



HEALTH AND SAFETY

NZMSC EDUCATION PROGRAMMES & SCIENCE EXTENSION



The New Zealand Marine Studies Centre is a research and teaching facility for the University of Otago.

- The Health and Safety Policy for the University of Otago applies to all areas of the New Zealand Marine Studies Centre and Portobello Marine Laboratory.
<http://www.otago.ac.nz/administration/policies/otago003219.html>
- All NZMSC staff have been safety checked according to the requirements for core workers as per the Vulnerable Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
- <http://www.otago.ac.nz/administration/policies/otago661737.html>.
- All NZMSC staff are holders of current workplace First Aid Certificates
- A health and safety briefing will be given by NZMSC educators at the start of the programme.
- The site is a research facility, teachers, guardians, and students must be accompanied by NZMSC staff while on site.

Contacts at the NZMSC are:

Hanna Ravn 027 614 1799

Elle Ueland 03 479 5843

Reception 03 479 5826

TEACHER / ADULT SUPERVISOR RESPONSIBILITIES

Teachers and Adult Supervisors are responsible for students at all times.

Student medical details and permission forms are the responsibility of the teachers in charge of the visiting schools, BUT it is expected that these teachers will share essential information with staff leading the group. To ensure that your group has an enjoyable and safe visit, we ask that all teacher/adult supervisors follow these guidelines:

- Ensure children follow instructions given to them by NZMSC staff
- Keep your group together
- Leave no child unsupervised
- Carry out headcounts regularly
- Supervise children visiting the toilet/washroom
- Do not allow running and pushing
- Take extra care on paths, wharves and jetties where surfaces may be slippery
- Take care on uneven ground i.e. the rocky shore

PML After Hours Contacts are 021 279 1986 or 021 279 1575.

Campus Watch can be contacted on 03 479 5000.

NZMSC - HEALTH AND SAFETY INFORMATION

TRANSPORT LOGISTICS

BUSES/COACHES - Please be aware that Hatchery Road is narrow in places and, while judged suitable for buses, care should be taken. Parking is in a designated BUS/COACH parking area at the North End of the carpark.



LABORATORY CONDUCT RULES

(Summary from University Health and Safety Guidelines)

<http://www.otago.ac.nz/administration/policies/otago003219.html>

1. Wear suitable clothing and footwear: closed-toed sturdy footwear
2. No running or other hazardous behaviour
3. Do not handle or consume food or drink in laboratory spaces
4. Never block exits or access to safety equipment – do not store personal belonging, ex. bags or coats
5. Wear eye protection when appropriate
6. Use and transport all equipment with due care – report all damage or breakages
7. Dispose of dangerous waste (ie. glass, chemicals) as per laboratory guidelines
8. Do not put seawater or sediment down the sink
9. Return all equipment to appropriate storage areas
10. Ensure floor is dry and clear up water spills immediately
11. Follow appropriate microscope procedures and clean them before storing away
12. If travelling to the lab via boat, please let NZMSC know your arrival and departure times so staff can meet and see you off from the wharf

FIELDWORK

All participants need to ensure they have warm outdoor clothing, wet weather gear and boots are needed as we will be doing fieldwork when scheduled (even if it is raining!) Sturdy footwear, that can get wet, is necessary for the shore work and it is essential that students do not wear open-toed footwear.

Trip details are given to NZMSC staff in the front office and include; the total number in group, the party leader/contact person, the intended destination, a contact phone number and an estimated time of return (together with an "at the latest ETA"). The NZMSC field leader will carry a mobile phone on all field trips and additionally a Personal Locator Beacon if working in areas of limited cell phone reception.

If travelling away from NZMSC for fieldwork Marine Science Department vehicles may be used for transport. Department vehicles are only driven by staff who hold a full license and are accepted as designated drivers. Vehicles are registered, warranted, and maintained to a high standard. Off-site fieldwork will be planned ahead and have an approved field plan. If students are participating in a science extension programme (e.g programme led by NZMSC staff with no teacher present) extra information on medical requirements and emergency contact are gathered for each student and accessible through the portobello administrator and trip details are lodged in a dedicated field plan system accessible to staff. NZMSC field leader will carry a copy of this information in the field.

In the field, specific warnings and directions are given about uneven surfaces, heavy rocks, sharp surfaces (such as oyster shells), tide movement, wave/surf action, study area boundaries, and other specific potential hazards relevant to any one location. The behaviour of wildlife that may be encountered in the field will also be disclosed, and students instructed in safe practice around these animals.

Care for the environment and wildlife is an important consideration in our activities and minimum impact procedures will be explained. Some sampling/collecting may have ethical ramifications, so collection log information must be completed and given to a NZMSC Educator for central recording. All activities comply with Department of Conservation, Ministry of Fisheries and University of Otago ethics guidelines.

BOAT WORK

A detailed cruise plan is compiled by staff responsible for any boating voyages. All student contact information and medical details are required as part of this cruise plan. All vessels have up to date Maritime New Zealand Certificates of Survey and will operate within the limitations of their survey

PRE-TRIP

All participants need to ensure they have strong closed toe footwear with good grip surface, warm weatherproof clothing, pre-trip medication for sea-sickness and sufficient food and drink (if going for more than 2.5 hours). Students will be supervised and should board the vessel with care. If only on a short voyage, students are requested to use toilet facilities before boarding. On extended trips, please see the skipper before using the onboard toilet.

