site Specific Induction #”.
- Carry a photo ID (i.e. Driver’s Licence).
- Wear appropriate PPE.
- Have current training for jobs requiring special training (e.g. confined space entry).

These requirements are monitored and the University reserves the right to remove a worker from the project should they not have suitable ID.

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## Working On Site at the University of Auckland, Continued

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**The following are not permitted on site (construction, refurbishment or maintenance sites/areas):**

- Alcohol, illegal drugs  
No illegal drugs or alcohol is allowed on University maintenance, construction or refurbishment sites, under any circumstances.  
Contractors taking prescription drugs must consult their medical professional to ensure their work capability is not impaired.
  - Smoking  
Smoking is not permitted on any University site.
  - Children and visitors  
Contractors must not bring children or other unauthorised visitors onto the site.  
Note: Persons under the age of 16 are not permitted to work onsite.
  - Animals  
Do not bring animals onsite unless they are specifically trained to guide or assist a person with a disability.
  - Cell phones  
Cell phones are to be used for business calls only. Cell phone users must remove themselves from potential harm when using the phone.
  - Radios.
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### **Key / card access**

The University of Auckland prefers contractors to access keys and cards using the Keywatcher cabinets (automated key dispensers). In order to access this service:

- Each individual contractor must have completed the online University of Auckland Health & Safety Induction
  - Each company must have completed the University's Acknowledgement of Health & Safety Obligations Form and the Prequalification Form
  - Complete and sign the Automated Key Access Request Form and email it to [maintenance@auckland.ac.nz](mailto:maintenance@auckland.ac.nz)
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## Working On Site at the University of Auckland, Continued

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### Business as usual for staff, students and visitors

Work at the University continues during construction, maintenance and refurbishments. It is important not to disrupt staff, students and visitors while they are working or moving around the University. It is also important to understand staff, students and members of the public may not be aware of many of the hazards associated with construction, maintenance and refurbishment work.

So please, take note of the following:

- **Shared spaces**

Where spaces are shared with staff, students, members of the public, and/or other contractors, take care to maintain a tidy workspace. Clearly signpost whether access is permitted or not. If access is permitted, make sure access ways are clearly signed and kept clear. Take care to isolate potentially harmful activities, machinery and/or equipment from unauthorised personnel. Note that tape may not be sufficient to keep staff or students out of a hazardous area.

- **Harassment**

The University has a policy against harassment. Report incidents to your University Project Manager /supervisor. Take care when making smart comments - members of the public may think you are bullying or harassing your mate and report this

- **Working in sensitive areas**, e.g. toilets, areas of religious or cultural significance

Check it is OK to enter and respect protocols.

- **Dust and fumes**

Where excessive fumes and / or dust are likely to be generated, notify your University Project Manager or Facilities Management contact. They may need to that appropriate measures to reduce circulation of material to adjacent areas and avoid causing problems to staff, students and / or members of the public. Dust and fumes are annoying but can also be harmful (e.g. lead from old paint).

- **Noise**

Advise the University Project Manager / Facilities Management contact of tasks that will cause excessive noise.

Schedule noisy work for when no exams or classes are taking place, to minimise disruption.

Ensure all personnel in the vicinity wear appropriate hearing protection.

**Note:** If someone makes a complaint to you about your work, do not debate the issue. If you need assistance, ask your supervisor for instructions.

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# Emergency Procedures

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## Introduction

Emergency numbers for University of Auckland are:

- University Security: 966
- University Control Room: 85000
- Emergency services: 1 (to get an outside line) followed by 111

In the event of an emergency, follow the Floor Warden's instructions. If evacuation is required, go to the relevant assembly area and await instructions.

Emergency wardens can be recognised as follows:

- Floor wardens: Red jerkins
- Building wardens: Yellow jerkins
- First aiders: Green jerkins

You are responsible for notifying the University of your procedures for any emergency that has the potential to occur due to the nature of your work.

**Note:** Activating the fire alarm switches off the ventilation system.

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## Before you start work

Check emergency exits and familiarise yourself with emergency procedures. This is especially important for maintenance personnel working on their own.

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## Asbestos

Follow these guidelines if you suspect the presence of asbestos:

- Cease work in that area
- If there is a risk of contamination:
  - Switch off all ventilation systems in the area to avoid contaminating other areas.
  - Avoid spreading around any loose fibres on clothing.
- Complete the form, Appendix B, Suspected Asbestos Material or Products at University of Auckland Campuses on page 27
- Send the form to your University Project Manager, or FM contact, immediately and they will organise a sample to be collected and sent to an approved testing laboratory.

**Note:** Personnel who are permitted in the vicinity must wear correct PPE. Turn coveralls inside out when you remove them to avoid further contamination. Clean up / shower as soon as possible after suspected contact with asbestos.

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## Emergency Procedures, Continued

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### Bomb threat

This can be via a call or a suspicious package:

- Treat it as genuine until proved otherwise
- Notify the Police (1 (to get an outside line) followed by 111))
- Follow Police instructions
- Contact University Security on 966
- Evacuate giving verbal instructions.

**Note:** Don't touch or move suspicious packages.

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### Chemical spills

All chemical spills must be:

- Cleaned up immediately
- Contained and prevented from entering storm water drains.

