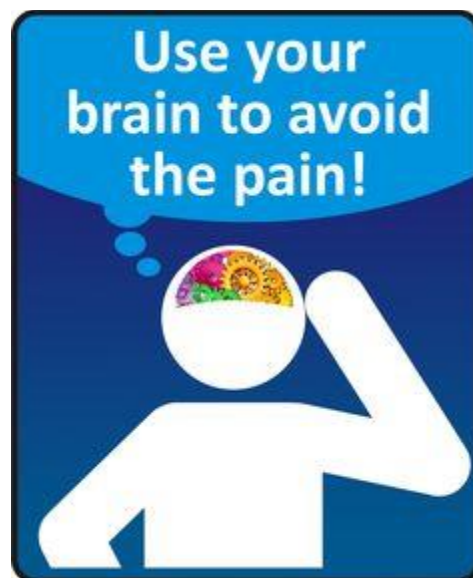


School of Psychology, Speech and Hearing | Te Kura Mahi ā-Hirikapo

Health, Safety and Wellbeing Annual Induction and Refresher



Silvana.defreitascosta@canterbury.ac.nz

11/2/2021

Next Review: February 2022



School of Psychology, Speech and Hearing | Te Kura Mahi ā-Hirikapo Health, Safety & Wellbeing Induction

November 2021

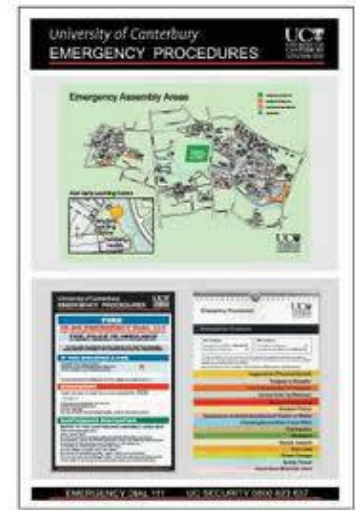
-
- All School of Psychology, Speech and Hearing Staff, Post Doc's, long term visitors, and research students **must complete** and **sign** off the following induction with the School Safety Officer (SO), and complete the Safety assessment quiz before starting work in the School. Please log on to **LEARN course topic 4** under the College of Science – Health & Safety Induction [Welcome to Learn - Nau mai, tauti mai ki Ako](#). If you cannot log on please contact silvana.defreitascosta@canterbury.ac.nz.
 - Short-term visitors and contractors are the responsibility of the person they are visiting, who must make them aware of evacuation procedure, assembly areas, emergency numbers, and any local hazards. More information can be found on the Psychology, Speech & Hearing website home page under [SPSH Health, Safety & Wellbeing Health and Safety Information and Procedures Website](#)
 - **All visitors and short-term contractors must sign in and out at main office reception, Room 226, 2nd level.** You are responsible for your visitor and contractors while they are SPSH, and you must ensure that they are appropriate inducted. [Hazard Risk assessment & Management HS frm16](#)
-

- [Welcome to the University of Canterbury](#)
- Health and Safety - Oranga Tangata:** The [UC Health & Safety](#) is the source for comprehensive processes that comply with NZ Health & Safety practice. It is available to anyone with a UC login. [UC Health, safety and wellbeing](#)
- Health and Safety Action Plan: To access the UC health and safety plans please visit [University Council Te Kaunihera o Te Whare Wānanga o Waitaha](#). School health, safety & wellbeing action plan is located @K drive/ safety folder.
- [UC Health, Safety & Well-being Policy](#) outlines the University's commitment to providing a safe place of work for staff, students, visitors and others. The policy also details both management responsibilities and your responsibilities as an employee.
- [New to UC - Introduction to Health & Safety](#)
- [A-Z of services and support for Staff and students](#)
- [HR Toolkit](#) People and Culture (Intranet) (Staff only). Containing all HR processes, procedures, policies and supporting tools and information.



