

# Te Korowai Whakaruruhau

Health, Safety and Wellbeing Service

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August 2024

Kia ora koutou,

We're thrilled to bring you the latest edition of our monthly newsletter! Each month, we put together a collection of interesting updates, insightful articles, and valuable resources to keep you informed and inspired. We've got something for everyone.

Thank you for being a part of our community, and we hope you enjoy this edition! Remember, a proactive approach to health and safety not only protects you but also strengthens our community as a whole.

If you have any HSW-related articles you would like to see included, or topics you'd like to see covered, please contact us – [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz)

Stay warm, stay safe, and enjoy the winter season!

In this issue we look at:

- Fire evacuation drills
- Safeguard summary article on work related harm statistics
- Tips on how to use Damstra
- Have you heard of a Fishbone Diagram?
- The health, safety and wellbeing team
- Courses
- Whakatauki



Angus Clark  
Associate Director – HSW

## Semester Two 2024 Trial Fire Evacuation Drills

In August we held the semester two Fire Evacuation Drills across the University campus. Regularly practicing fire evacuation drills enhances our readiness and response in the event of a real fire, which contributes to a safer environment for everyone involved. These drills also ensure that the facilities such as fire doors as well as administrative processes will work during an actual fire.

### Observations

Overall, the drills were successful, with technology enhancing the fire warden's role. Several buildings now utilise a dedicated MS Teams channel to aid evacuation. This efficient use of resources enables wardens to promptly notify the building warden that their areas are clear.

**It is highly recommended** that all buildings with multiple entrances/exits employ Teams to aid in the evacuations.

### A few other points to note were:



**Re-entry During Alarms:** Several people attempted to re-enter buildings while the alarm was sounding. Procedures need to be established to manage crowds, especially in larger buildings. A number of buildings are now utilising 'crowd control' wardens to assist with evacuations. Their role is to direct occupants to safe locations, away from the building entrance and to prevent re-entry. Crowd control vests are available from HSW.



**Reporting to the Building Warden:** On multiple occasions, staff evacuated their areas but did not report to the building warden. All staff, particularly those in charge of others e.g. students or visitors must be reminded to promptly report to the building warden to ensure accurate information is provided to Fire & Emergency NZ upon their arrival.



**Incident with E-Scooter and Lift Use:** A staff member was observed using a lift with an e-scooter during the evacuation, significantly delaying their exit. Delaying evacuation during a fire can have severe consequences. Additionally, lifts should not be used during evacuations as a fire could disrupt their power supply, trapping occupants inside.

## Training and Resources



The University provides [Fire Safety and Warden Training](#), sessions to equip staff with the knowledge of general fire safety as well as how to respond to a fire and act as the area or building warden. Training can be relocated to your building if required. Please contact [HSW@auckland.ac.nz](mailto:HSW@auckland.ac.nz)



Area and Building Warden action cards and evacuation checklists can be downloaded and personalised for each area/building on the [area and building wardens webpage](#). These detail the actions to be taken by staff who may undertake the role of a warden and are designed to act as an aid memoir and not a replacement for training.

## Facing the facts [A Safeguard summary article on work related harm]

In the last 20 years the rate of work-related acute fatalities has dropped by 56%, but there is a catch: in the last ten years the rate has declined by only 8%, suggesting a performance plateau has been reached.

These figures are contained in a major report from WorkSafe NZ entitled *Overview of work-related harm and risk in Aotearoa New Zealand*, which collects and analyses fatality, injury and risk exposure data from WorkSafe, ACC and Stats NZ to give a picture of harm and risk at system level...

The rate of work-related serious but non-fatal injuries declined by 23% since 2002-04, but the decline has only been 14% since 2012-14, showing a similar but lesser pattern of declining improvement as fatalities. The hard numbers are that 357 workers suffered serious non-fatal injuries in 2002 and 436 did so in 2021...

The report also contains data pertaining to worker exposure to carcinogens and airborne risks, musculoskeletal risks, psychosocial risks, and the risks arising from work organisation and environment – things like noise, shiftwork, heat and cold...

You can read the full report [here](#)

(Thomas Reuters, Safeguard newsletter 2024)



## Damstra Tips and Tricks

This month's topic is triaging and event on Damstra. This handy guide shows you everything you need.

1

Receive Initial Notification

An automatic notification is immediately sent to the Triage Co-ordinator of the accountable business unit when an event is lodged.

