

HEALTH, SAFETY AND WELLBEING E-UPDATE

A Message from Angus

Thank you to everyone who participated in our HSW leadership Padlet last week. We gained some valuable insight into the leadership behaviours that you value and are needed to effect a strong HSW culture. This will inform both future HSW-specific guidance, and a broader current piece of work to develop a values-led culture (VLC), and wider leadership behavioural expectations across the university. You will have further opportunities to feed back your thoughts when the VLC project consults more widely.

There is a lot more positive work going on, with the HSW Team at the heart of it or closely involved, and we will involve many of you in developing outputs, and provide summaries in future editions. We are also gaining more knowledge of good practice and positive initiatives across the university, which we're happy to share.

This edition of our newsletter covers a few of these initiatives and good work in BAU:

- A great HSW communications project in Engineering
- Some thoughts on the recent fire evacuation exercise
- A brief discussion on HSW incident and observation reporting
- Highlighting our Civil Defence Cabinets and UoA Alert app.
- A list of upcoming in-house HSW training events



Angus Clark - Associate Director – HSW

HEALTH, SAFETY AND WELLBEING E-UPDATE

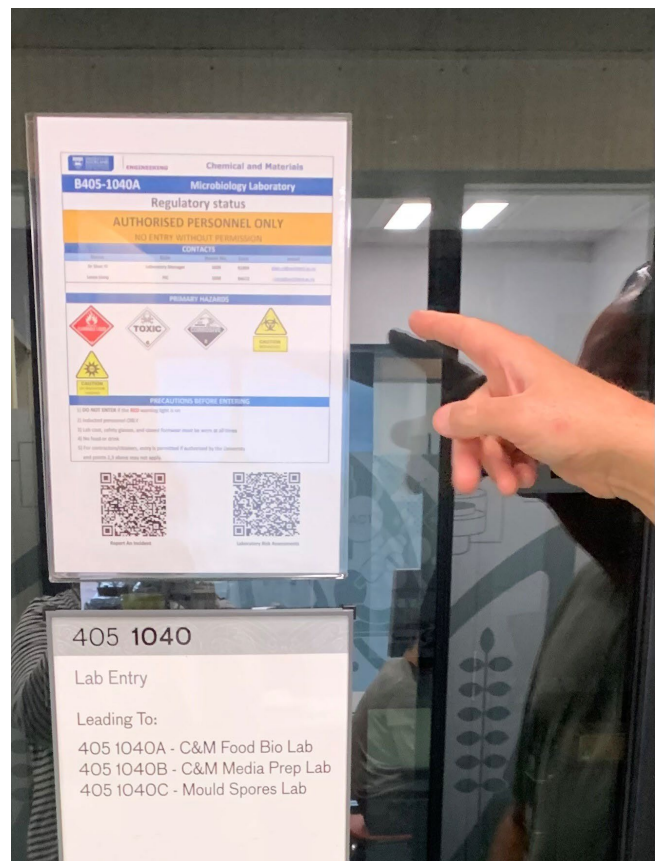
Clever lab signs and a feedback survey that put safety first (and we really like it!)

Clear and adaptable lab signage is essential for ensuring Health, Safety and well-being across the University. Dr Matt Sidford (Technical Services Manager, Chemical and Materials Engineering), has developed an innovative solution to address this need.

Matt has designed lab signage that is effective for the Chemmat laboratories which can be easily adapted for use throughout the faculty. The signage is interactive and features QR codes that provide instant access to risk assessments and HSW reporting, streamlining safety procedures and improving efficiency:

Faculty of Engineering lab signs include:

- UoA logo, faculty, and department details
- Lab room number
- Regulation Status (using the right colour specs)
- Contacts (HAZNO requires the name and contact details for the lab manager and PIC)



HEALTH, SAFETY AND WELLBEING E-UPDATE

- Primary hazards using pictograms
 - Precautions prior to entering
- And** QR codes to:
- Space Risk Assessment
 - HSW Reporting of an observation, incident, or injury

Matt has set up a feedback survey for lab users to leave comments and recommendations about the signage. He monitors the survey and sends the feedback to the tech staff forum for discussion and consideration. This process allows for everyone's voice to be heard and instigates change that can improve safety and efficiency across the department.



