



CIE Keeping Safe Manual

A staff resource on systems & processes
for working safe at Unitec



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Introduction

Unitec is a Zero Harm Workplace
What does that mean?

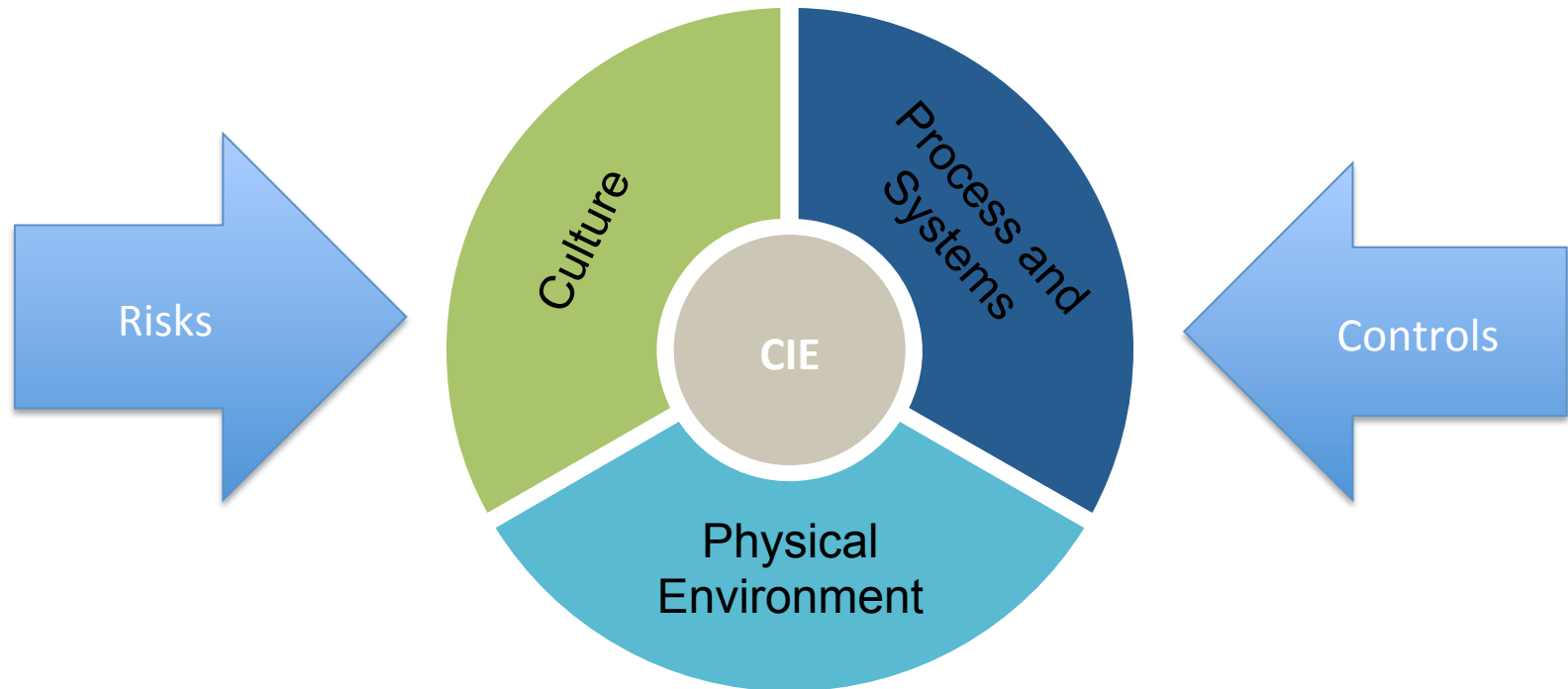
5 Safety Beliefs

1. All injuries can be prevented
2. Everyone is responsible for safety
3. Working safely is a condition of learning and working here
4. No induction, no start
5. If it isn't safe, don't do it



Achieving our H&S culture

In CIE we need to understand how we operate and the potential hazards and risks so we can create an excellent health and safety culture





Staff & Student Responsibilities

Keep yourself and all others safe

- Report **all** accidents/incidents – including discomfort
- Report **all** hazards/dangers
- Follow the Health & Safety Guidelines
- Know where the first aid and fire extinguishers are
- Know where your evacuation points are
- Check out the Health and Safety noticeboard
- Understand that Unitec is a Smoke-free campus



Building Security

Unitec has on campus security in place all day and night

If you are concerned about anything ring security on
021 610 877 *or* 0800 109 590 *or xtn: 7777*

Different buildings have different access and times
where you can access - make yourself aware of these
times.