When the chemical spill ....	Then....
Is contractor's own material and the correct procedure is known	<ul style="list-style-type: none"> <li>▪ Contact the Site Manager.</li> <li>▪ Follow contractor's chemical spill procedure following the correct procedures (as per SDSs).</li> <li>▪ Notify the University Project Manager.</li> </ul>
Is not the contractor's own material	<ul style="list-style-type: none"> <li>▪ Notify the University Project Manager.</li> </ul>
Is in a laboratory	<ul style="list-style-type: none"> <li>▪ Contact the Laboratory Manager.</li> <li>▪ Notify the University Project Manager.</li> </ul>
May cause harm or serious harm	<ul style="list-style-type: none"> <li>▪ Call emergency services on 1 (to get an outside line) followed by 111.</li> </ul>

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### Fire

If you discover a fire:

- Raise the alarm, using the nearest, safest fire alarm call point (located near EXITS)
  - Close all doors near the fire area (if safe to do so).
  - Ensure the Fire Service is notified per 1-111 call using a telephone from a safe location. If time, call University Security on extn 966
  - Quickly check that the entire Floor is clear of other people (if safe to do so).
  - Switch off machinery if safe to do so
  - If the fire can be extinguished without harm to you or your colleagues then do so. If this is not possible evacuate the building, closing all doors between you and the fire
  - Leave the building immediately via your nearest safe EXIT
  - Meet the Building Warden (Yellow Jacket) and Fire Service at the building's Fire Panel
  - Report to the Fire Service on their arrival and advise them of any relevant information (fire\ location etc)
  - Do not re-enter the building until given the 'All Clear' instruction from the Fire Service or Building Warden.
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## Emergency Procedures, Continued

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### Gas leaks

Gas leaks may occur inside or outside a building. A gas leak inside a building is more serious than one external to the building. The leak could be natural gas or a compressed gas bottle leak.

Natural gas, being lighter than air, dissipates into the atmosphere and can explode when exposed to flame or sparks. Compressed gas bottles may contain highly toxic and corrosive gases, which may also be heavier than air.

### Handling compressed gas bottles

You must follow these rules when handling compressed gas bottles:

- Compressed gas bottles of toxic and corrosive gases that are attached to a regulator must be handled inside a fume cupboard
- Compressed gas bottles of toxic and corrosive gases must always be used with a cylinder key
- If a gas leak is suspected, it is probable the regulator has failed, therefore isolate the cylinder immediately using the cylinder key if safe
- If the cylinder leaks outside a fume cupboard, isolate the area immediately
- Move the cylinder outside if safe to do so.  
**Note:** Beware of oxygen depletion
- Report the incident using the University accident/incident form (see Appendix C,

Appendix C, University of Auckland Accident/Incident Report

## Emergency response procedure for gas leaks

Use this table to decide what to do in the event of a gas leak or suspected gas leak.

**Note:** If you work in a laboratory it is recommended that you become familiar with the location of the gas isolation valve so it can be turned off in the event of a leak.

If you detect gas and ....	Then....
You suspect a small leak (i.e. you only detect a whiff of gas)	Call University Security on 966.
You are in a laboratory and suspect a small leak	<ul style="list-style-type: none"> <li>▪ Contact the Laboratory Manager.</li> <li>▪ Contact the University Project Manager/FM contact.</li> </ul>
Think that the leak is significant	<ul style="list-style-type: none"> <li>▪ Turn off the main valve.</li> <li>▪ Do not switch any machinery on or off, or operate a cell phone or any electrical switches including lights.</li> <li>▪ If possible and safe to do so, open windows to allow the gas to dissipate into the open air.</li> <li>▪ Do not allow anyone to smoke.</li> <li>▪ Move everyone away from the contaminated area.</li> <li>▪ Rescue anyone in immediate danger if safe to do so.</li> <li>▪ Activate the alarm if safe to do so, or if a small area, give verbal instructions to evacuate the building.</li> <li>▪ Meet upwind of the leak.</li> <li>▪ Call Emergency Services 1 (to get an outside line) followed by 111).</li> <li>▪ Call University Security on 966.</li> <li>▪ Remain on hand to provide information. Do not re-enter the area until cleared by authorized personnel.</li> </ul>

## Emergency Procedures, Continued

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### Medical emergency on site

- Get treatment from:
    - Own first aid kit onsite
    - Local onsite first aider
    - Ambulance (1 (to get an outside line) followed by 111) and notify Security on 966 to advise that an ambulance has been called.
  - Do the paperwork:
    - Fill out (or have someone else fill out) an Incident Accident report (copy in the Induction pack, and see Appendix C, University Accident/Incident Report on page 28) and forward it to the University Project Manager as soon as possible.
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## Natural disasters

- Information will be given on an as-needed basis.
  - Otherwise, follow Civil Defence procedures for natural disasters.
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## Power and other building services failure

The following guidelines apply to unplanned shutdowns:

- Cease work and switch off all machinery
- Evacuate the building within 25 minutes
- Notify Security on 966, giving details of the cause and scope of the problem if known.
- Notify the University Project Manager and the Energy Manager.

### Notes:

- Emergency lighting is likely to fail after 30 minutes.
  - A fire alarm activation shuts down the building ventilation system.
  - Specialist equipment and air handling / mechanical in laboratories may require resetting after a power failure. Liaise with the Laboratory Manager or other manager as appropriate.
  - It is a good idea to know the location of isolation switches (e.g. gas isolation valve in laboratories) in the event of an emergency.
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## Restricted Work and Isolation of Services

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### Notifying MBIE of hazardous work

Ministry of Business Innovation and Employment (MBIE) must be given 24-hour notice of particular hazardous work, by completing the form online or downloading the form (<http://forms.worksafe.govt.nz/hazardous-work-notification>), completing it and:

**Post it to:**

The Registrar  
Worksafe New Zealand  
PO Box 105-146  
Auckland 1143

**Or fax to:**

(09) 984 4115

**Or email to:**

[HealthSafety.Notification@worksafe.govt.nz](mailto:HealthSafety.Notification@worksafe.govt.nz)

Then notify your University contact that Worksafe has been notified.

Particular hazardous work notification applies to:

<ul style="list-style-type: none"> <li>▪ Scaffolding</li> <li>▪ Buildings and structures over 5 metres</li> <li>▪ Use of a lifting appliance (e.g. cranes)</li> <li>▪ Trench, shaft, pit etc.</li> <li>▪ Drive of heading</li> <li>▪ Excavated face over 5 metres</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of explosives</li> <li>▪ Work in, or breathing compressed air or air substitute</li> <li>▪ Restricted work involving asbestos</li> <li>▪ Demolition</li> <li>▪ Tree felling</li> </ul>
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Contractors must follow industry Codes of Practice when undertaking hazardous work and have the required training. Note the University Site Safety Plan (available onsite) includes the University's controls for hazardous work.