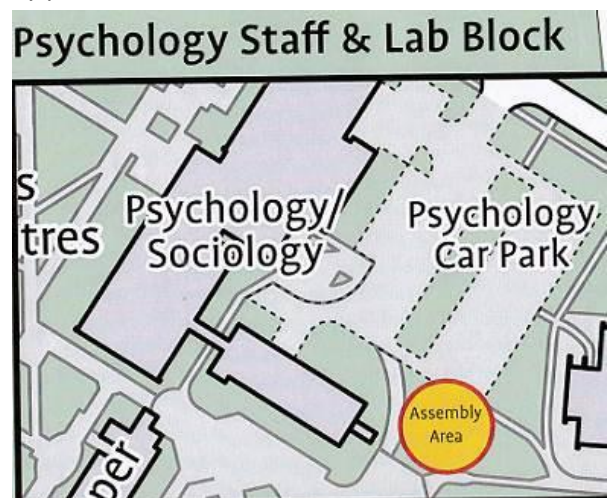
- [ChemWatch](#) provides full chemical management systems for any user of chemicals. They are the world's largest supplier of independently research material safety data sheets (MSDS) and other related documents. Chemwatch is an ISO9000 quality certified company. **Access to this site is available for University of Canterbury staff and students only.**

- **Emergency procedures:** Know the emergency and evacuation procedures for all venues you attend – see the [UC Emergency Management](#) web pages or signage and flipcharts placed around UC buildings. See [UC Security](#) tips on staying safe on campus, including stranger danger and recommended walking routes. Note the 'blue light' Security Call Point Towers around campus which provide an information or emergency contact to Security, as well as a centralised emergency broadcast and alarm system.



- **Emergency Contacts Phone Numbers - UC Security Services 24 hour emergency.**
 - Dial **111** (all phones) for NZ Emergency Services (FIRE/POLICE/AMBULANCE)
 - Dial **6111** (campus phone) or **0800 823 637** for UC Security for rapid response to all **emergencies** in particular medical emergencies or defibrillator access via the University Health Centre. Sometimes there is a delay of Emergency Services, this is why it is essential to inform Security who can activate appropriate internal support; e.g.; UC Health Centre, Rescue Team, H & S, Incident Management Team. **Non-emergency dial 92888 or 6888** (campus landline). Off campus or by cell phone: 03 369 2888.
 - **Student Health Centre: (03) 369 4444 *night or day*.** On campus: extension 94444.
 - If an alarm sounds evacuate through the nearest exit and proceed to the assembly area. Do not use the elevator. For emergency evacuations, the UC has a system of designated wardens and assembly areas. Security no emergency phone: **92888 or 6888.**

- In a **FIRE** evacuate the building by the nearest EXIT and assemble on the grass area next to the Psychology car park (refer to map). In an emergency evacuation building re-entry is NOT when the alarms stop sounding, but when the all clear is given by the building warden (i.e. whoever takes the role by donning the orange vest).



- In an **EARTHQUAKE** drop, cover, & hold while the ground is shaking, then evacuate to our closest assembly area on the on the grass area in front of the Psychology car park. Here you will receive advice/instruction from the Community Support Group, Security or other officials as to whether you should continue on to meet at Ilam Fields.



- **After an Earthquake - Whai muri atu I te Rūwhenua**
 - stay calm;
 - assist others in need;
 - leave the building as quickly as possible by the safest route;
 - assemble in a pre-agreed place see UC Emergency Management site;
 - inside campus buildings, the assembly places will be marked on the emergency signage in the building and advised by course coordinator;
 - inside the halls of residence be familiar with the assembly point;
 - when in a multi-storey building, don't use elevators, check the stairs are unobstructed before using them;
 - for emergency updates, listen to NewstalkZB 1098AM; [UCGO app](#) Emergency push notifications – Keep your notifications turned on to get notices about campus-wide emergencies.
 - be prepared for aftershocks;
 - send text messages rather than calling, as mobile networks often become overloaded;
 - make contact with parents, families, and embassies/consulates (international students).

- **UC Emergency Preparedness - Ngā Whakamarumarū**

Planning and preparation can significantly reduce the impact of a disaster such as an earthquake, landslides, flood, fire, power outages or other emergencies. This information is intended as a guide to help be prepared and to cope should an emergency occur.

Plan Ahead: Be Prepared - Ka rite

- Read emergency information in all the buildings you use.
- Talk with your flatmates/family/hall of residence room-mates about what you will all do in an emergency.
- Back up your computer data at least weekly to an external hard drive or cloud.
- Prepare a personal emergency kit and have it in a secure place.

