

HEALTH, SAFETY AND WELLBEING E-UPDATE



October 2018

Dear Colleagues,

Over the last 3 months we have received many requests from staff asking to be added to our mailing list, so thank you for continuing to circulate this e-update widely. The subjects we have covered so far seem to have resonated, but please do feel free to suggest topics you would like to see covered in future.

Thank you also those of you who participated in the ShakeOut drill on 18 October, and in the Mental Health Awareness Week.

Two New HSW Team Members

Welcome to Howard Fox and Tracey McGall, who have joined our team as HSW Managers from Honeywell and SGS respectively. Of our existing managers, Rob Powell will resume his role in partnership with the Faculty of Engineering, whilst Kathryn Gibson will partner with our student-facing services and the Faculty of Law. Each will also continue to lead on their specialist topics.

Howard joined us in September and is already partnering with FMHS and the Faculty of Science; Tracey, who joined us this week, will advise all other faculties and services, focusing initially on Creative Arts and Industries.

All parts of the University now have a dedicated, friendly “go-to” professional for HSW advice.

Accurate Incident and Accident Reporting Procedure

I am concerned that the number of reported incidents and (in particular, minor) accidents is reducing to an unhealthy low rate. As I signalled in a previous e-Update, we will be

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commencing a project next year to improve and re-launch the Vault system. Until that happens, I would request that you continue to engage with the current system. To remind you of the current University requirements:

All unplanned events i.e. near-misses, accidents, illnesses and incidents, even when they have not caused any injury or damage, that occur in any of University of Auckland premises, any entity controlled by University of Auckland, or whilst undertaking any work-related activity must be reported immediately.

The details should be recorded as accurately as possible using University's [Incident and accident reporting form](#) available on the University's intranet.

Please remind the members your staff that all completed incident & accident forms need to be forwarded to hsw@auckland.ac.nz within 24 hours of any event.

Shelving and Storage

Wall mounted shelves that use metal strips with slots and brackets are a common sight in some of our older buildings, and it is important to make sure that they are suitable for the task they are asked to perform. A recent incident saw a heavily loaded shelving unit full of books peel off a wall and collapse into a room. Thankfully no-one was injured, but it was a cause for concern.

If you are using shelving and bookcases, please:

- Check that the shelves are in good condition, and are not sagging through overloading (especially if slotted adjustable shelving is being used to store books).
- If the shelf has a maximum permissible load, ensure the weight has not been exceeded. Most adjustable shelving should have a maximum weight rating listed on the manufacturer's website.

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- If you have new adjustable shelves, ensure they are installed by Property Services. This will ensure that they are installed correctly, safely and without compromising other building features, and that they are correctly fastened to the underlying building structure.
- Large, free standing bookcases should be secured to walls so they do not topple over in an earthquake. Again, this must be arranged through Property Services.

E-Scooters

If you have stepped outside any University of Auckland building recently, you will have seen the many green e-scooters for hire. They are a new and exciting way to get around, but there already have been a number of incidents and near misses around Auckland, and ACC has received around 2 claims per day NZ-wide since they were released. We want to be sure our staff and students are safe and don't take any unnecessary risks if they do decide to use them. The University recommends that you wear a helmet, however the scooter-hire companies do not provide any. The companies list some other safety requirements and rules on the scooters themselves and in their apps

If you are considering using a scooter, please also read the [NZTA rules for low-powered vehicles](#), to learn when and where they shouldn't be used.

Fireworks

November the 5th is a day in New Zealand and the UK that is typically celebrated by letting off fireworks. Due to many accidents and fires that have occurred in the past, we strongly encourage people to attend public displays instead of using them at home.

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The sale of fireworks is strictly limited to the first five days of November, and they can only be let off on private property. They are banned in public places (such as parks and beaches) across the whole of Auckland, and must not be stored or used on University property.

If you choose to use fireworks at home:

- Store them safely and do not stockpile them
- Keep all unlit fireworks in their box until you are ready to light them
- Consider your neighbours and any nearby pets and animals
- Check the wind direction will not blow sparks into vegetation
- Keep a bucket of water nearby
- Put fireworks in sand to stop them falling over
- Read and follow lighting instructions with a torch, not a flame
- Light in a wide open area
- Don't let children light them
- Don't handle fireworks if you have been drinking
- Don't try to modify or relight dud fireworks
- Never return to a lit firework, even if you think it has gone out

Further information can be found at [Fireworks safety section](#) on the Auckland Council website.

Upcoming HSW workshops

Please note that the details of [HSW workshops](#) scheduled for next year are now uploaded to [career tools](#).

Health and Safety Representative training - Stage 2. This course is purpose-designed for Health and Safety Representatives who have already completed stage 1 training. It is also

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suitable for Health and Safety committee members, or anyone with an interest in, or responsibility for, workplace Health and Safety.

This advanced course reviews the role of the Health and Safety Representative, and builds on the skills, knowledge and competencies developed in the stage 1 course. This training will be facilitated by the *Employers and Manufacturers Association (EMA)*. The details are:

Dates - 22nd and 23rd November 2018

Duration - from 8.30am to 4.30pm

Venue - Room 401, Level 4, Building 620, 49 Symonds Street, City Campus

Nominations can be sent directly to hsw@auckland.ac.nz.



Angus Clark

Associate Director – HSW