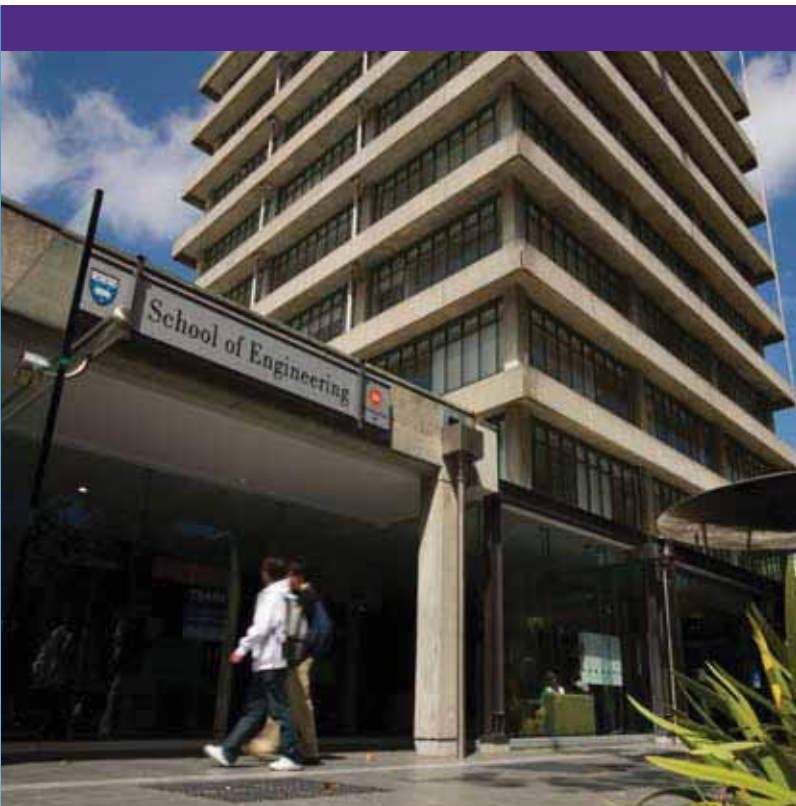


The University of Auckland
Faculty of Engineering
Health & Safety Manual





FACULTY OF ENGINEERING

Health & Safety Manual

All Staff and Students are
required to read this manual.

HEALTH AND SAFETY
EVERYONE'S RESPONSIBILITY.

HEALTH AND SAFETY
IS YOUR RESPONSIBILITY.

IMPROVING
HEALTH AND SAFETY
STARTS WITH YOU.



Introduction

Please read this manual carefully. The information in this manual is intended for all staff and students working within the Faculty of Engineering. This information is not intended to be a complete guide on safety matters but is meant to detail safety themes and practices that should be adopted to ensure the health and safety of all staff, students and visitors in the Faculty of Engineering.

This manual outlines your responsibilities regarding health and safety, provides useful hints and tips to help you work safely and details some of the more common procedures used to manage health and safety in the faculty.

Links to references for The University of Auckland and Faculty of Engineering policies and guidelines with regard to health and safety are listed in the appendix.

The University of Auckland and Faculty of Engineering policies and guidelines on safety may also be viewed by contacting the Director of Faculty Operations (ext 89261) or any Department Manager within the faculty.

Responsibility and Accountability

The Vice Chancellor has overall responsibility for health and safety at The University of Auckland.

The Dean of Engineering is responsible for health and safety in the Faculty of Engineering.

The Head of Department is responsible for health and safety in each department.

You are responsible for your health and safety, and the health and safety of those around you.

The Faculty of Engineering has a Safety Committee. The chair of the committee reports to the Dean of Engineering on matters of policy, and the committee also discusses matters of safety that arise within the faculty.

The staff within each department elect representatives onto the committee. Representatives are listed on the website. You can contact your department office, or the Engineering Student Centre to obtain an up-to-date list of representatives on the committee.

Each department operates an Injury/Illness Prevention Programme (IIPP) – a University wide initiative to manage health and safety risks. The IIPP folder contains a complete list of hazards within the department, and is reviewed at least annually. Statistics generated by this programme are used to detect trends across the University, and may be useful in reducing the number of accidents or incidents within the faculty.