The initial version of the signage was agreed upon and installed last year. After gathering feedback, Matt found that the QR codes needed to be bigger and made the necessary changes to the signs. We appreciate the survey feature in Matt's signage and believe it can be used effectively across the University.

We admire Matt's approach to developing a model and installing the signs and appreciate the support of the rest of the faculty in this effort. The survey QR codes are a valuable addition that has enhanced the usefulness of the signage.

HEALTH, SAFETY AND WELLBEING E-UPDATE



Corrective action after fire drills

We are legally required to run fire evacuation procedures twice a year and we can tweak the dates to ensure it is realistic, with a busy campus to evacuate.

What now? The HSW team & FENZ receive and file the fire drill reports from the Fire Evacuation consultant, Phil Jackson. If there are any corrective actions, each is reported into DAMSTRA as an observation, investigated, corrective actions allocated and completed before the event is closed.

Fire Evac Observations / Dave Lewis

Overall, all trial drills and evacuations went well, although with hybrid working and the potential for wardens to be working remotely, it is recommended that all areas/departments have additional wardens trained to ensure there is always someone available to respond.

The University provides [Fire Safety and Warden Training](#), which is a session to equip staff with the knowledge of general fire safety measures as well as how to respond to a fire and act as the area or building warden.

In addition, area and building warden action cards and evacuation checklists are now available to be downloaded and personalised for each area/building on the [area and](#)

HEALTH, SAFETY AND WELLBEING E-UPDATE

[building wardens webpage](#). These detail all of the actions required to be undertaken by staff who may undertake the role of warden.

A few specific points to note are:

- A number of wardens were found to be wearing their jackets prior to the drill commencing. Please remember! In order to test the effectiveness of our evacuation schemes **staff must not be notified of the trial evacuation** unless there is a justified reason, for example:
 - Time sensitive experiments are taking place
 - Clinical appointments are booked at the same time
 - Exams are scheduled
 - Dignitaries are visiting
- A number of wheelchair users could not exit buildings as lifts automatically return to ground level and will not operate when the alarm sounds. Procedures **must** be put in place to ensure all occupants are able to safely exit the premises. It is not the role of Fire & Emergency NZ to evacuate a building! If FENZ need to enter to rescue occupants, they will ask why we failed in our legal duty to evacuate. [Information on evacuation chairs is available on the HSW website](#)
- A small number of occupants did not leave their buildings when the alarms were sounding. It must be reinforced that in the event of the alarm sounding everyone is



HEALTH, SAFETY AND WELLBEING E-UPDATE



required to commence evacuation immediately, irrespective of whether they believe it to be a drill. A real fire can occur at the same time as a drill (Murphy's Law!).

- A number of people were observed to be carrying drinks or large bags when exiting the premises. Drinks can be spilt and present a slip hazard; bags can snag on doors slowing evacuations
- A reminder: The first warden to arrive at the assembly area should undertake the role of building warden until the designated building warden arrives

A number of wardens have commented that they could not be heard when addressing occupants at the muster point. [Megaphones are available for purchase](#) to assist with this and for moving crowds away from entrances to allow access for the Fire & Emergency NZ

HEALTH, SAFETY AND WELLBEING E-UPDATE



Fire warden training is coming to you

This year we are taking fire warden training on the road to a room near you! We are all working in different spaces on campus and sometimes from home so we can't guarantee that fire wardens are always where we might need or expect them to be.

One solution is to train more staff in fire warden procedures so more people are confident to get everyone out of the building safely if the alarm sounds. We encourage you all to sign up via Careertools [here](#)

- **B902.402 Eng faculty (Newmarket) Thu, 15 Jun 2023, 10:00 - 11:30**
- **B260.321 OGGB Mon, 17 Jul 2023, 10:00 - 11:30**
- **B405-222 Eng faculty (City) Thu, 24 Aug 2023, 10:00 - 11:30**
- **B405-222 Eng faculty (City) Wed, 20 Sept 2023, 10:00 - 11:30**
- **B902.402 Eng faculty (Newmarket) Thu, 19 Oct 2023, 10:00 - 11:30**
- **B260.325 OGGB Mon, 13 Nov 2023, 10:00 - 11:30**

HEALTH, SAFETY AND WELLBEING E-UPDATE

Near misses / Tracey McGall



These are also sometimes referred to as “incident – no injury”: something happened (an event), but there was no harm to people or damage to property

Take, for example, a missing hazard label. The missing label itself is not a near miss (more accurately an unsafe condition), but if an employee is nearly injured by the improperly labelled substance, the event would be considered a near miss.

