

Welcome to the School of Earth and Environment Te Kura Aronukurangi **Health and Safety Induction**

Last updated 31/07/2024

School Safety Officers



Suellen Knopick



Matt Cockcroft



Rob Spiers

School shared H&S email address: earthandenvironmentsafety@canterbury.ac.nz

Workplaces are held to a higher level of accountability: H&S at work Act 2015

Safety is **EVERYONE'S** responsibility

To keep ourselves and our UC community safe, our workplace needs to:

- Comply with various Laws and Regulations;
- Work with UC policies, procedures and instructions <https://www.canterbury.ac.nz/about-uc/corporate-information/policies/health--safety-and-wellbeing-policy>
- These can be complicated and difficult, so try to focus on these:
- Take responsibility for your own health and safety.
- Ensure no action or inaction on your part harms others.
- Be aware that work goals can distract from safety: ENGAGE BRAIN, common sense and speak up (if you feel or see anything unsafe – say something)

Health & Safety: key people SEE

Te Aronukurangi/School of Earth & Environment Health, Safety and Wellbeing

SEESHaW team: Responsible for implementing safe practices, organising training, dealing with incidents or near misses, approving Field Activity Plans.



Rob Spiers (chair)



Suellen Knopick



Matt Cockcroft



Chris Grimshaw



John Revell



Sacha Baldwin

HEALTH AND SAFETY REPS: Health & Safety Representatives are independent from the School's Health & Safety Committee. They allow staff & students to have a say about health, safety and wellbeing at work and provide a confidential link between staff, students & management.



Mary Botting



Kari Bassett



Nina Vargoczky



Sarah Pope

Health & Safety: Key links UC & SEE

UC Health & Safety contacts:

Roger Kippenberger roger.kippenberger@canterbury.ac.nz

Casey Davies (Faculty of Science) casey.davies@canterbury.ac.nz

<https://www.canterbury.ac.nz/life/safety-and-security/health-and-safety>

School of Earth & Environment specific H&S information:

<https://www.canterbury.ac.nz/study/academic-study/science/science-schools-and-departments/school-of-earth-and-environment/health-and-safety-at-sees>

Ergonomic checklist (staff):

[hs_chk21 - Workstation self-assessment checklist.docx \(sharepoint.com\)](#)

NOTE: All Academic Supervisors: are responsible to ensure their postgraduate students & visitors complete induction processes.

UC Security contacts

UC Security Emergency 24/7 located at 114 Ilam Rd:

- **0800 823 637** (from cell phone)
- 92111 (from campus phone)
- 92888 (non emergency from campus phone)

NZ/Aotearoa Emergency services 111 (from all phones)

Give Security a Call!

Things to Remember

- Keep personal belongings secure.
- Avoid walking alone at night
- Travel with a friend when ever possible
- Always use well illuminated walkways and [recommended walking routes](#) at night & use **help towers** if needed
- Report any unusual behavior to security even the smallest incident
- Ensure that all vehicles are locked when parked.

If you are uncomfortable at any time, call the security office (92888 or 0800 823 637) and ask for assistance.

Wellbeing

Supporting students in distress

Prevention is better than cure

UC has great student support

<https://www.canterbury.ac.nz/life/support-and-wellbeing>

Encourage students to ask for help before a problem becomes a crisis (first years have access to Kaitoko - student advisers)

<https://www.canterbury.ac.nz/support/advisors/>

Encourage students to look after themselves – lots of tools and advice at:

