
HEALTH AND SAFETY INFORMATION
FOR VISITORS & SHORT TERM CONTRACTORS TO THE
SCHOOL OF PSYCHOLOGY, SPEECH AND HEARING | TE KURA MAHI Ā-HIRIKAPO

ALL VISITORS AND SHORT TERM CONTRACTORS MUST SIGN IN AND OUT AT MAIN OFFICE RECEPTION, ROOM 226, 2ND LEVEL.

NOVEMBER 2021

Emergency Phone Numbers

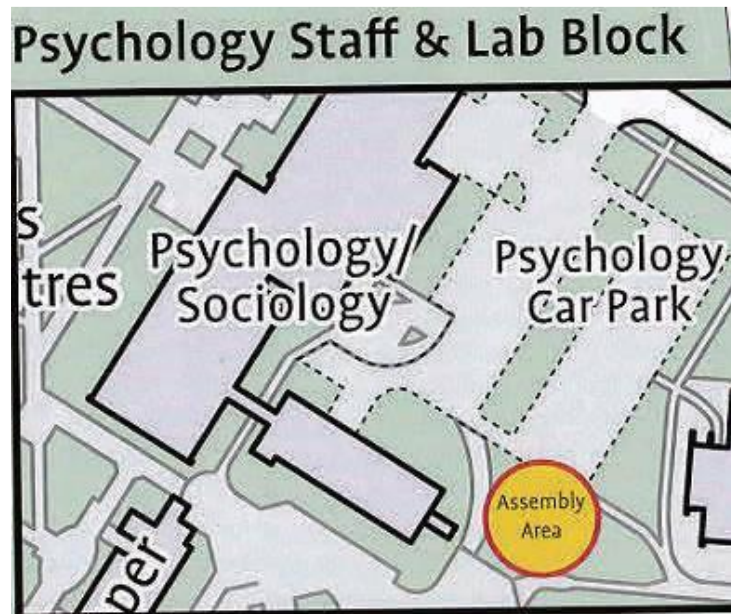
Dial **111** (all phones) for NZ Emergency Services (FIRE/POLICE/AMBULANCE)

Dial **6111/92111** (campus phone) or **0800 823 637** for UC Security for rapid response to all emergencies. Sometimes there is a delay of Emergency Services, this is why it is essential to inform Security who can activate appropriate internal support; eg; UC Health Centre, Rescue Team, H & S, Incident Management Team.

NON-EMERGENCY DIAL 92888 (CAMPUS LANDLINE). BY CELL PHONE: 03 369 2888

Important: Christchurch Emergency Services on 111, If you have an emergency situation, please call security on 6111(internal) or 0800 823 637. After hours – raise the alarm and notify the Fire service call 1-111.

If an alarm sounds evacuate through the nearest exit and proceed to the assembly area.



In a **FIRE** evacuate the building by the nearest EXIT and assemble on the grass area in front of the Psychology car park.

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.

MAIN SCHOOL RISK REGISTER: LOCATED OUTSIDE MAIN OFFICE ROOM 226

People

Head of School: Don Hine, Room 221, Ext 94333

School Safety Officer Silvana de Freitas Costa, Room 523, Ext 94357

H&S Rep. Alexandra (Alex) Weathersby, Ext 94978, Ruth Ramsay (Deputy), Ext 94548

Administrative Services Manager Robyn Daly Room 222, Ext 94366

Building Warden Staff Block – Gerard Merman, Room 514, Ext 94339 in his absence Silvana de Freitas Costa, Ext 94357.

Floor Wardens – L7 unoccupied, L6 unoccupied,

L5 Jonathan Wiltshire, L4 Zhe Chen, L3 First person to the board, L2 Kumar Yogeewaran, L1 Carl Sheppard/First person to the board.

Building Warden Psychology Lab block –Nicky Drake. **Floor Wardens:** L5 Neroli Harris, L4 Jackie Henderson (South side), L3- Jonny Grady (North side) & Greg O’Beirne (south side), L2- Robyn Daly, L1 (Café 101) First person to Armband. , L1 **Psychology Centre & Speech & Hearing reception**, Marie Sutton (north side). **Psychology Clinic Warden Level 2** Jane Soons Building - Neil Thompson: EXT 94291

Workplace First Aid Comprehensive: Nicky Drake, Catherine Theys, Ruth Ramsay, Silvana de Freitas Costa, Neroli Harris, Julia Rucklidge, Zhe Chen, Anya Armstrong, Gerard Mesman.

First Aid Kit located inside room 226. A full list is maintained on the central [UC First aiders List link](#)

Defibrillators: [info](#) | [locations](#) | Nearest to Psychology is by (Café 101).

Hazard identification & management: Please report to HOS, Safety Officer or H&S Rep, any perceived or suspected hazardous situation or practice, including a Near Miss. A Hazard Form, available from the Risk/Hazard Register main office should be completed and returned to Safety Officer. These forms (hard copies) are available from Rm 229, Rm 501, and level 4 or [Hazard Risk Assessment and Management -hs frm16.doc](#).

Event reporting (incidents/near miss/injury/illness/discomfort and pain/ serious Harm or property damaged), must be record within 24hour in to: [ASSURA - Health and Safety Reporting System](#). Also, safety or unsafe observation. Hard copy forms are available for completion from the main office L2 and from the photocopier/printer level 5 or from the **UC HEALTH AND SAFETY FORMS LINK**. Once completed please give to the Safety Officer, signoff by HOS, then forwarding to UC H&S central. Please report immediately Serious Harm to the UC H&S team phone:03 369 3636, Security or Safety Officer for appropriate action.

Please contact Robyn Daly, Administrative Services Manager or Silvana de Freitas Costa, Safety Officer with any questions.