

HEALTH, SAFETY AND WELLBEING E-UPDATE



September 2020

Dear Colleagues,

Well, here we are again – at the time of writing we are transitioning from Level 3 to Level 2 (via Level 2.5) in the national response to COVID-19. This second lockdown was not entirely unexpected but seems, anecdotally at least, to have been more difficult to adjust to for many of our staff and students.

For our HSW team, the entire COVID experience has been a bit of a roller-coaster ride! Ever since I was asked to form an Incident Management Team back in January: from pandemic planning, preparedness for cases on campus, and facilitating remote teaching; through supporting staff during lockdown and facilitating safe research on campus, BCP and the safe return of staff and students to BAU; to supporting business recovery. Then repeat!

Whilst our priority focus has always been on the highest risk areas, and that hasn't changed, the nature of those risks has changed with mental health and ergonomic risks – particularly when working remotely – demanding more support.

Release of updated University Health, Safety and Wellbeing (HSW) Policy

- The University Health, Safety and Wellbeing Policy was last reviewed, approved by the University Health, Safety and Wellbeing Committee, and published on the University website in June 2020.
- This legal document was updated to reflect...
 - The signature of the new Vice-Chancellor
 - The restructure of Technical Services in the Faculties, and the creation of the role of Technical Services Manager in many
 - The role of Hazards and Containment Adviser has now been superseded by three specialist Advisory roles

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- The new responsibility to triage and coordinate response to reported incidents was not reflected in the previous Policy. This was required for phase 1 of the Improving Health and Safety project

[Updated HSW Policy](#)

ACC partnership programme renewal and audit

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

This programme covers employees only of the University of Auckland and UniServices, and includes casual or part-time staff who have suffered a work-related accident resulting in injury. The ACC Accredited Employers Programme annual verification audit was originally scheduled for July 2020, then delayed until 21 September. This will now take place under Level 2 response between 29 September to 1 October 2020. The primary audit area has been confirmed as Engineering.

This year, we are being audited on all aspects of health and safety management. Injury Claims Management and our adoption of the ACC Standards are also in scope for the audit. Increased scrutiny will be placed on claimant confidentiality, payroll, return to work interviews and weekly monitoring processes. Preparations are 'on-track' and will be re-evaluated upon notification of the primary audit area.

[ACC partnership programme](#)

ACC Annual Self-Assessment Presentation

Members of staff, health and safety representatives, leaders and managers were invited to attend the Health, Safety and Wellbeing Service presentation on 10 August for the ACC Annual Self-Assessment. There was an open forum discussion about the ACC programme and the improvements that the University has made during last 12 months.

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Semester two fire evacuation drills

We have a legal requirement to run fire evacuation drills twice per year. This is usually done at the start of each semester. Due to low attendance during Alert Levels 3 and 2, and the need to avoid unnecessary congestion/close contact, the drills scheduled for August 2020 were postponed until w/c 5 October. However, as we are not due to return to Level 1 until the Thursday of that week, the evacuations have been further delayed. We will notify those who need to know in the usual manner.

Slips and trips

Slips and trips are amongst the most common cause of injuries to our staff and students. Injuries can happen in a number of ways with peak times during winter months.

For more info, please check out our webpage on [Slips and trips](#).

SciTrack update

We have a legal requirement to keep track of our hazardous chemicals, which is why we use [SciTrack](#). To that end please ensure:

- chemicals that are used up/disposed of are marked as disposed in SciTrack
- newly received chemicals have their owner and location updated in SciTrack within a week of receipt

For guidance on disposing and updating the location of chemicals in SciTrack, please see this [quick guide](#).

A stocktake will ensure your SciTrack records are accurate. For information on how to do this easily, please see this [quick guide](#). For further assistance or any SciTrack questions please contact [Emily Boyd](#), SciTrack Advisor.

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Mental Health Awareness Week (MHAW) is from 21 to 27 September

This year's Mental Health Awareness Week (MHAW) is running this week from 21 to 27 September, with a theme of Reimagine Wellbeing Together: He Tirohanga Anamata – a significant theme as we reflect on the uncertainties and stresses caused by COVID-19.

This annual event led by the Mental Health Foundation is a chance for your workplace to look at the experiences, actions, relationships and surroundings that make you feel good, stay well and uplift your wellbeing.

MHAW 2020 is an opportunity for everyone to redefine and rediscover what wellbeing looks like, during COVID-19 and beyond.

You may have wellbeing tools in your kete/basket to share with others, or perhaps you are looking for new ways to give yourself a boost.

HSW has a number of resources available on the website - staff and student activities have also been advertised in The Loop.

[Mental Health and wellbeing resources](#)



Upcoming HSW workshops

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

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Workshop	Date	Time	Location
DLP Containment workshop	Tuesday, 10 November 2020	9.00am – 12.00pm	Room 401, Level 4, Building 620, 49 Symonds Street, City Campus
Signing off on Risk Assessments	Wednesday, 28 October 2020	9.00am – 11.00am	Room 501, Level 4, Building 620, 49 Symonds Street, City Campus
Risk Assessment for Field Activities	Tuesday, 27 October 2020	9.00am – 11.00am	Room 401, Level 4, Building 620, 49 Symonds Street, City Campus
Building and Fire Warden training	Monday, 5 October 2020	10.00am – 11.30am	Room 317, Level 3, Building 260, OGGB, City Campus
Health and Safety Representative training stage 1	Monday, 19 October and Tuesday, 20 October 2020	8.30am – 4.30pm	Room 301, Level 4, Building 620, 49 Symonds Street, City Campus
Health and Safety Representative training stage 2	Tuesday, 3 November and Wednesday, 4 November	8.30am – 4.30pm	Room 501, Level 4, Building 620, 49 Symonds Street, City Campus

Bookings can be made via the Career Tools platform on the Staff Intranet, or through emails to OD at od@auckland.ac.nz. 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. 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

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