Health and Safety in the Faculty of Engineering

Facts

All policies and guidelines for health and safety are based on the following facts. By acknowledging these facts, you will be more aware of your surroundings, and you will be less likely to be injured as you work within the Faculty of Engineering:


1. You are responsible for your own health and safety.
2. You are responsible for the health and safety of those around you.
3. You are responsible for the security and the safe use of equipment and facilities that you have been authorised to use.

Rules

In order to manage risks, we need to limit access to equipment, labs and workshops. Prior to authorising you to use equipment, labs or workshops, the person responsible will provide information about possible hazards and associated controls you may encounter when using equipment, labs or workshops.

Note : Having swipe card or key access does NOT mean you are authorised to access a facility. To be authorised, you MUST have hazards and control measures explained by the person responsible.

- You must not enter a laboratory, workshop or storeroom unless you have been specifically authorised, unless you are in the presence of an authorised person. In either case, you should seek advice about any hazards you may encounter.

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- You should not attempt to operate equipment or apparatus unless you are specifically authorised to use that equipment, and you have been advised of any hazards you may encounter.
 - Do not attempt to modify or repair any equipment or apparatus unless you have been authorised to do so. Any repairs or modifications must comply with The University of Auckland policy for equipment modification and repair, and any relevant legislation.
 - Keep your work area clean and tidy. When you have finished for the day, make sure all tools and equipment are returned to their proper storage, and equipment is shut down.
 - If you create a hazard, you must also control it. It is important to involve your supervisor and the person responsible for the area where the hazard is located.
 - Where access to a facility is restricted, such as by swipe card or lock, you are NOT authorised to allow entry to people who do not have access to that facility. This means that you are NOT allowed to unlock the facility for someone else. See the responsible person for advice.
 - Consumption of food and drink in teaching areas and laboratories is prohibited.
 - Suitable clothing and enclosed footwear must be worn in laboratories and workshops. Staff will not allow access for those people who do not have suitable clothing and footwear. As this may affect the completion of papers, it is your responsibility to ensure that you meet any requirements.
 - The University of Auckland is smokefree, with smoking banned on all campuses, outdoor spaces and buildings.

Before starting work...

Before starting work in any area you should ask (and answer) the following questions:

- How do I get out in the event of an evacuation?
- Where is the nearest telephone / first aid box / fire alarm?
- Where are the isolation controls for the equipment I am going to use?
- What protective or safety equipment do I need to work safely?
- What if something goes wrong? Do I know what to do?
- Who is responsible for the area I am going to be working in?
- What other work is being performed nearby? Will it interfere with my work?

What to do if you suspect that something is unsafe.

- If it looks unsafe it is likely to be unsafe.
- Make sure that you are safe.
 - o Rule 1 - You are responsible for your own health and safety.
- Make it known that you think something is unsafe.
 - o Rule 2 - You are responsible for the health and safety of those around you.
- If you can safely do so, eliminate / isolate / minimise the hazard. (e.g. switching off the power supply or fuel, cleaning up a spill, moving people out of the area.)
 - o Rule 3 - You are responsible for the security and the safe use of equipment and facilities that you have been authorised to use.

- Advise your supervisor or the person responsible for the area where the hazard is located. They are required to take all practicable steps to ensure the hazard is eliminated, isolated or minimised. They can also undertake or arrange for formal hazard identification and risk assessments to be undertaken.
 - Rule 4 - If you are not satisfied with the outcome, contact a representative of the Safety Committee from your department, or the Head of Department.
 - Rule 5 - If you are not satisfied with the response from the department, then contact the Chair of the Faculty of Engineering Safety Committee, the Registrar or the Dean.
 - Rule 6 - If you are still not satisfied, then you should contact The University of Auckland Health and Safety Adviser, who is part of the Human Resources Registry.