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### Notifying the University of restricted work

Restricted work requires a permit from Facilities Management and most restricted work also requires MBIE to be notified.

Restricted work for the University applies to all of the notifiable work listed above and also includes:

- Hotwork (See Appendix F, Hotwork Operational Principles, page 36)
- Confined space entry
- Working around dangerous goods stores
- Fumigation.

Restricted work may also require services to be isolated, for example:

<ul style="list-style-type: none"> <li>▪ Fire alarms</li> <li>▪ Sprinklers</li> <li>▪ Gas</li> <li>▪ Electricity</li> <li>▪ Water</li> </ul>	<ul style="list-style-type: none"> <li>▪ HVAC systems</li> <li>▪ Chilled water systems</li> <li>▪ Hot water systems (domestic &amp; heating)</li> <li>▪ Steam</li> <li>▪ Compressed air</li> </ul>
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## Restricted Work and Isolation of Services, Continued

### Applying to undertake restricted work

Contractors and subcontractors must liaise with the University Project Manager to apply to undertake restricted work. Tradespeople undertaking maintenance work should check with their University Facilities Management contact to find out the process they should follow.

For construction and refurbishments the application process is generally as follows:

### Applying to undertake restricted work

Stage	Who	What happens
	Project Manger	Submits the application form (see Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits page 31), preferably at project investigation stage (at least 5 business days before isolation).
	FM	Reviews and responds with recommendations within 5 days of application.
	Contractor/FM	Initiates recommendations in consultation with Project Manager, Faculty etc. (may require mitigating actions).
	FM	Via email to the Project Manager, agrees to or confirms the isolation and creates a Restricted Work Permit for collection at Security, 24 Symonds St.
	Main contractor Project Manager	Communicates with service contractors to ensure isolation has been implemented, and the space is labelled or tagged correctly.
	Main contractor	Carries out the work and returns the systems to normal.
	Main contractor	Returns the Restricted Work Permit to Security for completion and closure of the process.

### Isolation of utilities and services

Facilities Management must be informed when building services or utilities are disrupted, switched off or isolated.

When building services or utilities need to be disrupted, switched off or isolated:

- Liaise with the University Project Manager or, for maintenance workers, through Facilities Management contact to ensure disruptions to University staff and students are kept to a minimum. Where possible, work should be scheduled for weekends, after hours or during low occupancy times.
- For planned work, requests for services to be switched off or isolated need to be made through the University Project Manager **at least 5 days prior** to the work commencing, unless in exceptional circumstances there is a sound reason for an urgent request.
- Check when isolating local equipment whether or not the BMS system alarms need to be isolated.

## Working in Hazardous Areas

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### Working at heights

Work at heights of over 5 metres is Restricted Work and requires a Restricted Work permit from the University of Auckland. Work at this height also requires MBIE to be notified.

The University has implemented a Working at Height Management Plan for working at height where the risk of falling is moderate or higher. This means that the risk level must be assessed before any work at height is undertaken (likelihood of a fall, likelihood of harm, extent of harm). There are 5 key requirements:

1. The level of risk must be assessed for all activities that involve working at height
2. If the risk level is moderate or higher, a Working at Height Management Plan must be documented and implemented. The plan must include:
  - Type of work
  - Work methods/controls
  - Risk assessment for each method/control
  - Number of people involved
  - PPE requirements
  - Emergency response plan.
3. The plan must be approved by Contractor Height Safety Manager (not the person who drafted the plan)
4. All controls must be implemented prior to work commencing
5. Worksafe must have been notified 24 hours prior to work commencing

Work at heights of over 3 metres requires fall protection. Risks for work at heights below 3 metres should be assessed so safety measures can be put in place as appropriate. See Appendix G, Working at Heights, page 37.

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### Cranes, cherry pickers, elevated work platforms, scaffolds, trestles, risers, and handrails

- All are maintained in good working order according to manufacturer's specifications and codes of practices
- All are inspected frequently, including parts (e.g. chains, stops, lines, wires and hooks etc.). Check fixings are in place.
- All are tested at appropriate intervals as per the relevant codes and guidelines (testing should be done by a suitably experienced and competent person)
- Maintenance logs and inspection results are kept in a register
- Experienced and trained personnel to operate or erect.
- All operated or erected to comply with relevant codes of practice and industry standards.
- Scaffolds and planks to be secured during windy or inclement weather
- Secure or isolate when not in use (to prevent equipment being misused after hours and at weekends).

**Note:** If you have made any changes, return equipment to a safe condition before leaving the site.

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## Working in Hazardous Areas, Continued

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### Asbestos and asbestos-containing materials (ACMs)

The University has established and maintained an asbestos register since the 1980s. However, the Health and Safety at Work (Asbestos) Regulations 2016, mandate that organisations have a structured and current Asbestos Management Plan. The purpose of the plan is to control hazards posed by asbestos and ACMs and to prevent people being exposed to airborne (respirable) asbestos fibres.

The University notifies contractors of the presence of asbestos, and has processes in place to safely remove and dispose of the material. However, since ACMs were in such common use in all types of building materials, the University requires all contractors to be vigilant and to report any suspected presence of asbestos or ACMs to their University contact, using the form Appendix B, Suspected Asbestos Material or Products at University of Auckland Campuses, page 27.

