

Safety Matters

The University Health and Safety Team's role is to develop Health & Safety systems to provide a safe place of work for you, your colleagues, students and visitors to the University.

The University of Otago seeks to comply with the relevant legislation, codes of practice, guidelines and standards that relate to University areas of work. The following information will assist you with knowing your H&S entitlements and responsibilities.

Departmental Health and Safety Officers (DHSO)

The DHSOs form part of the University of Otago Employee Participation System, and support Line Managers with their H&S responsibilities.

Their main functions are:

- ~ To complete risk or hazard identification and maintain the risk registers for their Department. Any risk or hazard requiring escalation should be reported to their supervisor or HOD
- ~ To oversee incident reporting for the department including investigations utilising the health and safety IT system.
- ~ To complete the staff induction for new staff with respect to health and safety requirements.

You can contact your DHSO to discuss any health & safety issues, learn more about the risks or hazards in your work area or report risks or hazards, near misses or incidents. Contact details available at otago.ac.nz/healthandsafety | Email hsa@otago.ac.nz

Health and Safety Representatives

H&S Reps are part of the University of Otago Employee Participation System. H&S Reps are elected on a divisional basis, as an alternative contact for staff to raise health and safety concerns.

The principal role of the H&S Rep is to:

- ~ Provide an alternative contact for staff and students to raise health & safety issues
- ~ Support the DHSOs
- ~ Increase H&S resources through the involvement of trained H&S reps
- ~ Encourage involvement by employees, and the Unions, on health & safety matters.

Risk Management

A principle of the Health & Safety at Work Act is the requirement of a systematic risk management process, to identify the potential and actual sources of harm. When the sources of harm are recognised, controls can be put in place to manage the risks, and prevent harm to employees. The risk register lists the risks and hazards found within the University environment and the controls. As an employee you should know how to access the register for your department and how to report risks and hazards you notice. Further information on risk management can be found at: otago.ac.nz/healthandsafety

Monitoring

Please contact the H&S team when a hazard has been identified that may require environmental monitoring (e.g. air, noise, chemicals) or personal health monitoring (e.g. audiometry, health questionnaires).

Reporting Risks and Hazards

The University H&S systems currently have a number of methods for staff to bring risks or hazards to the attention of management. These include:

- ~ Notifying the DHSO, supervisor, line manager or the health and safety representative of a risk or hazard or concern, either verbally or by online hazard notification form
- ~ Injury and near miss investigations
- ~ Audits
- ~ Employer/employee forums, departmental meetings, staff meetings
- ~ Notification to Unions
- ~ Completion of Property Services request forms to address specific risks or hazards

Risks or hazards can be reported on the Health & Safety website otago.ac.nz/healthandsafety. The risk or hazard will be investigated to assess the severity, and to identify suitable controls. If you have identified a risk or hazard, you should be involved in the solution where practicable. A risk register for your department is available from your DHSO.

Induction

All new staff employed by the University of Otago must receive an induction. Part of this induction will be to watch the University Health & Safety video Safety Matters. This provides information on the health and safety management systems and some key hazards. You can access this video directly, along with other induction material, on the Human Resources website in the "Welcome on board" section (otago.ac.nz/humanresources).

Your induction will also include you being provided with any specific Health & Safety training needed for you to perform your new role. Please contact your Departmental Induction Facilitator or your Departmental Health & Safety Officer if you have not received an induction.

Departmental Training

It is important to ensure that all staff, including part-time casual and fixed-term appointments, have the opportunity to attend training courses. The departmental training is based on the risks or hazards identified by the risk register. This may include training in the safe use of plant, use of personal protective equipment and University policies. Ask your DHSO what training is required for your particular work area.

Laboratory Health, Safety and Compliance

All Departments with laboratories have a Departmental Laboratory Manager (DLM), who should be the first point of contact for advice and training relating to hazardous substances or general lab health and safety. In addition, departments who work with 'New Organisms' (including genetically modified organisms) or imported biological materials will have a Sector Manager, who must be contacted for advice and training before commencing any work with such organisms/materials. Specialist advice is available from the Health, Safety and Compliance Office by contacting the Laboratory Health and Safety Advisor (general lab and hazardous substance queries), the Biological Compliance Officer (for new organisms and imported biological materials) and the Radiation Safety Advisor (for Radiation related queries). For any queries regarding animal welfare please contact the Animal Welfare Office.

Fieldwork

Fieldwork requires planning, including emergency response requirements. You should be informed of the potential hazards and emergency plans for fieldwork before you leave. For any diving or boating activities the University Codes of Practice must be complied with. ALL fieldwork activities should adhere to the University of Otago Fieldwork Guidelines.

