

HEALTH, SAFETY AND WELLBEING E-UPDATE



March 2021

Dear Colleagues,

Welcome to the March edition of our newsletter, the aim of which is to keep you informed on HSW-related topics, both in the workplace, and others that are not strictly work-related. This latter focus on safety in the home and at leisure might well become increasingly important as many of us continue to work more flexibly, including from home – both enforced due to alert level changes, and as an increasingly “normal” way of working. Home safety therefore becomes more important: although we can’t intervene in your home and won’t intrude, we can encourage safe behaviours and good practice.

Whilst the demarcation lines between home and work do occasionally become blurred when working from home, we would urge you to be aware of this and the potential impact on your work-life balance. We would also commend to you this [Flexible ways of working hub](#) – a SharePoint site which offers practical guidance on many aspects of flexible working, including HSW.

Improving Health and Safety for Staff, Students and Contractors

Since going live in September, almost all health and safety reporting has moved online and the feedback to date is that the form and process is much easier and quicker to lodge an observation, incident (non-injury) or injury incident. Incident triage / coordinators are now in place for most of the larger faculties, LSRI’s and service divisions and the HSW team continue to mentor and provide guidance around their responsibilities.

To date, we’ve only had around 100 of our 1500 line managers complete the 15-minute online training which means that there is a real opportunity to improve how line managers follow up

HEALTH, SAFETY AND WELLBEING E-UPDATE



and engage with incident reporters or those involved – please encourage your line managers to undertake the training via Career Tools. Here is a link to our [Vault online courses](#).

Detailed planning is underway to replace the introductory health and safety videos for staff and students so that we can refresh the messaging and include our VC.

The current focus remains on the second phase of the project around health and safety risk management. The team are now piloting the risk assessment processes and supporting guidance which provides information around what risks are to be assessed, how controls are assigned and reviews scheduled in Vault.

We are also now defining parameters around phase three relating to the centralised capture of health and safety related licences, inductions and competencies. Careful consideration will be required to ensure clear demarcation between information stored centrally in Vault versus Career Tools.

We've also been advised that the recent sale of [Vault Intelligence](#) to [Damstra Safety](#) will mean a logo and colour change.

Emergency escape plan

Increasing flexible working arrangements means that many of us are now working from home more frequently. An old adage amongst firefighters: it pays to be prepared! The New Zealand Fire Service has been running a campaign to encourage us all to plan an escape from our own homes. The campaign is built around the 3 minutes it can take to be overwhelmed by a fire, but emphasising that it only takes 3 minutes to make a plan. Click here to make your plan [FENZ Escape my house](#).

HEALTH, SAFETY AND WELLBEING E-UPDATE



Slips and trips

As we move into Autumn and more of us are on Campus, slips and trips reports have traditionally increased. This year is no different. Please be careful and report any incidents and observations of slipping and tripping hazards.

We all have a responsibility to prevent harmful slips and trips. This is no different from our responsibility to follow good practice in the prevention of any harm. You can play your part in working with us - mainly by good 'housekeeping' but also by considering slips and trips in any workplace risk assessments. Here is a link to our guidance on [Slips and trips](#).

Chemical transportation

If you need to transport chemicals or other dangerous goods, you must follow the regulatory requirements. In most cases, a commercial chemical courier should be used. If you only need to transport a small quantity of one or two chemicals (less than 2 litres or kg), these can be transported under the provision for 'tools of trade' in the Land Transport Regulations, provided they are not considered highly hazardous.

- Even with small quantities of low-hazard chemicals, the use of private or University vehicles is strongly discouraged as any accident may not be covered by vehicle insurance.
- Chemicals must never be carried on public transport.

For more information and instructions on how to safely transport small quantities of chemicals, please see our webpage [Transporting Chemicals](#).

Reporting concerns, incidents and hazards is important!

Make sure you report any concerns, incidents and hazards as soon as possible. It's essential information for the University and helps keep everyone safe. Find out about the correct procedures and processes described in [Report concerns, incidents and hazards](#).

HEALTH, SAFETY AND WELLBEING E-UPDATE

COVID-19 Vaccination

One of our HSW Managers Tracey McGall was invited for a COVID-19 vaccine last weekend. She reflects on her experience:

After reading "Find out when you can get the vaccine" I discovered I'd be in group 2, and that the Northern Region Health Coordination Vaccination team would get in touch.

Like most people, I wondered "how this is going to happen?", although I had given permission for the Organisation where I volunteer to provide my contact details to NMF Immunisation bookings.

Late on Friday evening, I received a text and email requesting I register to book an appointment, and once I'd confirmed a few details I was booked in for 8.30 the following morning.

If I'm honest, I was both pleased to be called up relatively early in the country roll-out, but at the same time feeling slightly apprehensive.

Arriving a little early at the Vaccination Centre Highbrook for my 8.30 appointment, I was surprised to see so many cars.