[Your Personal emergency kit bag](#) - Ngā Rawa Ohotata

Please ensure you have a Personal emergency kit bag on hand and in your place of residence, in a place where all inhabitants know where to find it. It should contain:

- a good first aid kit, available at low cost from St John, Red Cross etc;
- a flashlight with extra batteries; Hand sanitizer and sanitary items.
- a whistle; extra battery for your cell phone.
- a small portable battery-powered radio, with extra batteries;
- a 20 litre plastic container of water, preferably with a tap, or five 4-litre containers;
- candles, matches, a portable BBQ and gas bottle;
- tinned food and dry, imperishable food items that don't need heat to be eaten. Muesli bars are an ideal energy-dense food that can be consumed anytime and anywhere.

If possible, include a blanket each, spare medications, a warm jacket, spare socks and sturdy shoes. Know where medications and essentials are kept.



- Who are the wardens for the School?** A full list is maintained on [UC List Building and Floor Wardens](#)
 - **Building Warden Staff Block** – Gerard Mesman, Room 514, Ext 94339 in his absence Silvana de Freitas Costa, Room 523, Ext 94357.
 - **Floor Wardens: L7** First person to the board; **L6** First person to the board; **L5** Jonathan Wiltshire; **L4** Zhe Chen; **L3** First person to the board; **L2** Kumar Yogeeswaran ; **L1** First person to the board;
 - **Building Warden Psychology Lab block** – Nicky Drake - Room 226, Ext 91066
 - **Psychology Centre Jane Soons Building warden Floor L2**– Neil Thompson Ext 94291.
 - **Floor Wardens Psych Lab block:** **L5**- Neroli Harris, **L4** First person to the board, **L3 north side** - Jonny Grady, Robyn Daly **L2**- Robyn Daly; **L1** Psychology Centre, Speech and hearing reception (**north side**) Marie Sutton.
 - *In LECTURE THEATRES the lecturer/tutor at the time of an alarm assumes the role of Warden and must be familiar with theatre evacuation procedures. This mainly involves clearing the room and reporting to the evacuation control point (usually a blue box with an evacuation panel). If no one else is around then they should notify the Fire Service by calling 1-111, and then Security 6111 - although in a trial Security is likely to be present.*

- Who are the first aiders in the School:** A full list is maintained at UC central [List of UC First Aiders.](#)
- Workplace First Aid Comprehensive:** Eileen Britt, Rm 515, Ext 93694; Julia Rucklidge, Rm 465, Ext 94398; Silvana de Freitas Costa, Rm 523, Ext 94357; Neroli Harris, Rm 523; Ext 94356; Zhe Chen, Ext 94415; Anya Armstrong, Ext 94359; Gerard Mesman, Ext 94339; Ellen Nijhof, Ext. 94643; Catherine Theys, Ext 94516; Ruth Ramsay, Ext 94548; Nicky Drake, Rm 226, Ext 91066.

- Who is the HOS and H&S Chair?** Don Hine, Room 221, Ext 94333
- Who is the School Safety Officer?** Silvana de Freitas Costa, Room 523, Ext 94357.
- Who is the H&S Rep?** Alexandra (Alex) Weathersby, Ext 94978. Ruth Ramsay (Deputy), Ext 94548.

- Event reporting.** Events (incidents, near miss, injury, illness, discomfort and pain, serious harm, safety observations or other incidents): Should be logged into [ASSURA - Health and Safety Reporting System](#) Events must be recorded in **ASSURA** as soon as possible, and within 24 hours. Hard copies forms are also available for completion from the main office room 226, also L4 and L5 from the photocopier/printer. Once completed please give to The School Safety Officer for entering, then forwarding to UC H&S central. [UC Health Safety Business Partner contacts.](#)

- Report an Event**
 - If a serious event has occurred, you must:**
 - Ensure your own safety and safety of others
 - Secure the scene as required to prevent any further harm or risk
 - Contact UC Security 0800 823 637 or 6111
 - Notify the [Health and Safety Business Partner team](#) call on ext. 93636 (03 369 3636). Or contact health-safety@canterbury.ac.nz .
 - [Protocol: Event Reporting hs_pro05.docx \(canterbury.ac.nz\)](#)
 - **ASSURA:** [Report an incident](#) or [safety observation](#).
 - Access the Assura user guides and resources [here](#).