Asbestos was commonly used in:

- Space insulation e.g. underside of metal sheet roofs, ceiling voids (can be pure loose asbestos), within wall cavities.
- Thermal insulation (“lagging”) on pipes and boilers.
- Boiler seals and flues.
- Fume cabinet enclosures and flues.
- Some textured wall and ceiling coatings and some ceiling tiles.
- Sprayed insulation – acoustic, thermal.
- Rope seals.
- Fire stoppings in ceiling voids, between floors, cable risers.
- Fire protection in ducts, partitions, fire doors and structural steel (vermiculite spray).
- Electrical distribution, fuse, switch or metering backing boards or arc shields.
- Insulation boards (“AIB”) and millboards used for fire protection.
- HVAC heater banks.
- Elevator machine rooms and shafts.
- Gasket joints in steam or hot or cold water pipes.
- Drive & conveyor belts.
- Corrugated or flat fibre-cement sheeting for fences, walls, base-boards, soffits, roofs (“super 6”), sheeting behind wet-area linings, concrete formwork.
- Vinyl or thermoplastic flooring and/or adhesive for same.
- Rainwater gutters & downpipes, water tanks, toilet cisterns & seats, plumbing vent pipes.
- Moulded telecommunication and electrical pits.
- Stormwater and sewer pipes, cesspits & gully traps.
- Bituminous products e.g. waterproof membrane on flat roofs (“roofing felt”) and box gutters.
- Sealants, caulking, mastics & window putty.
- Valve and pump gland packing.
- Ducts and louvres.
- Brake and clutch friction materials.
- Heat- or chemical-resistant benchtops and mats.

*Continued on next page*

## Working in Hazardous Areas, Continued

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### Confined space entry

- Trained and experienced personnel only
- A documented plan (including emergency plan) is required, and the University must be informed prior to commencement of confined space work. The plan must include information on air monitoring, ventilation, detection and removal of fumes or contaminants
- A minimum of three people must be solely dedicated to the task, to provide assistance
- Personnel must comply with AS/NZS 2865:2001 Safe Working in a Confined Space.

**Note:** Read any hazard notifications displayed outside the confined space.

---

### Working in laboratories

The following safe work practices apply:

- Authorised personnel only are permitted
  - For maintenance work, personnel must identify and liaise with the laboratory manager, must be given permission to enter and must follow the relevant laboratory protocols
  - For construction work and refurbishments, a documented risk plan must be created in consultation with the University Project Manager and the Laboratory Manager prior to work commencing
  - Contractors, subcontractors and tradespeople must not move or relocate any scientific experiments, chemical containers or biological waste during the course of their work. Always be aware of staff and students working in the vicinity of where you are working.
  - Contractors must not, at any time, permit unauthorised persons to enter laboratories
  - Where work is to be carried out in animal laboratories, Contractors must wear appropriate PPE (e.g. dust mask, disposable overalls, shoe coveralls, etc.) and follow appropriate hygiene procedures. Contractors are responsible for ensuring personnel who suffer allergic reactions to animals do not enter laboratories
  - When essential services must be isolated, please check notification timeframes with your University Project Manager, or for maintenance work contact Facilities Management.
- 

*Continued on next page*

## Working in Hazardous Areas, Continued

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### Plant rooms

For your own safety and the safety of others:

- Read and take note of specific hazard warnings displayed outside plant rooms.
- Prior to starting work, do a hazard assessment (including checking for the presence of asbestos or ACMs) and check emergency procedures.
- Make sure you follow the correct isolation procedure if equipment needs to be turned off. If in doubt, ask.
- Do not enter if a siren sounds.

Note that plant rooms are shared spaces. Facilities Management /construction staff may require access while you are working there.

- Make sure there are clear guidelines as to how they can access these spaces when work is in progress.
  - If no access is allowed, then make sure this is clearly stated. (i.e. KEEP OUT notice).
- 

### Working in other hazardous areas

Specific authorisation **must** be obtained for any access to the following hazardous locations:

- Areas containing x-ray equipment, radiation sources
- At heights where fall protection must be used, or on roofs (ladders are exempt)
- Confined spaces
- Hazardous goods store
- Data centres
- Freezers
- Laboratories (i.e. chemical, biological, animal or laser labs, CAMRI, BIRU)
- Solvent decanting areas
- Workshops.

**Note:** You are not permitted to work alone in any of these areas.

---

# General Hazard Controls

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## Chemical handling

These guidelines apply at the University:

- A dedicated secure storage facility external to the University complex is required for more than 50 litres of class 3 flammable liquids
  - Chemicals must be handled, stored and secured appropriately while onsite
  - Waste chemicals must be removed and disposed of offsite using a recognised waste chemical removal contractor. Onsite dumping of chemicals is strictly prohibited
  - Current SDSs (MSDS) must be readily accessible
  - Spills must be cleaned up immediately following correct procedures.
- 

## Fire safety

- Ensure that fire protection and detection systems are suitably isolated to prevent inadvertent activation. You must liaise with Facilities Management (for construction and refurbishments via the University Project Manager) to organise this, giving a minimum of 48 hours' notice.
- Fire exits must remain unblocked and accessible at all times. Notify your University Project Manager if work to be undertaken contravenes this requirement.
- Ensure appropriate, onsite firefighting equipment is available (University's or Contractor's). Any damage to University equipment must be reported.

**Note:** Contractors may incur a NZ Fire Service callout fee if their work results in a false alarm Fire Service callout.

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## Machinery, tools and plant safety

- All machinery, tools and plant must be maintained in good working order.
  - All machinery, tools and plant should have appropriate safety guards
  - Personnel using machinery, tools, plant, should have appropriate training and wear the required PPE
  - Maintenance logs should be kept where necessary and must be made available within 24 hours of a request to view them.
  - All electrical appliances must be correctly tagged and tested.
- 

*Continued on next page*



## General Hazard Controls, Continued

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### Working alone

Contractors, subcontractors and tradespeople are to identify any risks when working alone and, prior to starting the work, should notify the University Project Manager / Facilities Management contact of:

- Reason, nature of the work, the location and the potential risks
- Expected start and stop times
- When the task is completed (via a phone call or text message).

