

HEALTH, SAFETY AND WELLBEING E-UPDATE



August 2018

Dear Colleagues,

This is my first e-update, having joined the University as Associate Director: Health, Safety and Wellbeing (HSW) in June. Firstly, thank you so much for the warm welcome I have received from everyone I have met so far. Whilst I am still very much in “listening mode”, I do hope to distil everyone’s helpful and constructive input into a plan of action over the coming weeks.

Secondly, a success story (or two!): The University was audited by ACC in July and retained its tertiary status (the highest achievable award). Thank you to all who were involved, particularly from the HSW team, and the Faculties of Medical & Health Services and Law who were the focus of this year’s audit. This excellent achievement followed an equally positive external verification visit from the Ministry of Primary Industries (MPI) in June, which focused on the University’s Hazard and Containment Facilities. I am delighted with the results of both audits.

Meanwhile, if anyone (and I mean anyone!) feels they have any input into the way HSW is organised or delivered, or any topics or issues for consideration, please do get in touch.

First aid kits and training

It is great to notice that people are already beginning to carry out their annual safety inspections, and one thing that has been brought up a few times is first aid kits. In one department, people were bemused to discover that some of the first aid kits that were hidden away in drawers and cupboards had first aid manuals and bandages dating back to the early 1970s! Needless to say, the old bandages were disposed of and new kits were ordered.

For most people, the question being asked is “what sort of first aid kits do we need, and how big do they need to be?”. It all has to do with the level of risk in the workplace, and in this case it was a very safe office environment. We therefore recommended that they get one “lunch

HEALTH, SAFETY AND WELLBEING E-UPDATE



box” sized first aid kit for each of their floors, with the kit contents consisting of basic supplies such as sticking plasters, triangle and roll bandages and other general supplies.

With regards to the manuals, best practice for first aid has moved on and we recommend that people download the [Red Cross First Aid App](#) and get some training. It can save lives!

Incident and Accident reporting system

Everyone who supervises staff or students – who are involved in a workplace incident, accident, illness or near miss – is responsible for reporting the incident through the [existing reporting system](#), immediately and in any event no later than 24 hours after the occurrence. Furthermore, the University has a legal obligation to notify WorkSafe New Zealand of serious accidents and events within tight timescales. We will be able to do that only with your assistance with the timely reporting of incidents.

As I mentioned earlier, the University was recently audited by ACC and we retained our “Tertiary” status (the highest available award). Late reporting might jeopardise that status in future.

It is also worth noting that we are about to start looking at improvements to the accessibility and functionality of the Vault system.

Risk Assessment for Field Activities

Colleagues are reminded that the updated [Field Activities Protocol](#) was released to the University late last year in an effort to standardise the planning and conduct of field activities across the University. We have had excellent feedback from those leaders and planners who have attended the “Risk Assessment for Field Activity” workshops, but we have noted that many of those sessions are only lightly subscribed.

HEALTH, SAFETY AND WELLBEING E-UPDATE



Given that Field Activities can present a high level of risk to our people if not properly planned, and that effective supervision is often an even more critical risk control in the field, Academic Leaders are requested to ensure that those people who need the training are nominated and given the opportunity to attend.

Please refer to the below upcoming HSW workshop section for further details.

Workstation setup

Due to the lengthy hours of our work at computers, whether it is a desktop computer or a laptop, there is a possibility that we could experience discomfort, pain and/or possible injury or long-term health condition.

There are a number of preventative steps that could be taken to avoid this potential harm. The following link will provide you with the information required to set up your workstation properly to minimise any pain and discomfort.

[Office/general work environment safety](#)

This will enable you to self-assess your entire workstation, including all equipment and the surroundings. You should also:

- Review the assessment regularly and after any changes
- Notify any pain or discomfort in [Incident and Accident Reporting Form](#) and forward to hsw@auckland.ac.nz.

Upcoming HSW workshops

For new staff and those who missed out last year, several useful workshops are coming up in the next few months. It is always wise to be enriched with the applicable knowledge on HSW as everyone's ultimate daily goal is to reach home healthy and safely...

HEALTH, SAFETY AND WELLBEING E-UPDATE

Workshop	Date	Time	Location
HSNO Exempt Laboratory Managers Workshop	Friday, 24 August 2018	9.30am-12.30pm	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Risk Assessment for Field Activities	Wednesday, 31 October 2018	9.00am-11.00am	Room 501, Level 5, Building 620, 49 Symonds Street, City Campus
Health and safety rep. training stage two	Thursday, 22 November and Friday, 23 November 2018	8.30am-4.30pm	Room 401, 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 POD at pod@auckland.ac.nz. For the Health and Safety representative training stage two please book through hsw@auckland.ac.nz.

I look forward to engaging with you in partnership as we continue to improve the health, safety and wellbeing of all staff, students and the wider university community.



Angus Clark

Associate Director – HSW