- Please report immediately possible Serious Harm to the HOS and to the School Safety Officer or Security who will then communicate with the University Health and Safety team for appropriate action. When a hazardous or potentially hazardous situation occurs, even though there may be no injury (near misses and safety observations), the facts should still be reported and recorded into [ASSURA - Health and Safety Reporting System](#), [Investigating an Incident](#) this is to enable an investigation to be carried out and procedures set in place to prevent such an incident recurring. Paper forms are used only if it is not practicable to log into **ASSURA**. [Notifiable incident?](#) If you think the event may be notifiable [contact the Health and Safety team](#)
Remember – an incident may become an accident for another person.

- **Hazard identification & management:** Protocol Risk management hs_pro07.pdf
[Manage Hazards and Risks](#)

The purpose of hazard management is to prevent harm or damage to people, plant or property by effectively identifying hazards and applying appropriate controls to eliminate (E), isolate (I), or minimise (M) the hazard. This applies to all employees, self-employed people, contractors, students and other visitors. All staff and research students must report to School Safety Officer, H&S Representative, or a member of the Safety Committee, any perceived or suspected hazardous situation or practice, including a “Near Miss”! A Hazard Form, available from the [Hazard Assessment & Control Form hs frm09](#) should also be completed and returned to the Safety Officer. These forms are also available in hard copies from the photocopier/resource level 2 (room 226), photocopier/resource room level five room 501 and Level 4 Photocopier.


The School Safety Officer initiates an annual work area Hazard ID in April each year; continuous Hazard ID is a part of new equipment purchase; new environment or task and the Field Activity Planning process.

Do not modify any electric appliance or circuits.

- This work must be done by a Facility Management electrician who can be contact via FM [BEIMS Remote works request - Engineers Services](#)
- All electrical appliances must be tested and tagged before use. All privately owned appliances (which the owner intends using on site), shall be tested and tagged by the owner before use, unless the School has the capability to provide this service by agreement. Use the form from HR when you buy or hire new equipment, you can find as well @K: \Share\H&S folder.
- Access to the Labs and Workshop is restricted and must be authorised by the area manager/technical officer.
- Field Activities ranging from group coursework to sole independent research require a plan and notification of intentions.
- The [SPSH Health, Safety & Wellbeing Website](#) Induction and K:\share\H&S folder contains accumulated wisdom on safety issues, the College of Science Safety Manual contains more generic safety information; the [A-Z of Health and Safety at UC](#) contains comprehensive H&S information and guidelines.
- UC is an open campus so lock your office and secure your valuables against stranger danger and theft.



- **Employer/employee responsibilities:** The following extract is from the [UC Health, Safety & Well-being Policy](#) dated September 2020. The [UC Policy Library](#) also covers Code of Conduct; Campus Drug and Alcohol Policy; Electrical Safety; Harassment; Smoke Free Policy, and many more.

- **Work alone, or after hours:** When working after-hours, at night, or alone workers and students are responsible for taking all reasonably practicable steps to ensure their own health, safety and facility security in University facilities and when working off site(replacement, or field trips. The risks of other hazards may be increased due to the reduction in immediate assistance. Working alone is when work is done in a location where the employee can't physically see or talk to other staff. Additional requirements may be set by workers or supervisor, ensuring safety and security of students, staff, facilities and equipment. Because each work situation is different, level of risks when working alone should be assessed and minimised or eliminated on a case-by-case basis. Also, you must carry your staff or student identification card to establish that you are entitled to be in any University facility after hours or at a no-access time. Consider the need for emergency provisions and precautions to be taken regarding personal security and welfare. If you have concerns about leaving the building alone, outside normal working hours, you can pre-arrange for University Security personnel to escort you to your car, taxi or bus stop. For more information see the UC H&S website Protocol Isolated Working After-Hours or alone or @ K:\share\health and safety folder. **APP Get Home Safe**  [Working Alone - Use of GetHomeSafe App](#)

- **Field Activities:** [Manage Field Activities hazards](#): Planning Documents for Staff and Students / Intentions Notifications.
- **Definitions and Exclusions:** Arrangements for student field activities, including home visiting, vary widely, so some definitions, scope, and exclusion are needed. Field activity definition from hs_pro12 [Protocol: University Field Activities](#) Teaching, learning, placements, educational tours or research conducted outside a university classroom, library or laboratory. Field activities will usually be at least partially outdoors and can include:
 - visits to University of Canterbury field stations
 - boat, river and marine activities
 - mountains and bush activities
 - roadway and roadside activities
 - climbing, abseiling and diving
 - visits to quarries and mines
 - manufacturer, business and factory visits
 - professional practice
 - international travel, e.g.
 - study tours
 - research
 - museum, gallery, law courts and cultural site visits
 - independent field research by staff/students at the direction of a staff member
 - conferences or social activities:
 - attended as part of official University of Canterbury duties
 - organised or funded by the University of Canterbury.