2

Open Damstra Safety (Vault)

If available, click on link to open event in Damstra Safety (Vault) or open Damstra Safety (Vault) and select required event.

3

Edit Vault Event

Click on Actions / Edit to edit event.

4

Triage Event

The Triage Co-ordinator performs an initial triage on the event record.

Triage tasks include:

**Events / Edit Event - 10186**

Events Details Cost Standard Investigation Report Requirement Related Reviews Files Audit Log

**Type of Event**

Type of Event \*

Injury  
 Illness  
 Incident  
 Near Miss

**Reporter / Person Involved**

Person Reporting \*

Reporter Name \*

Person Involved \*

Person Involved Name \*

Supervisor

Sensitive Event

**Location & Subject**

Accountable Business Unit \*

Department

Location \*

GPS Location

Event Date \*

Event Time \*

Person Started Work at

Subject \*

Case Number

Description \*

Event Photos

Review and update as required, the event type (Injury, Incident, or Near Miss)

Review and update as required, the Subject category etc

Review and update as required, the Description. Remove any names from the description.



Assign Event Categorisation if applicable

**Event Categorisation**

Event Categorisation

Category \*

Severity \*

Priority

Environment ⓘ

Notifiable Event/Incident ⓘ

Fatality

MVA (Motor Vehicle Accident) ⓘ

Activity/Task

Level 1

Assign Category

Assign Severity

Assign Priority

**Milestone Timer**

Milestone Timer Activate

Deactivate by

Date

**Event Status**

Event Status Not Started

Update event status

Save to Events

5

Perform Local Investigation

The Triage Co-ordinator performs a local investigation of the event.

Investigation tasks include:

6

Recommend Corrective Actions

The Triage Co-ordinator, working collaboratively with other departments as required, to recommend correct action(s) once they have performed local investigation.

Details of the corrective action(s) are recorded in Damstra Safety (Vault)

Events / Edit Event - 10186

Events Details | Cost | Standard Investigation | Report Requirement | Related | Reviews | Files | Audit Log

**Standard Investigation**

Investigation not required

Formal Investigation Required ⓘ

Investigator ⓘ Julie Cooper

Status Not Started

Date Assigned 28/01/2020

Date Due Please select date

Completion Date Please select date

Findings ⓘ

**View Witness Statements**

Q

Witness Type	Witness Name	Notes
No data available in table		

Show 10 entries | Showing 0 to 0 of 0 entries

**Causal Analysis**

Q

Classification	Group	Factor	Underlying Cause
No data available in table			

Show 10 entries | Showing 0 to 0 of 0 entries

**Corrective Actions**

Q

ID	Action	Person Responsible	Status	Status as at
No data available in table				

Show 10 entries | Showing 0 to 0 of 0 entries

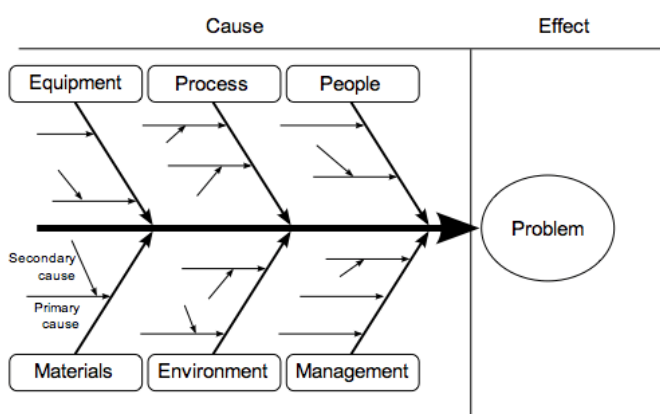
Check on person involved  
Perform site visit  
Review equipment  
Review environmental factors  
Review organisational factors

Save to Events

## Reminder of Free Flu Vaccinations

If you haven't already had your Flu vaccination, it is not too late and it is FREE. You can get this from the Unichem Campus Pharmacy located at Level 1, Student Commons, 9 Symonds Street. This scheme is open to students and staff this year and we encourage you to take up this opportunity. Bookings are not required.