<https://www.canterbury.ac.nz/support/wellbeing-hub/>

Great staff support too: [intranet](#), Telus health, Kaihapai Oranga

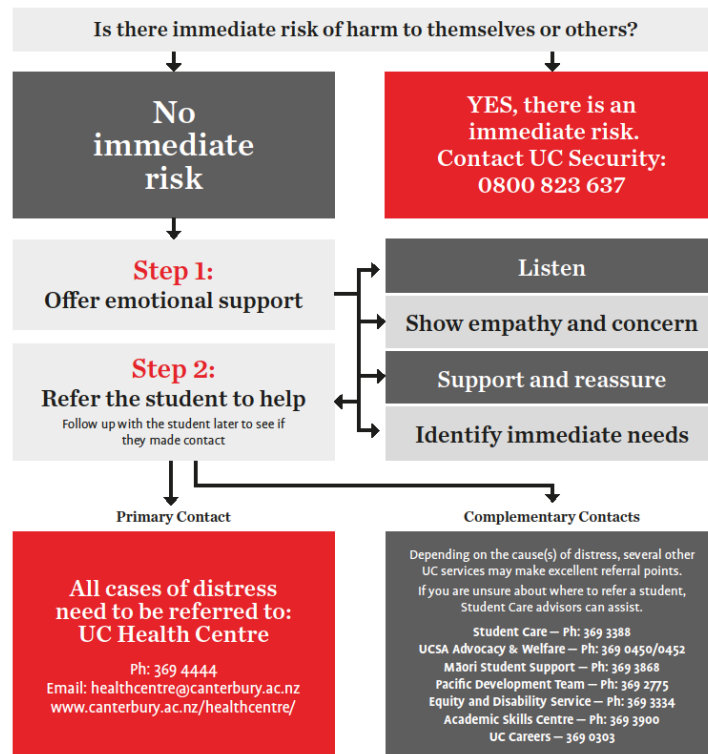
Be prepared if a crisis should arise (details next slide)

People in distress

Supporting Students in Distress



If a student is identified in a state of emotional or psychological distress, follow these steps



(Link)

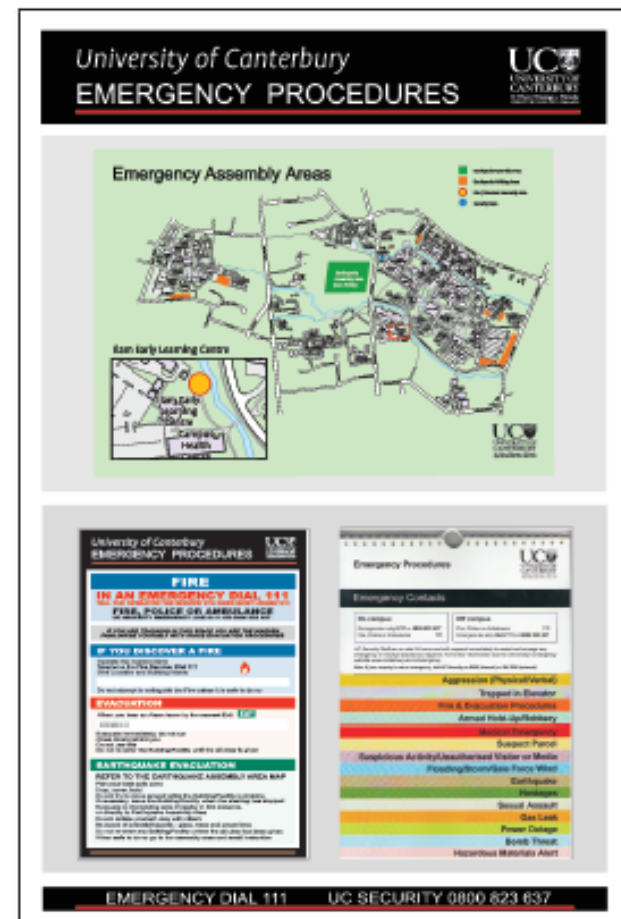


Emergency Preparation

- Know evacuation procedures for all venues you attend.
- Read and understand the Emergency Procedures & flip chart

[Emergency information | University of Canterbury](https://www.canterbury.ac.nz/emergency-procedures)

You are responsible for any class you lead!



The image shows a digital representation of a flipchart titled "University of Canterbury EMERGENCY PROCEDURES".

