

# HEALTH, SAFETY AND WELLBEING E-UPDATE

February 2020

Dear Colleagues,

Welcome back! I hope you had a good break and I wish you a safe and successful year ahead. Please circulate this e-update widely amongst your colleagues.

Firstly, Coronavirus is the major global topic currently and a lot of work is going into the planning and management of University operations, and the safety of our people around this potential pandemic. Please read and refer to <http://www.auckland.ac.nz/coronavirus> for all the rapidly changing information related to this international health emergency.

Now, on a “housekeeping” note, can I ask you to spend a few minutes reviewing this checklist?

- Do you have enough fire wardens and first aiders, and is their training up-to-date? Please check out [Health, Safety and Wellbeing training dates](#) and get registered.
- Are the first aid kits accessible, fully stocked and in-date?
- Where is the nearest defibrillator (AED) located?
- Are the fire exits always kept clear?
- Do you have arrangements in place for evacuating people with disabilities?
  - Consider sight and hearing impairment as well as mobility
  - Consider also potential recruitment or injuries throughout the year
- Have all staff and students been inducted?
  - [Health, Safety and Wellbeing information for new staff](#)
  - Does everyone know the actions to take in case of fire?
  - Has all necessary Personal Protective Equipment (PPE) been issued?
  - Does everyone know [what should we do if we have an accident on campus?](#)
- Have you checked out our new [Health, Safety & Wellbeing](#) web pages?

# HEALTH, SAFETY AND WELLBEING E-UPDATE



## **Improving Health and Safety and Work-related Health**

Welcome to the first 2020 update on the health and safety projects (the 21<sup>st</sup> update for the projects). The email that many of you have been receiving over the past 6 months has now been moved to and embedded in the e-update to inform a wider audience.

It has been a busy start across multiple streams of activity as we ease into the New Year.

## **Improving Health and Safety for Staff, Students and Contractors**

Overall, the project is tracking well on both budget and programme. A core focus since the last update has been around the project change activities for phase 1 relating to health and safety incident reporting and management. The Communications and Engagement Plan is evolving with the next goal to produce an official communication about the project approval and to organise a project briefing for the Senior Leadership Team; this will then kick off the next round of engagements with Faculty/Service Division management teams, health and safety committees and various communities of practice.

Planning is now underway around the creation of learning and development material to support incident reporting and management as the new Incident Reporting and Management standard and guidelines approach a state of readiness where consultation can begin.

From a governance perspective, we have now had three Project Reference Group meetings, and the first phase activities relating to health and safety incident reporting and management are well underway. The group will meet fortnightly in order to work through a range of areas: how we deploy Vault, its configuration, and the standards, processes and guidelines that support the

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incident reporting and management processes. The group will be making a series of recommendations to the Project Steering Committee for sign-off.

The Steering Committee is about to meet for the second time which will commence a monthly cycle of preparing papers including project status updates, recommendations from the Reference Group and other matters that come up.

On the solution side, the extracts from source systems for staff, students and contractor information are all now in flight. IT security has been booked to assess Vault and IT Strategic Procurement are reviewing and renewing the contractual arrangements.

A new stream of activity is underway around extracting operational and strategic reports from the system. Operational reports will be generated directly from Vault, and strategic level reporting will feed into the University data warehouse (with a view to Planning and Information building these reports).

Activities over the next month include:

- Develop and test the PeopleSoft HR, PeopleSoft Finance and Campus Solutions extracts into Vault.
- University-wide broadcast about commencement of the project.
- Plan the creation of learning and development material to support incident reporting and management.
- Consultation on the new Incident Reporting and Management standard and guidelines.
- Finalise requirements around health and safety reports for Phase 1.

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## Work-related Health

Following some positive feedback from Adrienne Cleland on the business case, further discovery is in progress around potential facilities for a staff work-related health centre. We are also doing some additional preparatory work around the finance processes to simplify capturing health and wellbeing-related expenditure, and linking up the reporting outputs with a broader health, safety and wellbeing reporting roadmap.

So activities over the next month include:

- Complete further discovery based on feedback.
- Update the business case and redo the assurance processes.
- Submit the business case for approval.

As usual, please let us know if you've got any questions or feedback to [mark.scott@auckland.ac.nz](mailto:mark.scott@auckland.ac.nz)

## Do you work with lasers, or are you looking for a career development opportunity? Read on!

You can gain a qualification that enables you to supervise the use of lasers at the University of Auckland by participating in a 1-day course, on the 17<sup>th</sup> August here at the University. This course is not normally available in New Zealand, so do not miss this opportunity! This is a Level 2 Laser Safety Course and you will receive:

- UNSW Canberra certificate of Attendance or Successful Completion\*
- Level 2 Laser Safety Officer qualification\*

\*pending results in level 2 course

### Who can attend:

Staff working with or supervising the use of lasers or laser equipment

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**What you will learn:**

You will gain competency in the evaluation and control of laser hazards, which will enable you to take responsibility for oversight of the control of laser hazards.

**Facilitator:**

The course will be run by Trevor Wheatley, lecturer at UNSW Canberra at the Australian Defence Force Academy and active laser safety practitioner with an international profile.

**Fee:**

We are lucky to have a group discounted rate. However, the final rate per person will depend on numbers. This might go from AU\$525 to AU\$1000. The final fee can only be confirmed after enrolment.

To enrol or if you have any questions you can contact the University Laser Safety Officer at [lasersafety@auckland.ac.nz](mailto:lasersafety@auckland.ac.nz)

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

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](mailto:hsw@auckland.ac.nz).



Angus Clark

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