Personal Protective Equipment

Personal protective equipment (PPE) should only be used to minimise exposure to a hazard as a last resort, and only where other methods of control are not practicable.

PPE can also be used to increase protection in addition to other methods. It is the employers' responsibility to provide adequate PPE. PPE needs to fit the individuals concerned correctly and be available for use at all times. Employees should know where to obtain the equipment and how to request replacements.

Examples of PPE are: safety glasses, hearing protection, safety footwear, head protection, respiratory protection.

In addition to the provision of PPE, it must be maintained in good working order and worn. Training sessions in the use of PPE may be required.

Incident Management

If you sustain an injury, near miss or property damage an injury/incident report will need to be completed. These can be accessed online at otago.ac.nz/healthandsafety.

Incident Reporting Procedures

When to make a report:

- ~ After an injury
- ~ After an event/near miss
- ~ On identifying a hazard

The person who suffered the injury, or witnessed the incident should complete the appropriate form online or contact their DHSO. If injury prevents the victim reporting an injury, the Supervisor or DHSO should do so on their behalf.

ACC Partnership Programme

All work related ACC claims are administered by the H&S team, including making claim decisions, approving entitlements and facilitating workplace rehabilitation. The ACC partnership programme allows the University of Otago, as an accredited employer, to act as an agent of ACC managing workplace injuries and providing entitlements under the Accident Compensation Act 2001 in relation to work related personal injuries and illnesses. Please refer to the ACC Partnership Programme brochure for further information.

Having Difficulties? Try EAP

The Employee Assistance Programme (EAP) is a confidential counselling service that provides short term, problem solving counselling. The counselling support can be used for any personal problems (not just work related issues) that may be disrupting work or home life. You can access the service directly through the website stratos-ltd.co.nz/index.php and you do not need prior approval. The EAP co-ordinator is Cath Logan. If you have any further questions or wish to raise any concerns about the programme please contact Cath on (03) 479 5034 or cell phone 027 227 7304. Please refer to the EAP brochure for further information.

Influenza Vaccinations

In March/April every year the University provides free influenza vaccinations for staff. Contact your DHSO for further details.

Emergency Management

Types of emergencies

- ~ Medical emergency
- ~ Fire & evacuation procedures
- ~ Earthquake
- ~ Chemical (hazardous substances) spill/release
- ~ Gas leak (LPG or natural gas)
- ~ Serious injury
- ~ Bomb threat
- ~ Armed hold up, robbery
- ~ Unwelcome visitors and/or threatening behaviours
- ~ Suspicious objects/suspicious mail
- ~ Active Shooter
- ~ Flooding/storms/gale force winds/power outages

In your work area there will be Emergency Procedure Flipcharts. Please make yourself familiar with these.

If you should notice an emergency situation, activate the nearest alarm and phone the Emergency Services from an internal phone 1-111 or external phone 111 and Campus Watch on 5000 (internal phone) or 0800 479 5000 (external phone). If you have to call Emergency Services, the building street address is on the fire evacuation notices or the flipchart.

Building Wardens and Fire Wardens

The Fire Safety and Evacuation of Buildings regulations 2006 require an evacuation procedure for the majority of the University buildings on site. For each building there must be a Building Warden, who co-ordinates the communication with the Fire Service, and Fire Wardens who have specific areas to check during an evacuation. Ask your DHSO who the Fire Warden is in your area and check the signs for the evacuation and alternative routes and assembly areas.

Fire evacuation notices are displayed in all areas. Please read the notice in the area you are working and note your nearest evacuation route and assembly area.

In the event of an emergency evacuation Fire Wardens will direct people out of the building. Do not use the lifts. Please stop what you are doing, leave the building and do not return until the all clear has been given.

First Aid Provision

Trained First Aiders are located in each department. Ask your DHSO who the First Aider is in your area and where the first aid kit is kept.

AED (Defibrillators)

Automatic External Defibrillators are located throughout the University campus. Check with your DHSO for the closest one to you.

Public Safety

At any one time there will be large numbers of people on the University campus and the potential for a collision is high. The speed limit of 10kph must be observed at all times as well as all the parking rules.

Security

Personal security is an important issue. When you are absent from your work area lock it, and make sure that wallets/ hand bags are out of sight and in a secure place.

If you should require escorting from your office to a car park late at night, have lost your keys, have discovered broken windows or flooding from plumbing etc please contact Campus Watch on 5000 (internal phone) or 0800 479 5000 (external phone).

Smoke Free Policy

The University of Otago campus is smoke free. This policy includes all University buildings and vehicles; and applies to visitors, contractors, students and staff.