



THE UNIVERSITY OF  
**AUCKLAND**  
Te Whare Wānanga o Tāmaki Makaurau  
NEW ZEALAND



**SIDE by SIDE**  
HEALTH AND SAFETY

# HEALTH, SAFETY AND WELLBEING E-UPDATE



Fantastic to see a vibrant group from the university in the PRIDE parade on Ponsonby Road  
You all looked and sounded amazing!

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)

# HEALTH, SAFETY AND WELLBEING E-UPDATE



## What makes a good leader in terms of health, safety and wellbeing?

It's probably sounds like a "no-brainer" – surely there are common behaviours exhibited by good and successful leaders, no matter what goals or desired outcomes?

Well, we're about to test that and we're seeking your views!

As part of the Values Led Culture Programme, the University is re-examining its leadership principles and commitments (currently 5D) in order to deliver Taumata Teitei. Leadership for health, safety and wellbeing will form part of that output.

If you have been sent this newsletter, you will also receive shortly a brief questionnaire asking for your views on health and safety leadership (from all levels and perspectives – workers, colleagues and managers). We would ask you to reflect on this and participate when you receive it.



Angus Clark

Associate Director – HSW

# HEALTH, SAFETY AND WELLBEING E-UPDATE

## New HSW Web Pages

Dave and Ras from the HSW team have been working to update some of the HSW webpages relating to fire safety, first aid kits and AED'S (Defibrillators).

### Fire Safety & Evacuation

- [Fire Prevention](#): Advice and guidance on fire prevention both in the workplace and at home.
- [Area and Building Wardens](#): Wardens are a vital part of the University's emergency management structure. When required, their role is to assist in the orderly evacuation of all occupants from their department/area.

This page provides links to training, new area and/or building warden action cards and an evacuation checklist which

departments/buildings can be personalised and printed. **These provide clear instructions on the actions to take by the warden in the event of a fire alarm sounding.**

- [Evacuation Chairs](#): An evacuation chair is a chair designed to be used to transport a person down (or up) stairs during an evacuation. Information is provided on the University's recommended chair and how to purchase one, along with user videos and manuals.



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- [People Requiring Assistance](#) : Information for people who may require assistance to exit a building in an emergency. It also provides information and resources on how to prepare personal emergency evacuation plans (PEEPs).
- [Fighting A Fire](#): Active fire-fighting should only be attempted if it is safe to do so, you have a means of escape and feel confident you know how. Information on this page includes how to arrange practical fire extinguisher training, as well as videos on how to safely use a range of different extinguishers.



## **First Aid & Defibrillator (AEDs)**

- [Medical and First Aid Emergencies](#): Guidance on how to determine your first aid and first aider requirements. It also provides guidance on the actions to take in the event of a medical emergency. There are videos, posters on first aid and links to other resources, such as the Red Cross First aid and AED location apps.
- [First Aid Kits and Defibrillators](#): Where to buy first aid kits and defibrillators is found on this page. There is a handy list of first aid items you can check off in your kit and links if you need to buy more. Information on how to perform operational checks are



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detailed and downloadable resources for first aider signage and defibrillator inspection checklists

## **MH101 - Mental Health Training**

We have mentioned the Mental Health Training course MH101 before – because we recognise the learnings and value it brings to the university through the people who have taken part.

The course gives participants the confidence to recognise, relate and respond to people experiencing mental health challenges, and gain an insight as to what level of distress they might be under, including how to approach them and start a conversation. There are opportunities to discuss mental health in a safe space: it is interesting to hear different perspective, approaches, and insightful strategies.

MH101 is a popular course, and we encourage you to secure a space on one of the days listed below.

- Wednesday 5 April
- Wednesday 28 June
- Friday 28 July
- Thursday 28 September
- Friday 24 November

Sign up [here](#).



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## Don't be scared to report an observation

Opening the UoA ALERT app or using your laptop to go into the UoA Staff intranet, logging in and reporting an observation of a potentially harmful situation – can seem a bit much.

**It is not.** In fact it is a critical piece of HSW management.

The university has been trending up in terms of logging observations. Let's keep it up and ensure new team members, contractors and students are geared up to notice and post HSW observations. This year we're actively encouraging everyone to notice and report **observations**.

The more observations we record, investigate and follow through with corrective actions the lower the opportunity of incidents or injury.

**Bring it up in team meetings, make it a reasonable and unbiased action for the good of the team and everyone on campus.**

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## What's a HSW observation?

**Any acts or conditions that may affect health,  
safety or wellbeing**

At the University, we have moved from almost no observations a few years ago, to around 20% of all reports (the 80% are, sadly, incidents). Whilst this is welcomed as positive, our ambition is to develop a culture where awareness of safe practices is widespread, and observations become the vast majority of reports received – ideally with positive observations (safe acts and conditions) overtaking hazard reporting.

**Report an observation [here](#) or use the ALERT app.**

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## What have we been talking about in the HSW Team?

With so many new faces on campus we are talking about the increased number of people charging tech devices, lithium batteries and the fire risk they pose.



Chargers and flammable

items that students could bring into the university. Batteries are getting smaller, more powerful and generating more heat. Consider where chargers are being used, beside the bed, or on bedding? In bathrooms? Most fires caused by chargers are due to the chargers being left on too long and covered with clothing or household items. Disposing of batteries can also create fires in rubbish bins.

Here's a few interesting articles about fire and causes of everyday battery fires.

[Fire takes everything from young family, cell phone charger likely cause - NZ Herald](#)

[Why chargers cause fires | RNZ News](#)

[Fires caused by lithium-ion batteries on the increase | Scoop News](#)

Get some positive messaging and reminders around batteries onto your noticeboards.





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## Lithium-Ion Battery Safety

Lithium-ion batteries supply power to many kinds of devices including smart phones, laptops, e-scooters and e-bikes, vapes, smoke alarms, toys, and even cars. If not used correctly, or if damaged, these batteries can catch on fire or explode.

### The Problem

- These batteries store a large amount of energy in a small amount of space
- Sometimes batteries are not used the right way; batteries not designed for a specific use can be dangerous
- Like any product, a small number of these batteries are defective. They can overheat, catch fire, or explode

### Safety Tips

- Purchase and use devices that are listed by a qualified testing laboratory
- Always follow the manufacturer's instructions
- Only use the battery that is designed for the device
- Put batteries in the device the right way
- Only use the charging cord that came with the device
- Do not charge a device under your pillow, on your bed, or on a couch
- Do not keep charging the device or device battery after it is fully charged
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 0°C or above 40°C
- Store batteries away from anything that can catch fire

### Signs of a Problem

Stop using the battery if you notice these problems: odor, change in color, too much heat, change in shape, leaking, or odd noises. If it is safe to do so, move the device away from anything that can catch fire. Call **111**.

### Battery Disposal

- Do not put lithium-ion batteries in the trash
- Recycling is always the best option. Take them to a battery recycling location
- Do not put discarded batteries in piles

### Charging an E-bike or Scooter

Charge your battery in a flat, dry area away from direct sunlight, liquids, tripping hazards, and in a location where it is not at risk of falling.



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## HSW Training coming up

- [Risk Assessment](#) 29 March (3 hours)
- [Health and Safety: Role of a Leader and Manager](#) 11 May (90 mins)
- [Fire Safety and Warden Training](#) 22 March 2023 (60-90mins)
- [Comprehensive First Aid Course \(with Online Pre-Learning\)](#) 16 March (1 day)
- [First Aid Refresher \(csod.com\)](#) 15 March (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 \(MH101\)](#) 5 April (1 day)
- [Chemical Safety Management in Laboratories](#) 23 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 quickly and 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

