



# HEALTH, SAFETY AND WELLBEING E-UPDATE



April 2022

Kia ora koutou

Although it's a little late to wish you all a Happy New Year, I am conscious that this is the first e-Update we have produced this year: not due to a lack of material or talking points; simply that the HSW Team has been flat out supporting our staff and students through these continuing strange times.

As you know, we started the year with Delta and a new Vaccine Policy. Then Omicron displaced Delta, and our focus turned to contact tracing, continuity and Rapid Antigen Tests. Now all the signs are that we are past the peak, and we are supporting the safe return to campus for many over the next few weeks.

We hope that some sense of normality can now prevail!

## ACC partnership programme and injury claim management

The University is part of the ACC Accredited Employer Programme (AEP) and is responsible for managing work related injury claims.

This programme only covers employees of the University of Auckland and UniServices, and includes casual or part-time staff who have suffered a work-related accident resulting in injury. For more info, please check out our webpages...

[Injury Management](#)  
[ACC partnership programme](#)

## Laboratory inspection checklist

An updated laboratory inspection checklist and guide is now available on this Health, Safety and Wellbeing page; [Inspections](#).

Please use it as a template, and customise to suit your lab area.



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## 2022 staff flu vaccinations



With borders reopening, many commentators are expecting a resurgence of influenza, which has been rare during the Covid-19 pandemic. Getting a flu shot is your best defence. All staff are encouraged to have the flu vaccination.

More details on eligibility, access and the process are available on [2022 staff flu vaccination details](#) page

## Fire safety and evacuation

We have recently completed a stock-take of our fire evacuation practices across the university to ensure they remain fit for purpose. We listened to our wardens, walked through every building, consulted widely, including with the fire service, and bought all related information to one handy place.

The good news is that we have well maintained places and highly engaged and focused people. This is testament to all of us for te mahi tika and a clear Kaupapa, ka pai. Our recent fire drills further demonstrated the strong people side of fire evacuations and highlighted why we all need to think regularly about adjusting how we do things. Local preparedness and arrangements are ideal agenda items for management teams and Health, Safety and Wellbeing Committees to consider.

Three general themes emerged from the stock-take: *visible and involved leadership; simple and easy to understand information and; local delivery of training and awareness:* We should all be able to explain what to do when the alarm sounds and lead in that moment.

Two specific issues we need to consider in our local arrangements are: those who need assistance, and when to do and record a fire risk assessment.



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## **A Personal Emergency Evacuation Plan (PEEP)**

A PEEP is an individual plan for those who need assistance in getting to a place of safety. The plan, in most cases, involves some help, guidance and sometimes equipment.

It is best prepared by those who manage people, including technical services, academic leads and other support services. The HSW Service can help with this.

While they are prepared as individual plans specific to the person and their situation – they will include:

- details of the person and their work/study activity
- their escape route
- those who will help them
- those who will carry out any training and practice required
- any specific equipment required
- how they are alerted and
- any reasonable adjustments that can be made in the building.

Template of basic PEEP is available on our [People requiring assistance](#) webpage.

## **Fire risk assessments**

The purpose of a fire risk assessment is to identify where a fire may start, how it might spread, who would be put at risk, and how to reduce that risk. Like all risk assessment at the University, we use a 5-step process. Where fire is identified as a hazard, for example in science labs or workshops, a fire risk assessment should be done. This should include an emergency procedure. The assessment must be recorded and include a plan on how people will be informed, supervised and trained. It is very important to review these plans and procedures regularly and whenever changes are made, including to people, equipment, materials and environment.



Contact the Health, Safety and Wellbeing Service for information, guidance and support.

Ext 84896 or [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz)

[www.auckland.ac.nz/hsw](http://www.auckland.ac.nz/hsw)



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## **Supervised Rapid Antigen Testing available at Unichem Campus pharmacy**

**Unichem Campus Pharmacy is providing unfunded supervised Rapid Antigen Test for International Pre-Travel Departure.**

More details can be found in [Supervised Rapid Antigen Testing available at Unichem Campus Pharmacy](#) page

## **Moving vehicles and equipment**

When people and vehicles (cars, trucks and mobile equipment) operate together there is potential for people to be seriously hurt.