Contractors, subcontractors and tradespeople are not permitted to work alone in any of the following areas:

- Areas containing x-ray equipment, radiation sources
- At heights or on roofs
- Confined spaces
- Hazardous goods store
- Data centres
- Freezers
- Laboratories (i.e. chemical, biological, animal or laser labs, CAMRI, BIRU)
- Solvent decanting areas
- Workshops.

**Note:** All out of hours work must be prearranged (i.e. approval sought and obtained through the Project Manager / Facilities Maintenance contact) prior to work commencing.

Security must be notified when a contractor is working alone. After hours, the contractor, subcontractor, tradesperson must notify Security when commencing or leaving work when working alone.

---

### Security

- Ensure your work site (including vehicles and equipment) is secured and cannot be accessed by unauthorised persons.
  - The University accepts no liability for any items damaged or stolen while on site.
  - Maintain the security already in place.
  - Contact your University Project Manager or Facilities Management contact for security related issues, for access to other complexes or rooms, or to organise the isolation of security alarms.
  - Give at least 48 hours' notice for alarms to be isolated.
- 

*Continued on next page*

## General Hazard Controls, Continued

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### Facilities

- Contractors are requested to provide their own facilities for meals and bathrooms
  - Express permission is required to use facilities used exclusively by University staff and students
  - You must liaise with the University Project Manager (minimum of 48 hours' notice) to organise car parking and / or use of the University's access routes. Appropriate vehicle insurance is required as per contract.
  - Liaise with your Project Manager if you have any queries or requests. 48 hrs.
- 

### Hygiene

It is important for contractor, subcontractors and tradespeople to comply with hygiene requirements in order to protect University as well as themselves.

When work is to be conducted in potentially risky areas the contractors, subcontractors, tradespeople will liaise with the University Project Manager / Facilities Management contact and the Laboratory Manager and be notified of any potential risks.

Always comply with specific hygiene and infection control requirements when working in the following areas:

- Food-handling
- Health and surgical clinics
- Research and teaching laboratories
- Animal research facilities.

Do not enter the following areas when suffering from vomiting or diarrhoea:

- Food-handling
  - Health and surgical clinics
  - Research and teaching laboratories
  - Animal research facilities.
- 

### Unsafe situations

If you encounter an unsafe situation:

- Make the situation safe (eliminate or minimise).  
**Note:** If the unsafe situation is caused by a particular person or group, request that the person or group take corrective actions. If they refuse, you must notify the Site Manager and / or the University Project Manager and /or your Facilities Management contact or Unisafe, who have the authority to act to make the situation safe, including shutting down the area until the site has been made safe.
- Report the accident, incident or hazard to your Site Supervisor / Manager as soon as possible, and complete the appropriate form (Accident / Incident Report, or Hazard Reporting Form).
- Have your Supervisor / Manager send the form to the University HR Health and Wellness Manager and report the incident to the University Project Manager / Facilities Management contact.

## Appendix A, Identified Hazards

Tick the hazards relevant to the work you are contracted to do.

Asbestos	<input type="checkbox"/>	Working at Heights	<input type="checkbox"/>	Obstructed access ways	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	Ladders	<input type="checkbox"/>	Isolation of fire detection systems	<input type="checkbox"/>
Vapours, Fumes, Dust	<input type="checkbox"/>	Scaffolds	<input type="checkbox"/>	Vehicle Traffic / Pedestrian Hazards	<input type="checkbox"/>
Confined Space Entry	<input type="checkbox"/>	Cranes	<input type="checkbox"/>	Disconnection of services:	
Electrical	<input type="checkbox"/>	Mobile Platforms	<input type="checkbox"/>	▪ Lifts	<input type="checkbox"/>
Gas Safety	<input type="checkbox"/>	Fall Restraint Systems	<input type="checkbox"/>	▪ Power	<input type="checkbox"/>
Hotwork, welding	<input type="checkbox"/>	Excavations	<input type="checkbox"/>	▪ Gas	<input type="checkbox"/>
Machinery lockouts	<input type="checkbox"/>	Excessive Noise	<input type="checkbox"/>	▪ Water	<input type="checkbox"/>
Public safety hazards will be created	<input type="checkbox"/>				

### Hotwork

Have you been issued with a 'hotwork permit' by Property Services? YES / NO

If "No" you must obtain one prior to conducting such work.

### **Isolation of Fire Detection Protection Systems**

Do you need to isolate any building fire detection or protection systems? YES / NO

If yes, what system?

Which rooms/areas?

Duration of isolation:

Has Property Services at the University of Auckland been informed?

### **Emergency Information**

Nearest fire exit is:

Alternative exit is:

Building assembly point is:

Nearest fire alarm point is:

Nearest emergency security call point is:

First aid kit location:

Closest medical centre:

If working alone, have you checked in with Security? (Tel: 09 373 7599, ext 85000) YES / NO

## Appendix B, Suspected Asbestos Material or Products at University of Auckland Campuses

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### Asbestos Report Form

Use this form to record any actual or suspected asbestos or asbestos-containing material (ACM) encountered while working on University premises, that you have not been notified of.

Complete the form and forward it as soon as possible to your University contact.

### Details of Suspected Material

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### Location/s

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---

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### Condition of material

(e.g. degraded)

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# Appendix C, University of Auckland Accident/Incident Report



**Vault Reference Number**

## Incident and Accident Reporting Form

**Report to be completed as soon as possible after the incident.**  
(Line Manager or Academic Leader to complete if the injured person is unable to do so and check the accuracy of information)  
**Report to HoD and HSW Service. File one copy in local files and send copy to the HSW Service.**

An 'incident' is any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss, and may also be termed a "near-miss", "close call" or "dangerous occurrence". An 'accident' is where actual harm or damage occurs to a person(s).

**Did the incident result in serious injury / ill-health or was only narrowly avoided?**

- Yes\*  No \*If yes, **preserve the scene** and notify the Health, Safety and Wellbeing (HSW) Service **immediately** to determine whether a formal investigation is required.