## Fishbone Diagram (cause and effect diagram)

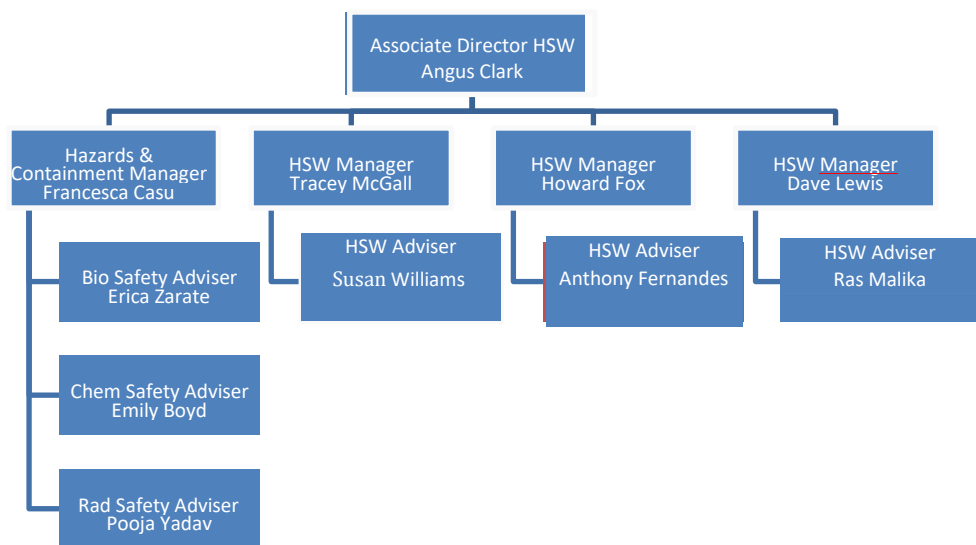


*The flow of a fishbone diagram for solving problems.*

A fishbone diagram helps visually diagram a problem or condition's root causes, allowing a true diagnosis of a problem rather than focusing on symptoms. It allows team members to separate a problem's content from its history and allows for team consensus around the problem and its causes.

While cause and effect is important in health and safety investigations it is an important concept in both science and engineering as science seeks to create explanations, and engineering seeks to reach design solutions.

## Your health, safety and wellbeing team



Should you need to contact the University of Auckland's Health, Safety and Wellbeing Team your contacts can be found [here](#)

## Dates in August

Women's Health Week / Te Wiki Hauora Wāhine  
Cancer Society te Rā Daffodil, Daffodil Day

## HSW Community of Interest Group (CoI)



To join the group please email the Health, Safety and Wellbeing Team via [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz)

## Courses

### Incident Management & Investigation course

This course will equip individuals responsible for conducting incident investigations with the skills to effectively manage an incident scene and conduct effective investigations. Upon completion, delegates will possess the necessary skills to conduct comprehensive and concise investigation reports, contributing to a safer and more informed work environment.

### Key Content

On successful completion, participants will:

- Be able to explain why workplace accidents need to be reported and investigated.
- Gain insight into the importance of incident investigation, barriers to reporting and how to overcome them.
- Understand the legal, financial, and moral aspects of investigating workplace incidents.
- Understand how to safely manage an incident scene.
- Understand the concepts of multiple causation and root-cause analysis.
- Be able to detail an incident investigation process using a hypothetical incident.
- Produce an incident investigation report based on a documented incident.
- Understand what is a Notifiable Event and what actions to take if one occurs

This course is suitable for all members of staff who are required to undertake incident investigations and health & safety representatives

## Risk Assessment

This workshop will assist staff in understanding how to undertake a successful work-related risk assessment for both activities and locations.

### **Key Content**

By the end of this session participants will be able to:

- Know the definition of terms such as hazard, risk, likelihood, consequence
- Know how to approach the 5 steps of the risk assessment process
- Understand the importance of good preparation
- Identify significant hazards
- Identify the people who may be harmed
- Be familiar with the hierarchy of control and evaluate the suitability of existing control measures
- Know how to calculate the risk level attached to a particular hazard
- Be able to break down processes into tasks
- Understand how to communicate the risk assessment findings and the importance of doing this well
- Recognise the conditions prompting a review of risk assessment.

This risk assessment course is suitable for members of staff and postgraduate students involved in the risk assessment process. For students who would like to attend this course, pls send your name, student ID number and the faculty name to [od@auckland.ac.nz](mailto:od@auckland.ac.nz)



Thank you for taking the time to read your HSW Newsletter!