Nearly three-quarters of work-related fatalities in New Zealand have involved people working in or around vehicles and mobile plant. Most of these incidents have been off roads. This is not getting better as we continue to read stories in the media about incidents that impact on people's lives and livelihoods.

### **So. what can go wrong?**

The main causes of accidents are:

- being hit or run over, particularly by a reversing vehicle
- being caught between a vehicle and an object or structure
- being struck by something falling from a vehicle
- falling from a vehicle, particularly whilst loading or unloading
- a vehicle turning over

The danger is not limited to construction, loading bays and agriculture – lots of people get hurt in carparks.

Remember - If you can't see the operator/driver in the cab then they can't see you either!





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As with all risks, our general requirements at the University are that we undertake risk assessments using our 5-step risk assessment process, supported by good practice guidance. From this, we develop a vehicle or traffic management plan. It is important to communicate these plans, and that actions in the plans are monitored to ensure they are happening. Our friends at WorkSafe have given us some good practice guidance. [Vehicles and mobile plant Separation is often the best option](#)

The only truly effective precaution is to keep people away from moving vehicles and mobile plant, making sure that they can't operate in the same place at the same time:

- by scheduling work when vehicles and plant are not in operation
- by having physical barriers between them

If we have to work or walk in an area where vehicles or mobile plant are operating, including carparks:

- stick to the marked walkways
- understand the site traffic management system or plan
- follow site rules, if they are not clear then ask what they are
- be observant and stay alert

We also encourage everyone to report all incidents to the person responsible for the site they are on and record this in our incident recording system. This includes near misses and observations of unsafe conditions. You can also report observations of good practice in action.

## Recent updates and some important information can be found on these pages:

- [Covid-19 staff information hub](#)
  - [Rapid Antigen Testing](#)
  - [Unichem Campus Pharmacy supporting Covid-19 positive patients](#)
  - [Travel preparedness](#)
  - [Requirements for coming on to campus](#)
  - [Mental Health 101 three-part interactive webinar](#)
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## Upcoming HSW workshops

For new staff and those who missed out last year, several useful workshops are coming up in the next few months.

Workshop	Date	Time	Location
Building and Fire Warden Training	Friday, 22 April 2022	10.00 – 11.30am	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Role of a Leader and Manager	Tuesday, 10 May 2022	09.00am – 12.00noon	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Chemical Safety Management in Laboratories	Friday, 13 May 2022	9.30am-12.30pm	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
SciTrack training for Designated Laboratory Persons (DLPs)	Wednesday, 18 May 2022	9.00 – 11.00am	Room 305, Level 3, Building 620, 49 Symonds Street, City Campus
DLP Containment workshop	Friday, 20 May 2022	9.00am – 12.00noon	Room 401, Level 5, Building 620, 49 Symonds Street, City Campus
How to undertake a Risk Assessment	Friday, 13 May 2022	2.00 – 4.00pm	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Signing off on Risk Assessments	Wednesday, 20 April 2022	2.00 – 4.00pm	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus



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Risk Assessment for Field Activities	Thursday, 29 May 2022	2.00 – 4.00pm	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Health and safety representative training stage one	Thursday, 19 May and Friday, 20 May 2022	8.30am - 4.30pm	Room 301, Level 3, Building 620, 49 Symonds Street, City Campus
Health and safety representative training stage two	Thursday, 28 July and Friday, 29 July 2022	8.30am - 4.30pm	Room 301, Level 3, Building 620, 49 Symonds Street, City Campus

Bookings should be made via the [Career Tools](#) platform on the staff intranet. Please send a request through to [od@auckland.ac.nz](mailto:od@auckland.ac.nz) only if you do not have access to the Career Tools.

This and previous issues of the HSW e-update are available [here](#).

As usual, if you have any query on anything related to health, safety or wellbeing, please do not hesitate to contact us on [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz).

Similarly, if you have any suggestions as to topics you would like us to cover in future e-updates, please get in touch.

Angus Clark, Associate Director – HSW