Top Section: Emergency Assembly Areas

This section features a map of the University campus with various assembly areas highlighted in different colors. A legend on the right indicates:

- Green: Main Assembly Areas
- Orange: Secondary Assembly Areas
- Blue: Tertiary Assembly Areas
- Red: Evacuation Routes

 An inset map shows the location of the "East Early Learning Centre" near the "University of Canterbury" and "HARBOUR".

Bottom Section: Emergency Procedures

This section is divided into two columns of emergency response instructions:

- Left Column:**
 - FIRE:** IN AN EMERGENCY DIAL 111. FIRE, POLICE OR AMBULANCE. IF YOU DISCOVER A FIRE, call 111, raise the alarm, and evacuate the building.
 - EVACUATION:** When you hear an Emergency Evacuation Siren, stop work, leave your work area, and follow the evacuation route to the designated assembly area.
 - EARTHQUAKE EVACUATION:** REFER TO THE OFFSHORE ASSEMBLY WHEN RAMP.
- Right Column:**
 - Aggression (Physical/Violent):** Report to Security.
 - WVA & Evacuation Procedures:** Annual Fire Up/Refillary.
 - Medical Emergency:** Report to First Aid.
 - Telephone Banking/Unauthorized Visitor on Mobile:** Report to Security.
 - Flooding/Storm/Space/Fence/Wind:** Report to Security.
 - Gas Leak:** Report to Security.
 - Power Outage:** Report to Security.
 - Bomb Threat:** Report to Security.
 - Hazardous Materials Alert:** Report to Security.

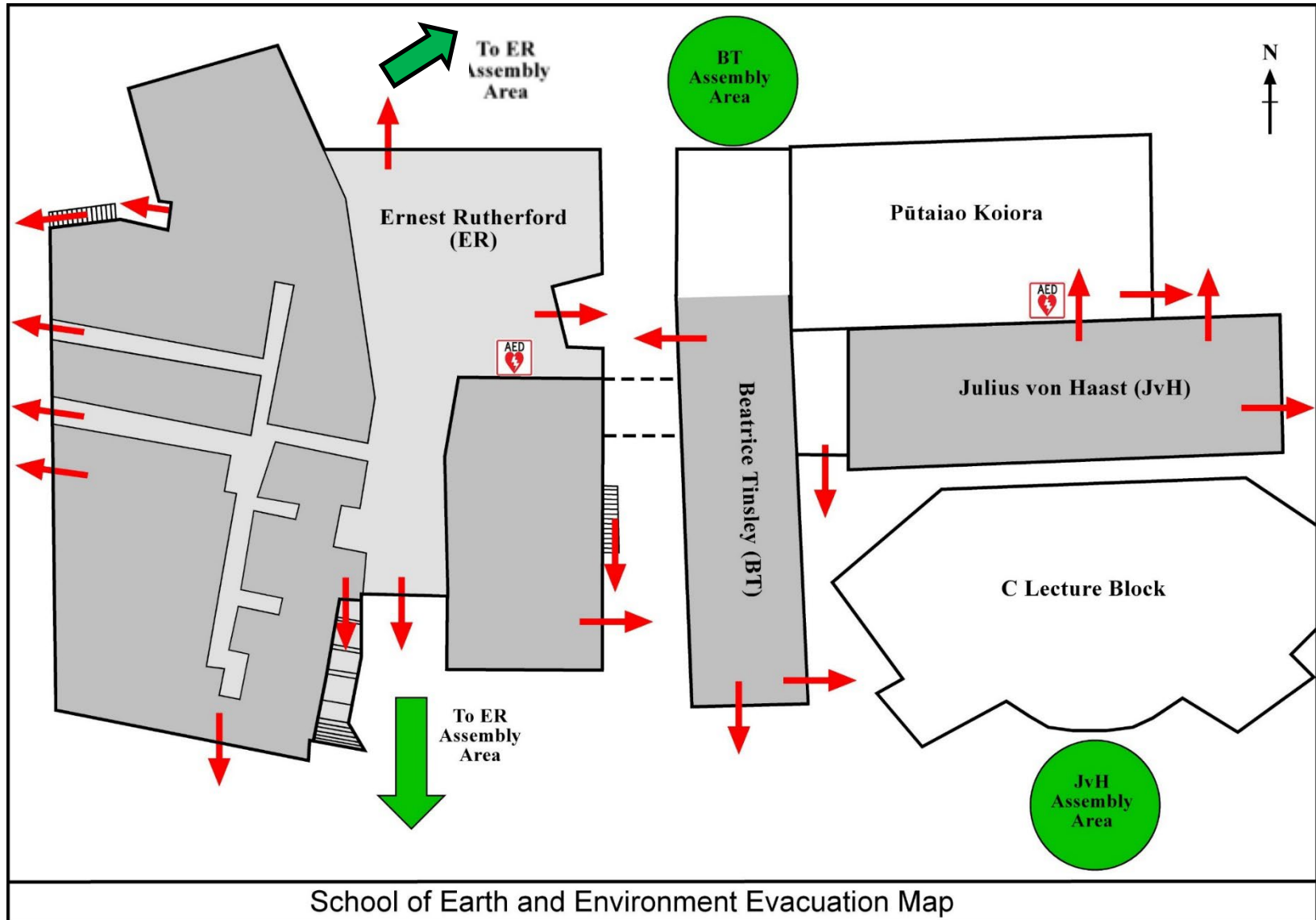
Bottom Bar: EMERGENCY DIAL 111 UC SECURITY 0800 623 637

