

# HEALTH, SAFETY AND WELLBEING E-UPDATE



## Another interesting year starts!

Welcome back!

We hope you all took some time off even it meant you were wearing your raincoat for most of the time.

As we finally prepared to de-escalate our Covid-19 response towards the end of 2022 and absorb its management into “business as usual”, we in HSW – like many other teams across the University – created some very ambitious plans for 2023: we will share some of these priorities with you throughout the year.

What we didn’t factor in was extreme weather events (more later) and other unexpected work that threatens to delay these plans: instead of supporting you all in your “day jobs” we find ourselves instead supporting IMTs, BCP teams (other TLAs are available!), and even organising vaccination events!



Angus Clark

Associate Director – HSW

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## Dipping your toes into 2023

Spot the cheeky seal waving at the people along Tamaki Drive just before Christmas!

A few reminders as we focus on coming back work and the plans for 2023.

### Re-induction to Labs

Review safety procedures and inductions as you walk back into laboratories fresh and rested after a summer break.

Has anything changed? New hazards, equipment, chemicals, or movement?

Has anything been left over the break that should not have been? Waste?

Double check chemicals and hazardous materials? Are they stable?

Are there new people coming into the laboratory or workshop? Who are they? What are their skills? What are they doing?

Are risk assessments up to date? Review and refamiliarize yourself with the detail.

Check signs and notices are up to date and relevant.

Look at your workspace critically and action any concerns before you start.



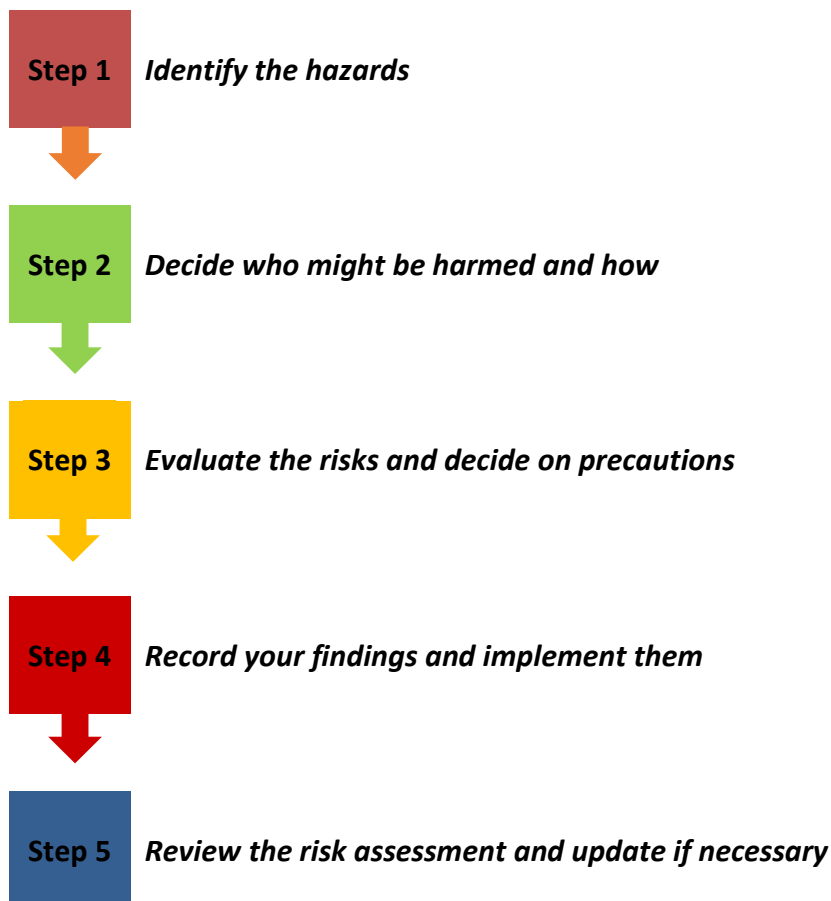
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## Re-familiarise yourself with risks

It's not always possible to eliminate all hazards, so any remaining risk needs to be minimised and controlled as far as is 'reasonably practicable'.

### **How to assess the health and safety risks in your area of work**

Follow these five steps of risk assessment:



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Formal risk assessments discussed and agreed by more than one person is **required** to gauge others' perspectives, create awareness and consensus to minimise risk.

More information on university's approach to risk assessments click [here](#).

## Training Planning

Career Tools is up and running and now is a good time to evaluate your team and book training for 2023.

- Creating Health and Safety Awareness: Assigned to staff every three years, this online course keeps everyone up to date!

[Creating Health and Safety Awareness](#)

- Health and Safety Representatives? Have they completed both stages one and two of the training?

[Health and Safety Representative Training: Stage 1](#)

[Health and Safety Representative Training: Stage 2](#)

- Health and Safety: Role of a Leader and Manager Managers have a legal responsibility to keep the workplace safe. This course is an opportunity to share ideas and initiatives across the university and update yourself on the latest health and safety practices and legislation.