Health, Safety and Wellbeing Service: Phone: 09 923 4109 E-mail: [HSW@auckland.ac.nz](mailto:HSW@auckland.ac.nz) Mobile: 027 801 2042

### Section 1. Reporting

**What Faculty or Service Division does this involve?**

Faculty / Service Div.	<input type="text"/>
Department	<input type="text"/>

**Who is reporting the accident/incident?**

Name	<input type="text"/>	Staff/Student ID (if applicable)	<input type="text"/>
Contact Details	Phone: <input type="text"/>	Email:	<input type="text"/>

**Where and when did it happen?**

Building (or location)	<input type="text"/>	Date	<input type="text"/>
Level (Floor) and room	<input type="text"/>	Time	<input type="text"/>

**How was or could have injury, ill-health or damage been caused?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Being hit by objects or things | <input type="checkbox"/> Heat, radiation or energy             | <input type="checkbox"/> Slip, trip or fall                   |
| <input type="checkbox"/> Biological factors             | <input type="checkbox"/> Hitting objects with part of the body | <input type="checkbox"/> Vehicle accidents                    |
| <input type="checkbox"/> Body stressing                 | <input type="checkbox"/> Psychosocial (inc. mental health)     | <input type="checkbox"/> OOS or RSI                           |
| <input type="checkbox"/> Chemicals/substances           | <input type="checkbox"/> Sound or pressure                     | <input type="checkbox"/> Something else: <input type="text"/> |

**Description of accident/incident**

*(If not enough room, please attach separate sheet or sheets. Attach Witness statements, diagrams and photos.)*

E.G.: I was putting away some files when door slammed shut and caught my finger in filing cabinet door.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**Who witnessed the accident/incident?**

Name	<input type="text"/>	Name	<input type="text"/>
Contact	<input type="text"/>	Contact	<input type="text"/>

**Signature of reporting person:**

<input type="text"/>	Date:	<input type="text"/>
----------------------	-------	----------------------

**Ensure the Head of Department/Line Manager has been informed**

**Was anybody injured or made ill (Harmed)?**

- Yes.** If it is serious, inform the HSW Service without delay. Proceed to section 2.  
 **No.** Proceed to section 3 to see if there are any 'opportunities to learn'.

This is an approved template in the Health, Safety and Wellbeing Management system.  
Once data entered or document printed this document is uncontrolled.

Version: 2  
Issue date: 17 November 2017

## Section 2. Harm (if applicable)

### Injured person

Name	<input type="text"/>	Date of Birth	<input type="text"/>
Contact Details	Phone: <input type="text"/>	Email:	<input type="text"/>
Residential address	<input type="text"/>		

### Role or job title of injured person:

<input type="text"/>			
<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Other	Staff/Student ID No. <input type="text"/>
Gender: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>	

### Period of employment of injured person: (if applicable)

- 1st week    
  1st month    
  1-6 months    
  6 months - 1 year    
  1-5 years    
  Over 5 years

### Time at work prior to injury: (if applicable)

Started work at  am / pm    
 Incident occurred at  am / pm    
 Hours on shift  hours

### Treatment of injury:

- Nil    
 First-aid    
 Doctor/Emergency Dept. (not hospitalised)    
 Hospitalised (admitted)

### Where were they treated?

Location     
 Doctor (if known)

### What caused the injury? (Agency of harm)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Human factors (unsafe acts or behaviours) | <input type="checkbox"/> Animal, human or plant/vegetation (biological agency) | <input type="checkbox"/> Other biological factors (e.g. Bacterial or viral) |
| <input type="checkbox"/> Chemical or chemical products             | <input type="checkbox"/> Environmental (e.g. heat, cold)                       | <input type="checkbox"/> Exposure (e.g. dust, gas, noise, etc.)             |
| <input type="checkbox"/> Machinery or (mainly) fixed plant         | <input type="checkbox"/> Material or substance                                 | <input type="checkbox"/> Mobile plant or transport                          |
| <input type="checkbox"/> Powered equipment, tools or appliances    | <input type="checkbox"/> Non-powered hand tool or equipment                    | <input type="checkbox"/> Other <input type="text"/>                         |

### Nature of injury or damage (Specify all):

- |   |  |
|---|--|
| <input type="checkbox"/> Abrasion/scratches         | <input type="checkbox"/> Eye injury                    |
| <input type="checkbox"/> Amputation                 | <input type="checkbox"/> Foreign body                  |
| <input type="checkbox"/> Bruising/crushing          | <input type="checkbox"/> Fracture                      |
| <input type="checkbox"/> Burn/scald                 | <input type="checkbox"/> Internal injury               |
| <input type="checkbox"/> Concussion                 | <input type="checkbox"/> Laceration/cut                |
| <input type="checkbox"/> Dislocation                | <input type="checkbox"/> Sprain or strain              |
| <input type="checkbox"/> Puncture wound             | <input type="checkbox"/> Contamination/poisoning/toxic |
| <input type="checkbox"/> Reaction                   | <input type="checkbox"/> Occupational Hearing Loss     |
| <input type="checkbox"/> Disease                    | <input type="checkbox"/> Gradual process/OOS or RSI    |
| <input type="checkbox"/> Mental Health              | <input type="checkbox"/> Fatal                         |
| <input type="checkbox"/> Other <input type="text"/> |  |

### Body part:

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Head                       | <input type="checkbox"/> Neck      | <input type="checkbox"/> Trunk              |
| <input type="checkbox"/> Arms/hands                 | <input type="checkbox"/> Legs/feet | <input type="checkbox"/> Multiple locations |
| <input type="checkbox"/> Systemic (internal organs) |                                    |   |

### Side of Body:

- Left    
 Right    
 Not Applicable

Other (specify)

### Description of Injury

(As much detail as possible)

E.G. : Crushed middle finger on left hand


Office use only – HSW Service Injury Claims Manager to complete

Do you accept this as a work related injury?  Yes      No      Unsure      Not applicable

I, the undersigned, declare that the details above have been completed accurately, truthfully and fully to the best of my knowledge and belief, and I understand that providing a false or misleading statement is an offence.