[Prepare for Safe Field Activity Risk Matrix – Group](#)

[Prepare for Safe Field Activity Risk Matrix – Sole Participant](#)



- **Contractor Management:** University of Canterbury and The SPSH have different procedures for managing contractors depending on the level of risk associated with the contractors work.

[UC Contractor Management \(Overlapping Duties\) Link](#)

[WORKSAFE Overlapping duties – quick guide](#)

- **UC Commitment to Safety**

Always think about what you are going to do before you do it.

[Pūmanawa Tangata | People and Culture](#)

[Wellbeing & Benefits Partnership - Resources for Staff Wellbeing](#)

[Health, Safety & Wellbeing Implementation Plan 2019-2020.pdf](#)

[All Health and Safety Policies - UC Policy Library](#)

[UC Health and Safety Protocols](#)

[Health and Safety Forms](#) replacing paper forms with online forms.

[UC Commitment to Health Safety and Wellbeing](#) University of Canterbury is committed to maintaining a safe and healthy environment for students, staff, visitors, and contractors.

[Health and wellbeing](#) there are a wide range of people available at the University of Canterbury to offer you support, help, and guidance for students.

[Smoke-free Campus-Policy.pdf](#) - Kia Tūpeka Kore. This means that smoking and vaping are not permitted on any University grounds.

[UC Protocol: Prevention of Workplace Stress and Fatigue](#)

[UC Online Ergonomic Self-Assessment tool](#) also [ACC HabitAtWork](#) for advice on ergonomics.

[WorkSafe Mahi Haumarua Aotearoa - Understanding the law](#)

[A-Z of Health and Safety at UC](#)

[EAP Services Guidelines](#) provides short-term intervention counselling for a range of personal and work-related issues for staff.

[Students A-Z of services and support](#)

➤ **Health and Safety Roles and Responsibilities**

Roles and responsibilities for health and safety matters have been significantly changed with the introduction of the Health and Safety at Work Act 2015 (New Zealand Legislation website).

Every member of the University community has a responsibility to maintain excellent health and safety practice; this responsibility increases incrementally through the levels of the line management structure.

➤ **Officers' Responsibilities**

The University Council, the Vice-Chancellor, and members of the Senior Management Team (SMT) within their areas of responsibility each have the following, heightened responsibilities as officers under the Act:



- Acquire and keep up-to-date knowledge of health and safety matters for the University.
- Understand the nature of the University's operations and of the associated hazards and risks.
- Ensure the University has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health and safety.
- Ensure that the University has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- Ensure the University has, and implements, processes for complying with any duty or obligation.
- Verify the provision and use of the above resources and processes through reviews and audits.



➤ **Workers' Responsibilities:**

Worker: A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as: an employee, contractor or subcontractor, an employee of a contractor or subcontractor, or an employee of a labour hire company assigned to work for a PCBU, an outworker, an apprentice or trainee, a student gaining work experience, volunteer.

University staff and contractors (including sub-contractors) have the following responsibilities:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply as far as he or she is reasonably able with reasonable instructions given by the University in relation to health and safety.
- Cooperate with the University's policies and procedures relating to health and safety.

The effective delivery of this policy requires everyone to accept a personal responsibility for health and safety. The University will provide professional and competent support and advice to all members of its community.

➤ **Duties of other persons at workplace:**

Other people at the workplace, including adjunct appointees, student interns, volunteers or any other person must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the University in relation to Health and Safety.



