

Appendix 2: Annual Health and Safety Declaration

All staff, students and visitors of the School of Environment must familiarise themselves with the appropriate health and safety information provided by the School and University, and must take all practicable steps to ensure the safety of themselves and others in the workplace.

This document summarises the overall health and safety framework for the School of Environment. This document should be completed annually, so you are aware of any changes that may have occurred.

The Schools health and safety information is accessible on the [ENV Health and Safety website](#)

You can navigate to the website via <http://www.env.auckland.ac.nz>

About: Our School
Health and Safety

The wider University health and safety information can be accessed via the [staff intranet](#). From the main intranet page you can navigate to the UoA health and safety website via

Human Resources
Health, Safety and Wellness

Note the staff intranet is only available to staff and PhD students.

Compulsory requirements for all School of Environment staff, students and visitors

1. To take all practicable steps to ensure the safety of themselves and others in the workplace.
2. To be aware of the overall hazards at the School of Environment (outlined in this document).
3. To be familiar with the Emergency Procedures and Workplace Safety information provided on the [Fundamental safety information page](#) on the ENV Health & Safety website.
4. To follow the relevant UoA & ENV Health & Safety guidelines and procedures to manage specific hazards. These can all be found on the ENV Health & Safety website.
5. To report all accidents, near misses and dangerous situations to the Health & Safety Officer using the standard [Incident Reporting process](#).

Field Work

Refer to the [Fieldwork and Hazards Webpage](#)

Those undertaking field work or any University business off-campus are required to read and familiarise themselves with the School's [Field Safety Guide](#) and the [UoA Fieldwork Safety Guideline](#)

All fieldwork and other off-campus work activities must have;

- A documented hazard assessment and management plan
- A suitably robust communication plan

Forms have been developed to assist with this and are also available on the Fieldwork webpage.

Field work participants are required to develop the skills or seek expertise appropriate to their work in order to successfully identify and manage the hazards associated with the environmental setting, prevailing conditions, and equipment being used.

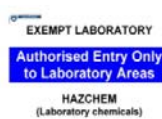
The School continues to develop specific guidelines and procedures to ensure that field work related hazards are managed appropriately. Examples of these guidelines and procedures are;

Quad bike	Using electricity in the field	Electro Fishing
Boating	Working in coastal environments	Height work
Vibrocorer	Geophysical equipment	River Safety

Laboratories

Refer to the [Laboratories Webpage](#)

The School has a number of laboratories designated by one or more of the following signs, which are off limits unless appropriate training and safety inductions have been provided.



Those wishing to undertake laboratory work in the vicinity of, or using, hazardous substances, materials or equipment are required to attend a formal Laboratory Safety Induction session run by the School through one of its Laboratory Managers.

The Induction will provide the safety grounding and basis upon which all their Lab safety is developed and maintained throughout the course of their work. Inducted lab users will be issued with a Laboratory Safety Folder which must be kept with them at all times while in the lab. Lab users are then required (on an on-going basis) to obtain the specific information and resources for the operation and handling of specific equipment or hazardous substances they are using.

Those wishing to import samples of sediment, soil, rock, water, or biological material for analysis must first consult the Technical Manager for guidance on complying with MPI BioSecurity requirements. A formal induction is required for those wishing to handle quarantined materials.

Vehicles

Refer to the [Vehicles Webpage](#)

Those wishing to drive any vehicle on University business must first familiarise themselves with;

1. The School's [Vehicle Guideline](#)
2. The [University Vehicle Policy](#)

They must also sign the schools [Driver Agreement Form](#) and provide a copy of their license.

Acknowledgement

Please acknowledge having read this document and relevant documentation by signing this health and safety form, and submitting a copy to the Technical Manager or School H&S Representative.

Name		Date	
Email		Role	
Signed			

School Health and Safety Representative

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