Accidents and Hazard Register

Please report all Accidents & Incidents – through our Vault System that can be accessed by both students and staff through the portal

An accident is any unplanned event resulting in injury

Incidents include fire, theft, vandalism, assault, trips and slips

Accidents on placement or work experience – report in the workplace and to Unitec

If you are a victim of crime (thefts, assaults, vandalism) please contact the police in the first instance, but also make a report to the Unitec Security



What Could Happen?

Near-miss



Minor injury



Major injury



Death





First Aid

First aiders are available throughout the campus.

If a first aider is unavailable contact Security
021610877 or 0800 109 590 or xtn 7777

In an emergency ring 111 – know your address of the campus ie gate entry and building numbers

Always request a first aider as well

First aid boxes are available across campus





Where and How To Get Help

When to take a student to Whitecross vs Health Centre vs ambulance

The Health Centre Doctors are not usually available to see patients who arrive without an appointment. The Nurses are available to see walk in patients but there may be a wait. If they see a person who they feel needs to see a Doctor, they will either arrange this with one of our onsite Doctors (if possible) or advise the student to go to White Cross or elsewhere.

Below are some guidelines about where students should attend based on their presentation. They are not exhaustive and there will may be exceptions.

Call 111 and ask for an ambulance:

- Anyone with significant difficulty breathing
- Anyone who is unconscious
- Anyone with blood spurting out of a wound that will not stop bleeding with pressure – apply pressure to the wound while you wait for the ambulance.
- Large and significant cuts that are gaping open or amputations of limbs/fingers etc
- Anyone with significant swelling around mouth/face/neck that could impact on breathing and is getting worse quickly
- Anyone who is displaying signs of significant confusion without an obvious cause e.g. unable to answer simple questions or string together a full sentence.
- Anyone with sudden weakness down one side of body
- Anyone with severe chest pain
- Severe burns that cover a large part of body and causing significant pain

Take to WhiteCross or Emergency department

- Any problems with things in eyes. Whitecross has instruments that are better able to identify and manage foreign bodies in eyes.
- Anything that may need to be x-rayed, e.g. broken bones, dislocations
- Anyone who has had a knock to the head and did not black out but has been woozy or not their normal self since.

Take to Health Centre

- Any minor cut or graze or injury
- Wounds that might need a couple of stitches
- Burns that are not severe
- Foreign bodies not in eye – splinters etc



Fire Evacuation

- Alarm is a loud siren
- There are fire drills randomly throughout Semesters
- Know your fire exit route – don't assume you can escape by the same route you entered the building

If you see a fire:

- Activate the Fire Alarm – use Fire Alarm Call Points, (red boxes) located by exits
- Fire extinguishers, but only use if trained
- Evacuate the building to your closed Assembly Point
- Call the Fire Service on 111



Fire Evacuation

If you hear the fire alarm:

- Leave the building by the nearest exit
- Proceed to the Assembly Point – location is given on signs by the exits and in each room
- Fire Warden will be in attendance
- No roll call – most buildings are open access
- Inform the Fire Warden or the Fire Service if you think someone may be left inside the building
- Do not leave the Assembly Point
- Do not go back into the building until told to do so



Safety Observations Processes & Expectations



Unitec's Management and H&S team have responsibilities to ensure awareness of issues related to Health and Safety. As such, you and your students will see people visiting your areas and checking in with you to observe and have conversations on health and safety.

This is a process designed to support you as staff – you should expect to receive both verbal feedback at the time of the visit and written feedback on the cards left, outlining positive observations and any opportunities for improvement.



CIE Golden Safety Rules

- Always use identified walkways when moving through workshops
- Always wear your PPE
- No headphones or radios to be used in workshop
- Water bottles only allowed in workshops – no food.
- Never use a piece of equipment other than for the purpose it was designed
- No induction – no use
- Always ensure that equipment is maintained and in good working order
- Keep your self and all others safe
- Report any accidents, incidents and hazards
- Report breakages/dangerous equipment
- Follow Health & Safety Guidelines
- In the event of a fire alarm – get out and stay out
- Know your location/address in case of emergency
- Don't let others use your access card





Critical Risks

Unitec has identified 11 critical risks that we need to be particularly vigilant about addressing on a daily basis in our activities both on and off campus. These are activities that we have on campus that have the highest risks in relation to Health and Safety.