A near miss report leads to hazard resolution and preventative measures. However, if the event isn't reported or addressed, a serious injury could easily result—possibly only hours later—from the same or similar circumstances.

What a Near Miss Isn't ...

If the event led to property damage or bodily injury or ill-health, it's an incident.

HEALTH, SAFETY AND WELLBEING E-UPDATE



Examples of a near miss event:

Slips, Trips, and Fall:

1. A worker slips on condensation that had dripped onto the floor but doesn't fall (this time).
2. A worker trips over an unmarked step and falls without injury.
3. A trip occurs when a worker attempts to walk through packaging materials dispersed across the floor but is unhurt.
4. You trip and fall in a dimly lit space, again without injury.

Examples of no Signage or Hazard Communication:

1. An area of the workplace is under construction, but staff and students weren't notified, so multiple people walk through the area without taking proper precautions.
2. Two moving vehicles nearly collide at an intersection as there is no signage indicating the junction.
3. You nearly come into contact with a harmful substance that had been stored in the wrong container.
4. You nearly touch an extremely hot surface due to lack of signage.
5. Due to missing signage, electrical work is nearly performed on live equipment that requires lockout.

How do I record a near miss and get some corrective action?



HEALTH, SAFETY AND WELLBEING E-UPDATE

The screenshot shows the Staff Intranet homepage. At the top, there is a search bar and a 'Quick Links' dropdown menu. Below the search bar, there is a navigation menu on the left and a main content area. The main content area features a large blue banner with the text 'HAVE YOUR SAY!!' and 'Employee Experience Survey is live now!'. To the right of the banner, there is a news section titled 'Semester One, week 5 | Inter-quarter break' with several news items. On the right side of the page, there are two sidebars: 'People and places' and 'HR tools'. A large yellow arrow points from the 'Quick Links' menu to the 'Employee Experience Survey' banner.

Via the quick link in the Staff Intranet

Or via the UoA ALERT app which can be downloaded from the [App Store \(ios\)](#) or the [Play Store \(android\)](#): more details about the ALERT app at the end of the E Update.

HEALTH, SAFETY AND WELLBEING E-UPDATE

What are these orange Tardis-like cabinets?

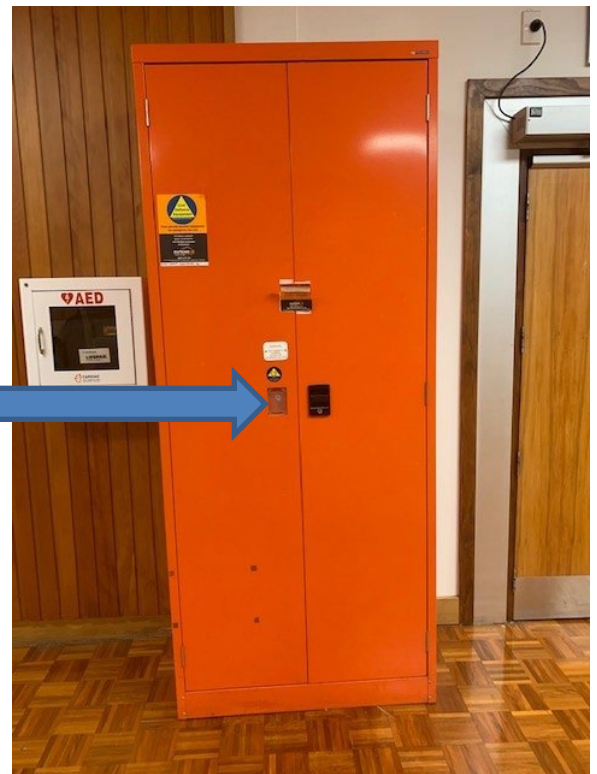
There are a number of these orange cabinets dotted around the university, some of you will know straight away what they are but others in your team may work along side them without realising they are a piece of health and safety equipment – What are they?

The Civil Defence sticker gives you a clue – it is an essential item you might need in the event of a civil defence emergency. A Civil Defence cabinet.

