

HEALTH, SAFETY AND WELLBEING E-UPDATE

February 2019

Dear Colleagues,

Welcome back! I hope you had a good break and I wish you a safe and successful year ahead. Please circulate this e-update widely amongst your colleagues.

Firstly, on a “housekeeping” note, can I ask you to spend a couple of minutes going through this checklist?

- Do you have enough fire wardens and first aiders, and is their training up-to-date?
- Are the first aid kits accessible, fully stocked and in-date?
- Where is the nearest defibrillator (AED) located?
- Are the fire exits always kept clear?
- Do you have arrangements in place for evacuating people with disabilities?
 - Consider sight and hearing impairment as well as mobility
 - Consider also potential recruitment or injuries throughout the year
- Have all staff and students been inducted?
 - [Health & Safety for New Staff](#)
 - Does everyone know the actions to take in case of fire?
 - Has all necessary Personal Protective Equipment (PPE) been issued?
 - Does everyone know the [Incident & Accident reporting procedure?](#) (get rid of old and obsolete forms)

Semester One fire evacuation drills

You will by now have received notice that the semester one fire evacuation drills are scheduled to take place in March 2019. Please remind your building and floor wardens.

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Asbestos Project

Overview

Asbestos was a very common material used in the construction of commercial buildings for many years. The use of products containing asbestos has been banned in New Zealand since 2016. As owner/occupier of a large number of older buildings, the management and safe removal of asbestos has been an issue for the university for many years. A change in legislation last year prompted us to review our systems and practices, which in turn identified a need to develop clearer asbestos management systems and ensure the information about each and every asset is complete and transparently accessible centrally.

Asbestos Survey

In 2019 the University of Auckland will audit workspaces in both our owned and leased buildings. This is a large job, involving around 150,000 spaces over 12 months. Specialist surveyors from Asbestos Environmental Consultants Ltd (AEC), working in pairs, will visit every building and walk every floor, checking plant rooms, offices, basements, ceiling voids and ventilation systems. In addition, these contractors will take samples of suspect materials as diverse as old paint, floor vinyl and ceiling tiles. These findings will be recorded on one single information system. The survey commenced in January this year as planned and is initially focusing on buildings in Sectors 100 and 200; however, exceptions to this sequence can occur based on BAU priorities (for example, two of the larger Halls of Residence will be surveyed out of sequence to minimise disruption).

More Information

If you would like to know more about the project you can find information here: [Asbestos Survey 2019](#). Alternatively, if you have a specific question or concern please contact the project team: asbestos@auckland.ac.nz.

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Smoking on Campus

At this time of year, with a number of new students (and staff) accessing our campuses for the first time, it does no harm to remind everyone that all of our property, including outside, is non-smoking. Please encourage colleagues who see anyone smoking on campus to remind them of our policy and ask them to put it out.

Personal Transport

With the commencement of Semester one, new members of our community will quickly notice that there will be lots of congestion of our streets, car parks and footpaths. Given that the car parking capacity of the University has been very much reduced due to construction activities, colleagues should consider alternative means of transport to avoid frustration and stress. There are many options available, and public transport should be near the top of the list due to safety, efficiency, and the capacity of our public transport system.

Other transport that can be considered:

- **Motorcycle/motor scooter** - These are able to be used in most bus lanes, and there is dedicated free motorbike parking around most of the campuses. Riders can be exposed to many hazards, so proper training and good protective gear is an absolute must. Motorcycle ACC levies are used to subsidise training, and you can register for these at www.rideforever.co.nz/. A full day training course is only \$50, while a half day scooter survival skills course is only \$20.
- **Bicycle/Pedelec** - There are many cycleways allowing safe and easy cycle transport from the West and East. Property services is currently turning many cycle parks into secure cycle cages, but riders are reminded to take helmets and bags with them for security. Please park your cycle in the designated areas, and not in offices, lobbies or stairwells/fire escapes. Helmet use is a requirement in NZ, and you can be fined \$150 if

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you are stopped by the police (even if it is a rented ONZO bike). Check out <https://at.govt.nz/cycling-walking/> for some great tips and info (including cycleway maps).

- **Electric/push scooters** - These will soon be more prolific as ONZO will be releasing more rental scooters over the next month or so. If you choose to ride these, please wear a helmet if you have one available. In addition, please ride them with courtesy, bearing in mind that pedestrians have the right of way on footpaths.
- **Walking** - Not much to be said here, but the footpaths will be more congested during “Mad March”. Please allow plenty of time to get to where you need to go, and pay attention to your surroundings. We have had incidents where people were struck by vehicles when they ignored red pedestrian signals, and people have actually stepped out in front of traffic because they have been preoccupied by their phones.

In all cases, if you are using a small vehicle, please park them so they do not block footpaths or create a hazard for pedestrians. They may be moved, relocated or even towed if they are in the way.

Rewards & Recognitions

Please note that nominations for the Vice-Chancellor’s Excellence Award in Health, Safety and Wellbeing are now open until the end of March. Nominations in this category can be for individuals or teams and extend to students. The criteria, process and forms are available [here](#)

Upcoming health, safety and wellbeing workshops

We consistently receive queries from staff regarding the [Health, Safety and Wellbeing workshops](#), which are summarised below

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Workshop	Date	Time	Location
Health and safety: Role of a leader and manager	Wednesday 20 March	9am-11.30am	Room 501, Building 620, 49 Symonds Street, City Campus
Health and safety rep. training - stage 1	Tuesday 5 and Wednesday 6 March	8.30am-4.30pm	Room 501, Building 620, 49 Symonds Street, City Campus
Health and safety rep. training - stage 2	Wednesday 29 and Thursday 30 May	8.30am-4.30pm	Room 501, Building 620, 49 Symonds Street, City Campus
How to undertake a risk assessment	Wednesday 1 May	2pm-4.00pm	Room 501, Building 620, 49 Symonds Street, City Campus
Risk Assessment for Field Activities	Wednesday 27 February	9am-11.00am	Room 501, Building 620, 49 Symonds Street, City Campus
Signing Off on Risk Assessments	Thursday 28 February	2.00pm-4.00pm	Room 501, Building 620, 49 Symonds Street, City Campus
HSNO Exempt Laboratory Managers Workshop	Wednesday 28 February	9.30am-12.30pm	Room 501, Building 620, 49 Symonds Street, City Campus
Safe Working Practices for Electrical Workers	Friday 5 April	8.50am-3.00pm	Room 501, Building 620, 49 Symonds Street, City Campus

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DLP Containment Workshop	Wednesday 12 June	9.00am- 12.00pm	Room 501, Building 620, 49 Symonds Street, City Campus
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Please include these in your plans and encourage your staff members to attend. All courses are registered via Career Tools.

If you have any query on anything related to HSW, please do not hesitate to contact us on hsw@auckland.ac.nz.



Angus Clark

Associate Director – HSW