The friendly Red Badge staff wanted to view my appointment time which I'd received via text, they provided a disposable face mask, asked me to complete the consent form and to remain in my car. Cars were directed to a specific area; again another friendly Red Badge ensured we parked in an orderly fashion with approximately 10-15 cars in a line. There were 6 lines of cars before me.

Very shortly, I observed staff wearing purple t-shirts coming out and asking people to get out of their cars and instructing on the next part of the process.

I thought to myself "gosh I'm going to be here for hours", but joy, after waiting only 10 minutes it was our line's turn to get out of our cars to hear the instruction.

- **Step 1: Registration** - while wearing a mask and remaining socially distanced, we were taken to review the completed consent form, temperature check, and asked if I felt well,



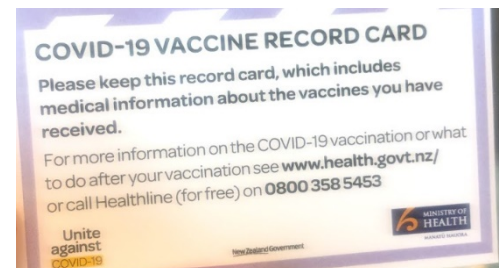
HEALTH, SAFETY AND WELLBEING E-UPDATE

and provided with a few fact sheets on privacy, the vaccine, FAQ's and after Immunisation.

- **Step 2: Consent** - a person went through every part of the consent form, asked a few medical questions including if I had any allergies, and if I'd received any other vaccination within the past 4 weeks. I did note there were several nationalities represented and translations were available in a variety of languages.
- **Step 3: Verification** - our details were verified within their system including contact details and I was advised I'd be called back in 21 days for second dose.
- **Step 4: Vaccination** - once again, the nurse confirmed my identity, and confirmed I was happy to receive the Pfizer-BioNTech COVID-19 Vaccine.

Right arm to the ready, swab of the skin in preparation for the needle and literally all I felt was a small scratch; it was all over in a flash.

I was given my vaccine record card which includes the batch number for the vaccine.



- **Station 5: Observation** - wait for 20 minutes to ensure no adverse reaction.

The whole process from when I arrived in my car to exiting the facility took 70 minutes. It was seamless, efficient, vaccines ready to go with vaccine cards written up including batch numbers. with lots of very friendly staff ready to answer any questions. Fortunately, I've not had any side effects, not even a sore arm, I'm hoping for the same on my second dose. The following morning, I received a txt with an appointment for the second dose.

I was so pleasantly surprised on how easy the process was with no dramas or long queues. I must give a big shout out to all of the people involved at the COVID 19 vaccination centre Highbrook for a job well done, and I'll see them in 3 weeks for my second vaccination.

HEALTH, SAFETY AND WELLBEING E-UPDATE

Upcoming HSW workshops

For new staff and those who missed out last year, several useful workshops are coming up in the next few months.

| Workshop | Date | Time | Location |
|--|--------------------------|-------------------|---|
| Building and Fire Warden Training | Friday, 23 April 2021 | 10.00 – 11.30am | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| Role of a Leader and Manager | Tuesday, 11 May 2021 | 09.00 – 11.30am | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| HSNO Exempt Laboratory Managers Workshop | Friday, 14 May 2021 | 9.30am-12.30pm | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| SciTrack training for Designated Laboratory Persons (DLPs) | Wednesday, 19 May 2021 | 10.00am – 12.00pm | Room 305, Level 3, Building 620, 49 Symonds Street, City Campus |
| DLP Containment workshop | Thursday, 17 June 2021 | 9.00am – 12.00pm | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| How to undertake a Risk Assessment | Friday, 14 May 2021 | 2.00 – 4.00pm | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| Signing off on Risk Assessments | Wednesday, 21 April 2021 | 2.00 – 4.00pm | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |

HEALTH, SAFETY AND WELLBEING E-UPDATE

| | | | |
|---|--|-----------------|---|
| Risk Assessment for Field Activities | Thursday, 25 March 2021 | 2.00 – 4.00pm | Room 501, Level 5, Building 620, 49 Symonds Street, City Campus |
| Health and safety representative training stage one | Thursday, 20 May and Friday, 21 May 2021 | 9.00am - 4.30pm | Room 301, Level 3, Building 620, 49 Symonds Street, City Campus |
| Health and safety representative training stage two | Thursday, 29 July and Friday, 30 July 2021 | 9.00am - 4.30pm | Room 301, Level 3, Building 620, 49 Symonds Street, City Campus |

Bookings should be made via the Career Tools platform on the Staff Intranet, or through emails to OD at od@auckland.ac.nz.

This and previous issues of the HSW E-update are available [here](#).

As usual, if you have any query on anything related to health, safety or wellbeing, please do not hesitate to contact us on hsw@auckland.ac.nz.

Similarly, if you have any suggestions as to topics you would like us to cover in future e-updates, please get in touch.



Angus Clark

Associate Director – HSW