- Traffic: Driver
- Traffic: Pedestrian
- Plant & Machine Safety
- Harmful Substances
- Chemical, Gas & Fuel Storage
- Dust Explosion
- Work Placements for Students
- Off Campus Experience
- Working at Heights
- Electrical
- Suspended Loads and Lifting Equipment





Unitec Lifesavers

To come after launch on
14th July



Expectations and Accountability - RACI

CIE Staff Health & Safety Roles and Responsibilities

In order to ensure clear understanding of responsibilities and accountabilities for health and safety we have adopted the RACI approach to identifying and allocating these responsibilities and accountabilities.

The following principles guided the development of the RACI matrix.

PRINCIPLES:

- We all own Health & Safety
- Employees and students have the right to be safe at work and study
- If we can't do it safely we don't do it
- All employees have the right to stop any activity from continuing if deemed to be unsafe
- Staff and students are obligated to report any unsafe practice or activity
- The H&S Team work in partnership with the business as subject matter experts to coach and empower people to do their jobs

What is RACI charting?

A technique used to identify activities or decisions and the individuals or groups involved answering the questions:

What has to be done? and

Who must do it?

Responsible: The person or position responsible for doing the activity (the work)

Accountable: The person or position accountable to ensure the activity happens

Consulted: The person or position who should be consulted prior to decision or action

Informed: The person or position that needs to be informed of the decision or action after it is made

To understand your RACI – have a look at the RACI chart found on the Mataaho page on the NEST



Fair and Just Culture

Unitec acknowledges that the vast majority of rule breaches in Health and Safety will be unintentional, and for these, coaching and training will be provided to individuals involved, and necessary changes made to procedures and practices to address any system deficiencies. On the flip side, there will be no tolerance for intentional or recurring breaches of the Life Saving Rules, acknowledging that these situations will be rare.

The following section provides an understanding of

- The principles that support a fair and just culture
- The investigation process associated with Health and Safety breaches, and the role of the fair and just process in determining outcomes
- How the fair and just process aligns with Unitec's rewards programme and disciplinary procedures.



Fair and Just Culture Principles

The principles that support a fair and just culture

To ensure all employees are treated fairly and consistently, a fair and just process has been developed. The fair and just (F&J) process balances the need to learn from mistakes and improve system deficiencies, with an understanding that there is no tolerance for intentionally breaching these critical rules. The process allows one to understand why a rule was breached and then respond fairly and consistently to each situation. Anyone who breaks a rule will go through the same process, no matter where they work or what they do.

A Fair and Just approach expects that:

- People do make mistakes;
- People may develop unhealthy patterns of behaviour;
- Reckless and intentional conduct is not tolerated; and
- People are recognised and rewarded for promoting good safety practices and actively intervening to ensure a safe working environment.

A Fair and Just Culture therefore balances the need to have a non-punitive reporting and learning environment (i.e. an environment that is not focussed on attributing blame and administering punishment), with the need to hold persons accountable for their actions. It:

- Focuses attention predominately at identifying and addressing the system/organisation factors (root causes) that impact reliability and performance;
- Provides an atmosphere of trust in which people are encouraged for providing essential safety - related information (e.g. incident, hazard and near miss reports), building a healthy reporting culture; and
- Clearly defines where the line must be drawn between acceptable and unacceptable behaviour.

This fair and just chart cannot incorporate every possible scenario or situation; however it will help Management team to consider a broad range of issues so that the final decision is consistent with Unitec values.



