



HEALTH AND SAFETY INFORMATION

EDUCATION PROGRAMMES



FOR ALL EDUCATION PROGRAMMES AT THE NEW ZEALAND MARINE STUDIES CENTRE

- 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 staff that will be alone with children 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 other staff have been safety checked as per the University's requirement for non-core workers.
- All NZMSC staff are holders of current First Aid Certificates.
- A health and safety briefing will be given by NZMSC educators before the programme begins, clearly outlining the points of movement and access around the site.

While most of the laboratory work will be done in the teaching lab spaces, please note:

NO ONE MAY ENTER THE PORTOBELLO RESEARCH LABORATORY AREAS WITHOUT AN NZMSC STAFF MEMBER

Contacts at the NZMSC are: Steve Cutler or Shelley Dixon 03 479 5843
Reception 03 479 5826

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 – no jandals, open sandals or bare feet
2. No running or other inappropriate 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 bags or coats on the floor
5. Wear eye protection when appropriate and do not mouth pipette hazardous substances
6. Use and transport all equipment with due care and attention – 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

NZMSC - HEALTH AND SAFETY INFORMATION

FIELD WORK

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 party leader will carry a mobile phone or radio on all field trips.

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.

STUDENT REQUIREMENTS

Students should bring – clipboard, notebook, pencils, pens, ruler and a calculator. Large clear plastic bags (big enough for clipboards) are useful to keep field notes dry.

Food – please bring packed lunches and any food required for tea breaks; a lunch room and kitchen are available. We are able to supply mugs and hot water. You will need to supply your own tea, coffee, milk and sugar.

Appropriate clothing – 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 in the laboratory.**

TEACHER / ADULT SUPERVISOR RESPONSIBILITIES

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

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 ie. the rocky shore

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.** OR large buses and multiple vans would be best to park on the grass area (to the left) where the access road divides.

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.

NZMSC - HEALTH AND SAFETY INFORMATION

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.

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.

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.

NZMSC MEDICAL EMERGENCY POLICY & PROCEDURES

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.

EMERGENCY SERVICES: DIAL 1 (for an outside line) THEN DIAL 111

Directions for Ambulance

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.

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 serious accidents and can give advice on University policy and procedures. Phone her as soon as possible on Ext. 7380 or mobile 027 227 7796.

PML After Hours Contacts are 021 279 1986 or 021 279 1575.
Campus Watch can be contacted on 03 479 5000.