What to do if an accident / incident ALMOST happened

- A “near-miss incident” is something that, under slightly different circumstances, could have caused an accident.
- Near-miss incidents need to be reported as though an accident occurred, using the accident/incident reporting form. Make sure that it is marked “near-miss incident”.
- Near-miss incidents are the best kind of incident to report, as no one has been injured (yet), and it may give us the chance to fix the problem before anyone gets hurt.

Hazard control options: Eliminate / Isolate / Minimise

The following list details the three options for controlling hazards.

Eliminate the hazard

- Eliminating the hazard means the hazard no longer exists.
- Control procedures may need to be developed to ensure the hazard does not return.

Isolate the hazard

- Isolated hazards are still hazards, but you are a lot safer because you cannot come into contact with the hazard.
- Control procedures must be developed to ensure that the hazard remains isolated.

Minimise the hazard

- An identified hazard that can not be eliminated or isolated must be minimised.
- Reduce the level of harm that can be caused by the hazard.
- Reduce the probability that harm will be caused by the hazard.

PLEASE NOTE:

“Ignore the hazard” is NOT AN OPTION, and may be treated as a disciplinary matter by the University. Please report instances to representatives on the Faculty of Engineering Safety Committee or to your Head of Department for corrective action.

APPENDIX

The University of Auckland HEALTH, SAFETY AND HAZARD POLICIES –

Go to Safety under Quick Links on the Engineering homepage:
www.engineering.auckland.ac.nz and follow the link:
University of Auckland Health, Safety and Hazard Policies

This will take staff to view the University Policy on:

- Accident leave and weekly compensation
- Civil Defence
- Emergency evacuation
- Equipment design, modification, repair and commissioning
- Erection of sculpture and displays
- Eye tests
- Field trips
- First aid
- Health and safety committees (departmental)
- Health and safety
- Health and wellness Infectious disease
- Ionising radiation safety
- Laser use

- Management responsibilities
- New Small Use of Chemicals
- Phased handover of new or refurbished buildings
- Rehabilitation
- Safety testing and inspection of electrical appliances
- Small-scale use of chemicals
- Smoke-free

If students wish to obtain further information on any of the above policies they should contact the Engineering Student Centre located on Level 4 of 20 Symonds Street.

Students are expected to read and understand the University's policy on Personal safety and emergency contacts. To view this, go to Safety under Quick Links on the Engineering homepage:

www.engineering.auckland.ac.nz and follow the link Personal safety and emergency contacts.

FACULTY OF ENGINEERING KEY LINKS ON SAFETY

Go to Safety under Quick Links on the Engineering homepage:

www.engineering.auckland.ac.nz

This will show you the following information:

- The University of Auckland Safety Policy
- Trained First Aiders
- Electrical Registration Holders
- Faculty Safety Committee
- Register of Evacuation Wardens
- Accident Incident Report
- Detail on Health and Safety at the University
- Safety Committee Meeting Minutes
- University of Auckland Health, Safety and Hazard Policies
- Personal safety and emergency contacts

Key staff within the faculty in the area of safety are:

| Name | ext | Position | Email |
|------------------------|-------|--------------------------|----------------------------|
| Professor Nic Smith | 87924 | Dean of Engineering | np.smith@auckland.ac.nz |
| John Neal | 85822 | Building Warden | j.neal@auckland.ac.nz |
| John St George | 88195 | Chair H & S Committee | j.stgeorge@auckland.ac.nz |
| Malcolm McCarthy | 87016 | First Aid Officer | ma.mccarthy@auckland.ac.nz |

LIST OF PEOPLE RESPONSIBLE FOR LABS

The names of staff responsible for specific laboratories within the Faculty of Engineering may be obtained from the Department Manager of the department concerned:

| Department | Ext | Email |
|-------------------------|-------|----------------------------------|
| Chemical and Materials | 88135 | chemmat-enquiries@auckland.ac.nz |
| Civil and Environmental | 85715 | cee-enquiries@auckland.ac.nz |
| Electrical and Computer | 88247 | ece-info@auckland.ac.nz |
| Engineering Science | 87911 | info-engsci@auckland.ac.nz |
| Mechanical | 85840 | mech-enquiries@auckland.ac.nz |