Signature of Injury Claims Manager:     
 Date:


### Section 3. Investigation


To be carried out by local line manager for accidents/incidents that are not notifiable. Note: The Health and Safety Representative can assist where necessary and it is good practice to do so.

For **Notifiable Events**, a formal investigation must be carried out in accordance with Worksafe NZ's instructions by the HSW Service.

Analysis of what happened	
What were the root causes of the accident/incident? Consider the following factors:	
People:	
Equipment:	
Environment:	
Procedures:	
Organisation:	

What can be done to prevent it happening again?

What needs to be done now?	Who should do it?	By when?
<b>Incident/Accident investigated by:</b>	<b>Date:</b>	<b>Signature:</b>
		

Head of Dept. / Line Manager	Department	Date:	Signature:
			

This is an approved template in the Health, Safety and Wellbeing Management system.  
Once data entered or document printed this document is uncontrolled.

Version: 2  
Issue date: 17 November 2017

# Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits



## APPLICATION FOR ISOLATION, SCOPE AND RESTRICTED WORK PERMITS

*Please tick:*

- REQUEST FOR FM TO SCOPE AN ISOLATION
- ISOLATION APPLICATION
- RESTRICTED WORK PERMIT APPLICATION

**CONDITIONS:**

- This form should be completed with reference to the documented standard operating procedure.
- This form is designed to be typed and emailed at each stage.

WORK ORDER APPLICATION NUMBER (Facility Administration Office Only)	
--	--

Section A				
UoA Project Manager		Phone number		
Project Number		Date of Application		
Anticipated Start Dates <i>Please note that applications received less than 5 working days away could be declined and a new start date may be suggested.</i>	Start Date	Time	Finish Date	Time
Job description including intended equipment to be used: (required to ensure the correct services are scoped)				
Method Statement: (required section, please attach any additional information that may assist the speed of application process, e.g. floor plans)				



## Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits, Continued

<b>Service to be isolated (if known, otherwise FM can advise)</b> (e.g. HVAC / electrical / domestic water / chilled -condenser water / heating water / gas / security / fire / other )  If other, please specify:	
<b>Equipment to be isolated (if known, otherwise FM can advise)</b>	
<b>University building number</b> (one application per building please) <b>Level(s)</b>  <b>Room Number(s)</b>	
<b>RESTRICTED WORK DETAILS</b>	
<b>Does your project involve restricted work as described in the SOP?</b>	<b>YES</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>NO</b> <input type="checkbox"/></span>
<b>Type of Restricted work</b> (Ensure site specific safety plan is provided.)  <small>Hot work / Asbestos / Explosives / Height / Confined Space / Excavation / Extra High Voltage /</small>	
<b>Type of equipment to be used</b>	
<b>Does the restricted work require notification to Work Place NZ?</b>	<b>YES</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>NO</b> <input type="checkbox"/></span>
<b>Anticipated Dates required for Restricted Work</b>	<b>Start Date/Time</b> <span style="margin-left: 100px;"><b>Finish Date/Time</b></span>
<b>Is the restricted work weather dependant?</b> <small>(Permits dates can be changed accordingly)</small>	<b>YES</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>NO</b> <input type="checkbox"/></span>
<b>Section B</b>	
<b>Contractor contact details</b>	<b>Name</b> <span style="margin-left: 200px;"><b>Contact Number</b></span>
<b>Departmental approval received for period requested</b>	<b>Department contact name</b> <span style="margin-left: 200px;"><b>Contact Number</b></span>


2 of 3

Continued on next page

## Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits, Continued

Section C		(For Completion by Building Services Technicians)	
Isolation scope reviewed by	Name of person that has scoped the Isolation	contact number	
Date of isolation scope review:	_____	_____	
Application Approved		<input type="checkbox"/> Y	<input type="checkbox"/> N
Hot Work Permit Required		<input type="checkbox"/>	<input type="checkbox"/>
Approval pending : <i>More information needed see below</i>		<input type="checkbox"/>	<input type="checkbox"/>
<b>FM Feedback:</b>			
If an Isolation is required, it shall be:		Continuous <input type="checkbox"/>	Reinstated daily <input type="checkbox"/>
Section D		Y	N
(For Completion by Facilities Maintenance Admin)			
Contractor Booked		<input type="checkbox"/>	<input type="checkbox"/>
Work Order(s) Raised and their numbers:		<input type="checkbox"/>	<input type="checkbox"/>
Hot Work Permit issued and it's number:		<input type="checkbox"/>	<input type="checkbox"/>
Purchase Order Raised (Number ( _____ ) )		<input type="checkbox"/>	<input type="checkbox"/>

## Appendix E, Automated Key Dispenser Access Request

 <b>THE UNIVERSITY OF AUCKLAND</b> <b>NEW ZEALAND</b> <small>Te Whare Wānanga o Tāmaki Makaurau</small>			
<b>AUTOMATED KEY DISPENSER ACCESS REQUEST FORM</b>			
<b>Instructions:</b> This form is to be completed by a new user to request access to the automated key dispensers. Those without key dispenser access should report to the Security, Building 409, 24 Symonds Street, City Campus.			
New Contractor User Details			
<b>First Name</b>		<b>Last Name</b>	
<b>Mobile #</b>		<b>Email</b>	
<b>Company Name</b>		<b>Company Contact</b>	
<b>Company Email</b>		<b>Company Phone</b>	
<b>UoA Contact</b>		<b>UoA Project Number</b>	
<b>Site Safe Number:</b>		<b>Attended UoA H &amp; S induction?</b>	Y/N
New UoA User Details			
<b>First Name</b>		<b>Last Name</b>	
<b>Mobile /Contact No.</b>		<b>Email</b>	
<b>Department</b>		<b>Dept. contact name</b>	
<b>Contact email address</b>		<b>Extension/Mobile</b>	
Key Watcher Access Details			
	Tick if required	Other /special key request (provide detail)	
<b>City Campus (B201)</b>			
<b>Newmarket Campus (B902)</b>			
<b>City Campus (Cleaners) (B409)</b>			
<b>Plant Key</b>			
<b>Building Key</b>			
<b>PABX</b>			
<b>Start date :</b> _____ <b>End Date :</b> _____			
<b>Additional comments</b>   			