- **The process for employee participation.** H&S Representative nominations and elections are held by UC H&S central in June/July each year, for a 3year term. See the *Combined Unions & University of Canterbury Agreement on Employee Participation in Health and Safety* under Reps & Committees.
- **Information about H&S forums/committees:** Psychology, Speech and Hearing H&S committee meets bi-monthly as part of the School monthly meeting agenda, minutes are published on the staff intranet and presented at All Staff. The College of Science Committee meets up to six times a year. Minutes of these meetings can be found in the Staff Only area of the UC H&S website.
- **Rehabilitation and designated roles and responsibilities:** Rehabilitation for work and non-work injury/illness will be addressed in discussion with the Head of School and Central Human Resources (HR) and H&S advisors, as required, depending on nature of injury and duties. There is also an Employee Assistance Programme – See School Website [psych-speech-hear/health-safety-and-wellbeing/](#), the HR Toolkit, [Human Resources Intranet](#) and @K: \Shared\H&S folder. Successful rehabilitation may rely on a formal [rehabilitation plan](#) and will involve the staff member, their manager, and their HR Advisor.
- **Work injury claims process:** Everyone in New Zealand is eligible for comprehensive injury cover, no matter how the injury happened or where (at work or home). Get medical attention asap if necessary; file event on [ASSURA - Health and Safety Reporting System](#) or online event form [H&S forms](#) within **24 hours** if the injury is work related an investigation and remediation will follow as required; claim for treatment via Accident Compensation Corporation (ACC) – and provide a medical certificate to the University of Canterbury. All medical information will be filled with HR on a medical file, the staff member can review this file at any time and corrections can be requested if required. [Protocol: Rehabilitation](#).
- **ACC dispute and appeal process:** In the event of a dispute regarding injury compensation or the rehabilitation process, staff is entitled to a process of review and appeal. Applications to review any ACC decision can be made on the ACC [www.acc.co.nz](#). A further appeal of this review can be made within 28 days to the District Court. Advocates are available to help you through these and other processes at ACC. For full and up to date details visit the ACC website [www.acc.co.nz](#).
- **Wellbeing at Work Health Monitoring:** [UC Protocol Health Monitor](#) For staff, if you are eligible the university will monitor for: Hearing, Eyesight, Lung Function, Chest X-ray, Skin check, Physical Fitness, Ergonomic assessments [UC Ergonomic Assessment](#).
- **Recognition:** *The Health and Safety wellbeing awards acknowledge people and teams who demonstrated commitment and achievement in improving health, safety & wellbeing at the School and the University of Canterbury.*
- **Welcome to UCGo Mobile App** UCGo is free and available in both the [iTunes App Store](#) and [Google Play](#)– simply search *UCGo*. This app is easy to use and gives you access too many of your personal UC accounts too. Log in using your student/Staff ID and password to access your student email, LEARN and Library accounts. See what is on at the UC RecCentre and what is happening on campus through the social media tool. You can also see your personal class timetable and use maps to find where your classes are, all from the app.



- **Wellbeing:** See School Website under [Health, Safety and Wellbeing](#) Staff only at K: \Shared\Health and Safety folder. In addition, [Wellbeing and Benefits of Working at UC](#) and [Health Services support](#) and [Mahere Oranga | Wellbeing Implementation Plan 2020–2024 for staff and students](#).

Five ways to wellbeing:

- 1) **Connect, me whakawhanaunga**
- 2) **Give, tukua**
- 3) **Take notice, me aro tonu**
- 4) **Keep learning, me ako tonu**
- 5) **Be active, me kori tonu**



UC & ME – Our Wellbeing & Benefits Partnership



- **Campus Maps**
The following emergency information is available via the online [Campus Maps](#)
[Fire/general assembly areas](#)
[Defibrillators](#)
[Help points](#)
[Holding areas](#)
[Main meeting point \(on Ilam Fields\)](#)
- **Will you be using a University Vehicle? Yes / No**
 - If **Yes** please read and sign the Vehicle Use Policy available [Vehicle Use and Fleet Management Policy](#) or @K: \Shared\Health and Safety folder. Always follow University and School procedures. The policy applies to all vehicles operated by the School, including "research vehicles" dedicated to particular projects, vehicles loaned from other departments, or hired for School business from commercial rental companies.
- **All aspects of the Induction checklist are covered.**
- **Is the induction checklist signed off by both employer and employee:** It is now! 😊



Please sign page 12 and return (email) the last page to the School Safety Officer.

Email: silvana.defreitascosta@canterbury.ac.nz

Silvana de Freitas Costa, Ext 94357.

Employee/Visitor/Research Student: _____

In signing this document, I acknowledge that I have worked through the School of Psychology, Speech & Hearing Health & Safety Induction, understand, and accept our shared responsibilities.

Employer/Management Representative Name: _____

Employer/Management Representative Signature: _____

Employee/Visitor/Research Student Name: _____

Employee/Visitor/Research Student Signature: _____

Date: _____