

HEALTH, SAFETY AND WELLBEING E-UPDATE

March 2019

Dear Colleagues,

Include Health and Safety in your planning!

Managing health and safety is no different from managing anything else – it takes an appropriate amount of resource, including time, to do it well. This should always be proportionate to the risks involved – the higher the risk, the more meticulous the planning that is needed. Most people recognise this and absorb health and safety into the general management of the task, project, event or field itinerary.

Occasionally, this does not happen: an event or field trip is planned or submitted for approval without, or with an inadequate risk assessment – and with an expectation that it will take place tomorrow! This puts managers in an impossible situation: they cannot approve the work until they understand the risks (and verify that it is a safe enough activity that doesn't need to be escalated for further advice or consideration at a higher level); yet if they do not approve it, it's all bureaucracy and red tape! The work is perceived to have been stopped "for health and safety reasons", when in reality it is due to a failure to plan the work or event properly!

Please consider risks at an early stage in planning – particularly for events and field activities. If the risks are not trivial or mundane, you will need a risk assessment, and there are specific resources available on the HSW intranet:

[Field Activities](#)

[Event Safety](#)

If you are unsure, seek guidance from your HSW Manager.

HEALTH, SAFETY AND WELLBEING E-UPDATE

Free flu vaccinations for staff

As in previous years, the University is offering staff the opportunity to receive this year's flu vaccine. Vaccination clinics will be held across the City, Grafton, Epsom, Newmarket and Tamaki campuses from 1 to 16 April. Details and the consent form (which you are asked to complete and bring along to the clinic) are available on the staff intranet: [2019 Staff flu vaccinations](#)

Fire Drill Update

We have a legal requirement to run fire drills at the start of each semester, so the HSW team would like to thank all of our colleagues for their co-operation with the recent fire drills. The programme was disrupted by weather on the afternoon of Friday 8 March, so we appreciate Law and FMHS's help in rearranging to Tuesday 19th at short notice. Learning points from this set of drills include:

Noise cancelling headphones are very effective, and are potentially putting our people at risk. In one case, a student was completely unaware that a drill had taken place, and was only found when staff returned. Everyone must be vigilant for those people who do not respond to alarms; if they do not respond, alert them to the alarm, if needed by tapping them on the shoulder.

A lecturer was unsure what to do, and stayed in place with their class while the alarm sounded for a number of minutes. All lecturers (and other staff) must vacate to a place of safety as soon as the alarm sounds, and ensure that everyone in the class for which they are responsible does likewise.

People with impaired mobility need to be properly supported. There is a range of responses we can consider and agree with people who would have difficulties evacuating the building in an emergency. In some cases this can include provision of a special evacuation chair, and training colleagues in its use. If you have any concerns, please contact us at hsw@auckland.ac.nz so that we can offer or arrange suitable support.

HEALTH, SAFETY AND WELLBEING E-UPDATE

World day for Safety and Health at Work 2019

World day for Safety and Health at Work takes place on April 28, 2019. Focus for this year would be on 'Safety & health and the future of Work'. The day was declared by the International Labour Organization (ILO) to promote the prevention of occupational accidents and diseases globally. Some interesting information can be found here: [World day for Safety and Health at work 2019](#)

Cash sale account NZ Safety/Blackwoods

One of the University's safety equipment suppliers, NZ Safety Blackwoods, has extended its pricing benefits to staff and students. Their range of safety products, engineering, tools and more, can be viewed online through the website www.nzsafetyblackwoods.co.nz however purchases must be made in-store by eftpos, credit card or cash.

To qualify, identification via University student or staff ID card is required. If you have any questions please contact the supplier directly Peter.keysers@nzsafetyblackwoods.co.nz.

Auckland Store Locations:

Trade Centre	Address	Cash Sale Account Code
North Harbour	1B Cebel Place, Albany	100227-001
Glenfield	234 Archers Rd, Glenfield	110058-001
Avondale	559 Rosebank Rd, Avondale	110104-004
Penrose	531 Great South Rd, Penrose	110104-001
East Tamaki	107 Harris Rd, East Tamaki	110104-002
Manukau	Unit 6, 1 Hautu Dr, Wiri	110104-003

HEALTH, SAFETY AND WELLBEING E-UPDATE

Upcoming health, safety and wellbeing workshops

We have had a number of requests from staff to organise some additional Building & Fire Warden training sessions and we are pleased to confirm that two additional sessions have been organised as detailed below:

Workshop	Date	Time	Location
Building & Fire Warden training	Tuesday 30 April	1.00pm – 2.30pm	Room 501, Building 620, 49 Symonds Street, City Campus
Building & Fire Warden training	Tuesday 11 June	10.00am – 11.30am	Room 501, Building 620, 49 Symonds Street, City Campus

As usual, the bookings can be made via [Career tools](#) on the Staff Intranet.

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