If you see a fire or smoke If you hear a fire alarm

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Call Security on 92111 or **0800 823 637**.
3. If still concerned, notify the Fire Service by calling 111
4. Close down potentially dangerous processes or machinery (ONLY if possible to do so safely).
- 5. Leave immediately by the **nearest** fire exit.
6. Notify a floor or building warden (look for armband).
- 7. Report to your designated assembly area

NOTE: Smoke doors should not be physically restrained (NO door wedges) and fire extinguishers are only for very small fires.

School of Earth and Environment Evacuation Map



Wardens

Room warden

- If you are teaching in a space (lab, lecture, tutorial, etc) you are responsible to direct the occupants to the exits and evacuation area.

Floor Wardens (help evacuate a floor or floor zone)

- There are designated wardens for most areas – however anyone can and should act as a floor warden
- Grab the armband, quickly check if anyone is left behind & report to the building warden at the evacuation control board (don't lock or unlock doors, don't try to evacuate uncooperative or unable persons – just report)

Building Wardens (Designated people are Building Wardens)

- Beatrice Tinsley: Casey Davies (BT113, Ext 91136)
- Ernest Rutherford: Rob Spiers (ER109A, Ext 95950)
- Julius Von Haast: Craig Galilee, (JvH417, Ext 95150)

Earthquake

If inside :

- Drop, cover or hold tight in your immediate space
- Do not try to move around the space while the building/facility is shaking.

If it is necessary to leave the building/facility when the shaking has stopped:

- **Evacuate to the nearest assembly area or Ilam Fields if safe** to do so (take no more than a minute to grab your belongings if you can on the way).
- Be aware of potential hazards as you exit – glass, roof tiles, trees etc.
- Do **not re-enter** any building/facility unless the all clear has been given.
- Offer assistance to any walking injured but refer serious injuries to security in the event of a major quake to coordinate rescue services.

Earthquake

If outside

- Stay outside until the all clear is given.
- Gather and rest, clear of buildings, trees, power lines or other potential hazards (refer to Emergency Assembly Area Map).
- **If in the field**, look for rock fall (don't run aimlessly), move away from rocky outcrops, rivers or snowy slopes. Inform your UC emergency contact person of your situation asap.
- If at a coastal location, follow the guideline 'if it is long or strong, get gone' and follow tsunami evacuation warnings.