[Health and Safety Role of a Leader and Manager](#)

[Health and Safety Awareness for Line Managers](#)



Contact the Health, Safety and Wellbeing Service for information, guidance and support.

Ext 84896 or [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz)

[www.auckland.ac.nz/hsw](http://www.auckland.ac.nz/hsw)

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- Triage Co-ordinators Review the triage coordinators on your team? The [online course](#) covers responsibilities, process flow, what to do if you receive an incident notification, who to engage with and how to log corrective actions.
- First Aiders –Check dates, does anyone need a refresher course? That is a person with a certificate nearing its expiry or is n more than three months over its expiry date.  
[Comprehensive First Aid Course \(with Online Pre-Learning\)](#)  
[First Aid Refresher](#)
- Fire Safety and Warden Training – Changes in how and when people returned to campus after COVID lockdowns highlighted how fire wardens perform their duties. Fire wardens were not always on site for evacuations. The result was that fire warden training is pertinent right across the university as we expect all staff to have the confidence, awareness, and know-how to locate a fire warden jacket, sweep the floor, direct people to the safe exits, get out themselves and report to the Building Warden at the correct assembly area. The HSW team encourages fire training across the university.  
[Building and Fire Warden Training](#)
- Chemical Safety Management in Laboratories – Gain an understanding of your legal obligations as well as safe storage, Handling, transportation, and disposal of chemicals.  
[Chemical Safety Management in Laboratories](#)

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- [Designated Lab Persons Containment Workshop](#) – Improve your understanding of HSNO approvals, restricted imports & transfers, biological risk management and containment protocol.  
[DLP Containment Workshop](#)
- [Mental Health 101](#) This has been a practical and popular course focussing on recognising, relating and responding to people experiencing mental health challenges. Dates will be finalised soon, log into [Career Tools](#) and request a notification as MH101 classes fill quickly.  
[Mental Health 101](#)

**Does everyone in your team know how to lodge an injury, incident (no injury) or observation at the University of Auckland?  
The answer is a 15-minute online course available through the link below.**

[Damstra Safety \(Vault\) user support - The University of Auckland](#)

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## Review noticeboards and replenish information

Have you had a look at your team's noticeboard?

Are there Christmas party invites with doggy ears, out of date reminders and the names of employees no longer on your team in emergency procedure comm's and posters.



Noticeboards are an off-screen alternative to engage with your team and let visitors know what your team values are. Now is the time to remove the clutter and restore noticeboards with relevant and up to date information.

Here are some ideas:

- Up to date emergency procedures
- Calendar with up-and-coming events
- New and upcoming training opportunities
- Welcoming new team members
- Inspirational quotes, prompt of the month – some of these icebreaker questions look fun? [Icebreaker Questions for Work: The #1 List in 2022 \(teambuilding.com\)](https://teambuilding.com)

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- We all love to see ourselves – so pop team pictures from the Christmas party or summer break to draw people in!

TIP: Post the date onto noticeboard items so you can keep rotating information, keeping it fresh and relevant.



## What is drawing our attention in the HSW team?

Recently, flooding has dominated our thinking (clean-up, supporting one another and planning for the next storm).

Unfortunately, some members of the university community (including the HSW Team!) are dealing with flooding in their homes and properties. If you have been affected you will know this; but if you are affected, the following tips might be helpful:

- Remove any wet items from inside, dispose of items that cannot be saved, clean and thoroughly dry items. If you can dry things outside in the sun – do so.
- Floodwater can contaminate the air in your house and if wet items have been left, they start to get mouldy, and this affect the air quality. The warm humid conditions provide a perfect breeding ground mould.
- Floodwater may contain sewage and other hazardous materials, keep safe by wearing protective clothing and wash hands and yourself thoroughly. Watch the children and animals if they are moving or playing in flood ed areas.



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- Take lots of photos to document any damage or items that might need to be thrown away.
- Throw away any food or drinks (even if it unopened) that has been in contact with floodwater including storage containers. Don't eat garden produce if the ground has been flooded.
- Wooden spoons, plastic utensils and baby bottle teats or dummies should also be discarded as they cannot be cleaned safely.
- Has your gas meter been affected – contact your gas supplier.
- Any electrical equipment will need checking by a certified electrician before using.
- Hidden silt and water behind skirting boards, skirting and the front panels of baths and showers – seek it out, clean it, dry it.
- If you are using a dehumidifier, remember to keep the windows shut to make sure you get rid of excess water. Open cupboards, drawers too to maximise air circulation and dry it all out!

Once you have a pile of damaged things you have noted and photographed take it to a transfer station near you.

[auckland-waste-transfer-stations.pdf \(makethemostofwaste.co.nz\)](#)

If you need assistance getting to the transfer station call Auckland Council on 0800 222200



**Reach out to your neighbours,  
community support is an important part  
of the clean-up.**

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How prepared were we all? What can we do to prepare for a CD emergency in the future. Find some ideas here [Emergency preparedness in New Zealand](#) It is definitely worth putting together a kit of supplies for your household. Civil Defence advice on imminent flooding can be found [here](#).

**Be prepared and keep in touch.**