<b>AUTOMATED KEY DISPENSER ACCESS REQUEST FORM DECLARATION</b>		
I hereby acknowledge that the information I have supplied is correct and that I have read and understand the following conditions of use, and will abide by those conditions		
• That I am aware of my obligations under the Health & Safety Acts and agree to comply at all times.		
• That the keys issued from the key dispenser are for contracted work only and cannot be given to others.		
• That should I misuse the keys, I will forfeit any future access		
• That should I not return the keys on the same working day, I will contact Security to let them know of the delay and I can be contacted on the number _____ provided above.		
• That I will produce the keys and/or surrender them at any time if requested by a Security Officer		
• That if I lose the keys, I will immediately report the loss to Security		
• That I will return the keys to the key dispenser when I no longer require them.		
<b>Security Contact Details :</b> Dial Ext. 85000 internally or phone 0800 373 7550. Address : Reception, Unisafe Building, B409, 24 Symonds Street		
Acknowledged By User :	(Please sign & print name)	...../...../..... (Date)
FOR OFFICE USE ONLY		
User ID		• I acknowledge that the applicant has attended the University of Auckland Health & Safety induction OR has been enrolled on the next available University of Auckland Health & Safety Induction AND has signed and returned the <i>Contractor Acknowledgement and Prequalification form.</i>
Pin		
Training Date:		
Property Services Approval:	(Staff Name )	(Staff signature)

## Appendix F, Hotwork Operational Principles

---

### Introduction

The University takes every precaution to ensure that hotwork does not lead to harm to personnel on site, or damage to, or destruction of, valuable / expensive records, plant, equipment or materials. Hotwork is considered Restricted Work and as such, requires a permit issued by the University.

---

### What is hotwork

Hotwork includes:

Work or process that creates any source of ignition, sparks, flame, heated components, heated vapour, fume or smoke, in close proximity of ignitable materials (e.g. hazardous goods store, spray paint booths etc.).

---

### Before beginning hotwork

You must:

- Have a hotwork permit, obtained through the University Project Manager
- Not use welding or other equipment liable to cause sparks or become sources of ignition within 3 metres of any dangerous goods store or designated hazardous areas without University Project Manager approval and a completed hotwork permit
- Liaise with the University Project Manager to establish if there is a risk from adjacent rooms or buildings (i.e. flammable material in an adjacent room that is not deemed part of the work site)
- Check with the University Project Manager or Site Manager to ensure that there are no building services that could be affected or pose a risk
- Remove any rubbish from the area.

**Note:** See Appendix D, University of Auckland, Application for Isolation, Scope and Restricted Work Permits *on page 31*, and [http://www.business.govt.nz/worksafe/search?SearchableText=Hot+work+safety\\*](http://www.business.govt.nz/worksafe/search?SearchableText=Hot+work+safety*)

---

### Safe work practice

These safe work practices apply for hotwork:

- A 60 minute standby watch must be conducted after hotwork is completed next to a dangerous goods store or designated hazardous area
- Fire extinguishers and fire blankets must be readily available.
- Gas cylinders must be in good operational order, be stored correctly and securely and must be fitted with approved flashback arrestors
- Correct PPE must be worn
- Safety equipment must be used as appropriate (e.g. welding screens).

**Note:** Hotwork may require the isolation of building fire monitoring or protection systems.

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## Appendix G, Working at Heights

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### Introduction

Working at heights includes all work:

- At a height of over 3 metres where there is a risk of a free fall causing harm
- Closer than 2 metres to the edge of a roof, or where a fall is possible
- Close to an area where a significant fall is possible (e.g. shafts, ducts, weakened roof structure, etc.).

The University requires that working at heights risks are assessed and where the risk level is moderate or higher a Working at Height Management Plan must be documentation and implemented.

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### Safe work practice

These safe work practices apply to heights:

- Significant hazards are identified prior to commencing work at height (e.g. fibrolite roofs, skylights, etc.) and fall prevention strategies are implemented
- Fall protection or bump rails 2 metres from the edge, that provide secure footing, are required on completed roofs
- Fall protection, work positioning structure or permanently installed access and platforms must be used on roofs that do not provide secure footing, or are steeper than 30 degrees
- Ladders or standard trestles (i.e. without guard rails) must not be used within 3 metres of a multi-storied building or structural voids
- In a workplace, a ladder must be manufactured to an industrial standard AS/NZ 1892.1:1996.
- Guard rails (toe board, mid rail and top hand rail) must be used where there is a risk of free fall, or a sudden change in floor level of where a cavity or void has been created
- All equipment, machinery and tools must comply with relevant codes of practice, standards and manufacturer's instructions, and be maintained in good operational order at all times
- Only trained personnel can set up safety harnesses with suitable fall arrest and anchor point system for work where other means of fall protection are not practicable
- Where items could be dropped from a height onto a public area of a worksite, the public area must be isolated with suitable barriers, screens or projecting platforms.
- All equipment must be isolated and secured when work is not in progress (e.g. When work has ceased for the day, weekends and public holidays).
- Elevated work platforms should hold a certificate of compliance and must receive the major examinations, six-monthly inspections and daily checks in accordance with the approved COP. Any defects found must be promptly rectified.

### See also:

- <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand>
- University of Auckland, Working at Heights Guidelines and HSW Risk Assessment
- UoA Working at Heights Management Plan template.