Who holds the key? It is positioned in the clear window here. If you notice there is no key on your faculty's cabinet, record it in DAMSTRA so corrective action can be taken.

And what's inside?

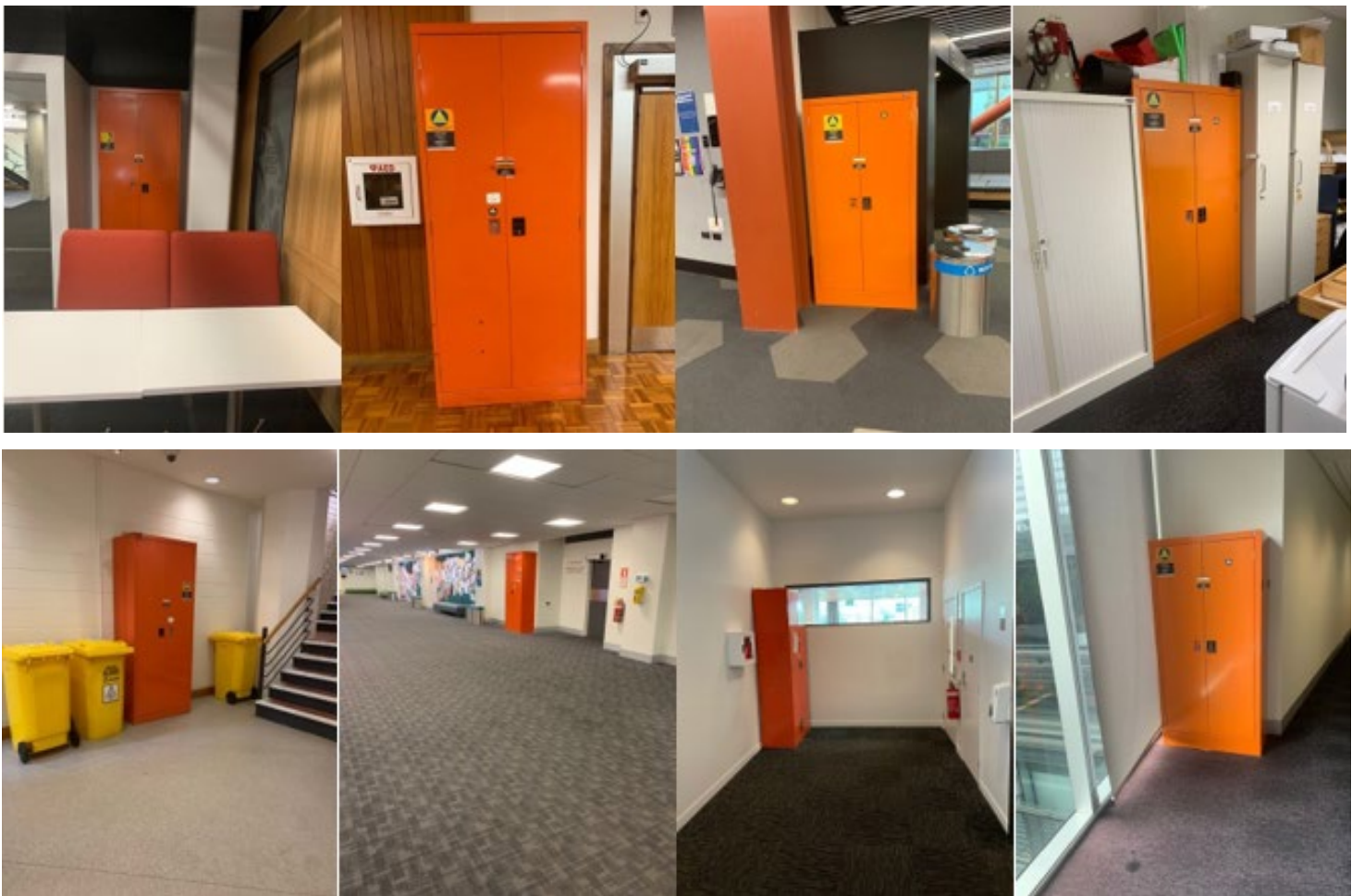
Gloves, axe, pliers, duct tape, rope, bucket, step ladder, tarpaulin, radio, blanket, batteries, glow stick, LED lantern, LED torch, water container, safety glasses, hard hat, high decibel whistle, toilet paper, bin liner, hand sanitiser, ladder restraint, disaster first aid kit, wrecking bar, handsaw and replacement blades, ear plugs and more.