ONBOARD

Life vest and/or jacket shall be worn on small vessels at all times (supplied by NZMSC) and as instructed by the skipper on RV Polaris II. Whilst on a marine science vessel the skipper and experienced crew are in charge and oversee all operations. There is at least one Marine Studies Centre staff member on board who is familiar with the workings of the vessel. Counting all skippers, NZMSC staff and adult supervisors, we have a minimum ratio of 1 adult to 8 students.

Upon boarding there will be an introductory safety talk disclosing hazards and outlining the importance of following instructions and signs. Deck fittings and machinery are to be handled by the skipper and crew only. All persons and their limbs must be inside the railings and guards at all times. All ropes, hoses, and wires are

to be left alone unless directed by the skipper, crew, or staff. Lifejackets will be available onboard and participants will be directed to wear them depending on weather/sea conditions and the location.

The location and use of safety equipment will be highlighted in case of an emergency. Students are not to interfere with rescue gear and/or life rafts. The Captain and crew are trained in their safe use, and there is sufficient space for all according to passenger limits of the vessel.

ACCOMMODATION ON QUARANTINE ISLAND

For residential programmes run by NZMSC (e.g. Science Extension), at least two staff members will accompany and manage the group on the island. It is appreciated if groups can also offer teacher assistance for these overnight stays. Strict adult supervision of students is provided in the evening and there are clearly designated male and female student dorm rooms. Boat transport across to the island (3-5 mins) will be on a registered passenger vessel. No student is to be on the wharf area without staff supervising.

Quarantine Island Resident Keeper: Ph 03 478 0874

Secondary students are allowed to explore the island before and after dinner (weather dependent) following an induction by the island keeper on what areas are accessible. The resident keeper on Quarantine Island will give a talk on arrival including all the key safety points. Students will be instructed that no one is to go within 20 meters of the water without an adult supervisor. Students are allowed to go for a walk around the island if: 1) they let NZMSC staff know when they go and upon return by writing on a sign in/out sheet, 2) they are a group of at least two, and 3) each student is carrying a flashlight.

If medical assistance are needed, emergency services will be called for a paramedic to make an assessment. If a student is evacuated from the island a staff members will follow (if emergency services allows it). If all students and staff are to be evacuated it will be co-ordinated and led by emergency services, coastguard and/or NZMSC vessel crew depending on the severity of the situation.

NZMSC - HEALTH AND SAFETY INFORMATION

EMERGENCY SERVICES: DIAL 1 (for landline in reception) THEN DIAL 111

Directions for Ambulance

185 HATCHERY ROAD, PORTOBELLO, DUNEDIN 9014

We are on the Otago Peninsula. Take Portobello Road, along the edge of Otago Harbour, to Portobello (about 20 mins from Dunedin). Turn left at Portobello Store into Hatchery Road (junction of Harington Point Road). Follow the gravel road approximately 1.5km to the end where the NZ Marine Studies Centre is located.

NOTE – IF EMERGENCY SERVICES ARE CALLED, SEND SOMEONE TO THE ROAD ABOVE THE NZMSC CARPARK TO STOP ALL TRAFFIC FROM LEAVING, IN ORDER TO KEEP THE ROAD CLEAR.

FIRE EMERGENCY

NZMSC and PML Staff are trained regularly in fire safety and emergency procedures. Students are informed of the fire risks and the procedures in case of a fire alarm are covered in the introductory talk.

IN CASE OF FIRE

Look to supervising NZMSC staff and follow instructions. Move immediately to the evacuation area in front of brown garages in the NZMSC car park area.

EARTHQUAKE OR TSUNAMI EMERGENCY

In case of an earthquake, all staff and students follow the Drop, Cover, Hold. In case of a tsunami warning, all personnel must seek high ground on the hill behind the Centre. Students are informed of this in the introductory talk.

NZMSC MEDICAL EMERGENCY POLICY & PROCEDURES

For NZMSC residential programmes, the parent permission forms with medical details will be held on file in the NZMSC office. NZMSC staff in charge will share any essential information with fellow mentoring staff, boat skippers etc.

It is University of Otago's policy that if someone becomes unconscious, collapses, or is perceived to have a drop in level of consciousness (eg. fails to respond to simple questions or is unable to be aroused) then medical help must be sought. Even if the patient has started to respond normally, and you feel the emergency is over, you MUST still seek medical advice. Call the local Doctor for further instructions:

Peninsula Medical Centre: 12 Allans Beach Road, Portobello
Contact: Ph: 03 478 0880
Surgery hours: 8.30pm–5pm (Monday–Friday)
Outside of surgery hours: Call Emergency Services (1) 111

Complete a University of Otago Accident and Incident Form and give this to the NZMSC Manager to follow up. The University Health and Safety Manager, Andrea McMillan, must be informed of notifiable incidents and can give advice on University policy and procedures. Phone her as soon as possible on Ext. 7380 or mobile 027 227 7796.

CANCELLATIONS

In case of an unforeseen emergency or cancellation near the time due to weather etc, both parties will attempt to be in contact as soon as possible and renegotiate an alternative booking. If cancellation occurs due to another factor, a 10% cancellation fee may be incurred.