<https://www.civildefence.govt.nz/get-ready/get-tsunami-ready/>

Lockdown

- Active shooter scenarios are extremely rare in NZ, but as a remote possibility, it is best to be prepared.
- Plan your best safe zones in your typical work area(s) ahead of time
 - Think of a good hide and seek spot
 - Ideally out of sight from windows, under furniture, behind as many locked doors as possible.
- If a lockdown is initiated, go to your nearest 'safe zone' – lock doors behind you and turn off lights (if possible).
- Turn your phone to silent but keep watch on updates via the UC Go app, emergency text alerts, email and news.
- Try to stay in good spirits but remain vigilant

Field Work for research and teaching

Check SEE H&S web page for up-to-date Field Activity information

<https://www.canterbury.ac.nz/study/academic-study/science/science-schools-and-departments/school-of-earth-and-environment/health-and-safety-at-sees>

Trip leaders are responsible for:

- Filling in Field Activity Plan ([link](#)) & submit for approval early
- Doing Field activity training
- Having current first aid certificate
- Obtaining participant consent and information.
- Briefing all participants prior to departure (*link to doc*)
- Actively managing risks during trip
- Having a detailed emergency plan

If planning a group student field trip – contact Sacha Baldwin ASAP to help with logistics.

Send field activity plans to:

earthandenvironmentfieldactivity@canterbury.ac.nz

Lab inductions – no induction, no access

Everyone working in a laboratory or workshop must have the authorisation of the lab manager.

Every Laboratory / Workshop should have a specific Induction for their area that covers

- Evacuation
- Hazards
- Emergency Equipment
- Equipment Training Requirements
- Processes for new work

Stop the spread of bugs!

- Please **stay home if sick** to avoid getting others sick who may have other health conditions that may lead to serious problems
- Planning ahead helps in this regard – consider who may be able to step in and cover for you, consider what online content may be used, consider postponement options, consider online presentation/meeting from home (eg via skype, zoom, etc).
- Make use of the free flu vaccination offered by UC to staff
- Make **good hygiene** a lifelong habit – wash hands regularly, cough and sneeze into your elbow
- Remind others to follow these good practices.



You are responsible for your own Visitors

- Visitors in the department for more than a few hours should sign in with the administrators
- They should receive the 1 page induction sheet ([link](#)) for stays up to 2 weeks, anything longer or requiring field or lab work will need a full induction.
- Ensure visiting academics teaching classes of any type are aware of their responsibility to safely evacuate the room in an emergency.

Event Reporting: ASSURA

Please report all injuries and incidents.

No event is insignificant. All events should be reported immediately to a School Safety Officer (confidentiality is important to us).

Assura is used to report any event (accident, injury, or near miss) which involves an employee, student, visitor, contractor, volunteer, or a person on work experience. It can be found at the H&S web site, report to any of the safety team, or scan to report (below).

This QR code can be found in 2 locations of 2nd floor:

- BT - H&S noticeboard outside SEE admin office
- ER - On student noticeboard between ER260 and ER261



It is good to report safety observations – good ideas are always welcome.

If a Serious Harm incident occurs (person taken to A&E) please contact SEE Health & Safety team ASAP after contacting emergency services via UC Security & Assura

First Aid and Defibrillator

First Aiders

- Many staff in the school have first aid training
- A central list is available if needed All academics and TAs on field trips should have first aid cert (paid by school)
- First aid boxes are available on most floors and in Labs

Defibrillators

- There are 19 defibrillators located around the campus
- Early defibrillation is a key to survival
- AED units talk people step by step through their use and will not shock a person who does not need it.

<https://www.canterbury.ac.nz/about-uc/our-campus-and-environment/maps>

Rehabilitation

- ACC should provide support during time off work due to injury & UC provides additional assistance.
- Returning to work after illness or injury takes planning
- There are formal processes if needed
- Be sure to have a discussion with relevant staff (eg head of school) to manage expectations and assistance to ease back into things safely
- If you are feeling pressured, speak with someone else (eg school safety officer, HR advisor, kaihapai oranga/wellbeing supporter, H&S rep) to support you in raising concerns & adjusting your return to work plan.

Summary

You are responsible for your own safety & the safety of those around you, so:

Think first, be kind, speak up
and let's all get home safe and well.

As a requirement to complete your SEE induction please participate in this short [quiz](#).