HEALTH, SAFETY AND WELLBEING E-UPDATE

Sorry, there is **no food** in the cabinet.



HEALTH, SAFETY AND WELLBEING E-UPDATE

Where is the civil defence cabinet nearest you?

Bldg #	Building Name	Location
103	Alfred Nathan House	Off ground floor corridor
104	Old Choral Hall	Off the Symonds St foyer, next to G52 toilets.
105	Clock Tower	Princes St foyer (Level 1)
109	General Library	Basement lecture theatre corridor
110	Thomas Building	Level 1 South Stairwell
201	Human Sciences	Level 1 Stairwell, next to 101 laundry (access via Property Services entrance)
206	Arts 1	Level 1 stairwell next to Wynyard St entrance
260	Owen G Glenn building	L1 Reception (room 104C)
260	Owen G Glenn building	Level 3, 340 breakout space (near Decima Glenn)
301	Chemistry	Ground floor foyer
301	Chemistry	Eastern Stairwell level 4
302	Science	Basement loading dock
302	Science	Ground floor foyer
302	Science	Level 6 science reception
302	Science	Level 10 kitchenette
303	Math/Physics	Level 1 foyer
421	Architecture	Level 3 entrance
431	Fine Arts	Library foyer
440	Accommodation	University Hall Towers. G00L1 Ground floor lift lobby



HEALTH, SAFETY AND WELLBEING E-UPDATE

501	FMHS	Main entrance, ground floor, reception area
507	FMHS	G 037/1
504	FMHS	Pathology entrance (Level 0 rear entrance)
603	Accommodation	International House. 442. Study Room.
614P	Accommodation	O'Rourke Hall. 004. Car park adjacent to lift lobby doors.
620	49 Symonds St	HR Kitchen Area Level 7.
730	Tamaki	Main building
731	Tamaki	Level 1 foyer
801	Law School	Lower entrance by 108 store room
831	Accommodation	Carlaw Park Student Village. 100L1. Ground floor lift lobby
835	Accommodation	Carlaw Park Student Village. 100L1. Ground floor lift lobby
837	Accommodation	Carlaw Park Student Village. 100L1. Ground floor lift lobby
834	Accommodation	Carlaw Park Student Village. 100L1. Ground floor lift lobby
901	Newmarket	Level 3
903	Newmarket	Level 2 by 202 Room
907	Newmarket, Sports Sciences Key 161	By cleaner's cupboard 907

HEALTH, SAFETY AND WELLBEING E-UPDATE



HSW Training coming up

- [Risk Assessment](#) 18 April (morning session)
- [Health and Safety: Role of a Leader and Manager](#) 7 June (90 mins)
- [Fire Safety and Warden Training](#) Lots of time and place options! (90 minutes)
- [Comprehensive First Aid Course \(with Online Pre-Learning\)](#) 13 April (1 day)
- [First Aid Refresher](#) 6 April (1 day)
- [Health and Safety Representative Training: Stage 1](#) 2 May (2 days)
- [Health and Safety Representative Training: Stage 2](#) 16 May (2 days)
- [Mental Health 101 \(MH101\)](#) 28 June (1 day)
- [Chemical Safety Management in Laboratories](#) 24 May (3 Hours)
- [DLP Containment Workshop](#) 22 June (3 hours)

Online Courses

- [Creating Health and Safety Awareness](#) 20 minutes
- [Health and Safety Awareness for Triage Co-ordinators](#) 15 minutes
- [Health and Safety Awareness for Line Managers / Academic Leaders](#) 20 minutes

HEALTH, SAFETY AND WELLBEING E-UPDATE

UoA ALERT App

Have you downloaded it yet? What about others in your team?

Colleagues, students, contractors – everyone on campus!

If there is an emergency at the University of Auckland you need to know about it directly. Downloading the **UoA Alert** app will ensure you receive University emergency information promptly.

The app gives you direct and mobile access to:

- Safety notifications
- Emergency Contacts
- Safety Links
- Notification History
- Emergency Plans
- Support Resources
- Campus Maps