CIE H&S Principles

At or Above Expectation (Reward and Recognition)

Normal Behaviour

The person did their job the way they should, according to all rules and good practices

Effective Intervention

The person identifies unsafe acts/conditions, stops work and makes or suggests improvements

Exemplary

The person helps others understand and improve the work environment

The person avoids the creation of situations that lead to violations

The person helps others learn from failures and successes

Below Expectation (Counseling, Training, Discipline)

Lapse or Slip

The person forgets or did something they didn't mean to do

Mistake

The person makes a poor decision or bad judgement

Unknowing Non-compliance

The person didn't know the rules

Making Do

The person needed to break the rules to stop harm occurring or was only way to get the job done

Organisational or Personal Benefit

The person breaks the rules for organisational or personal gain

Recurring

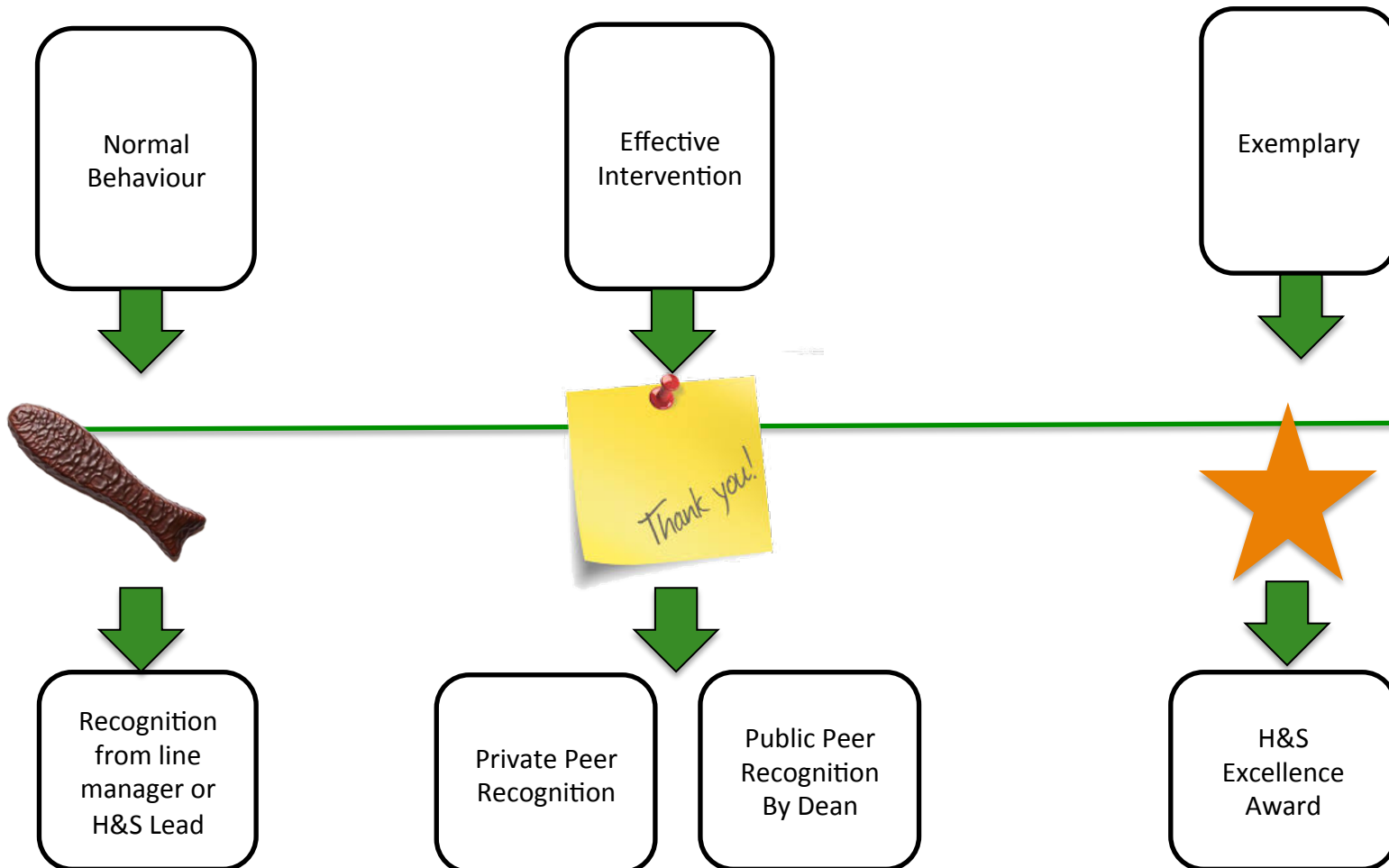
The person has a history of non-compliance or has repeated the action

Reckless or Sabotage

The person breaks the rules without caring about the consequences or intending to cause damage and/or harm



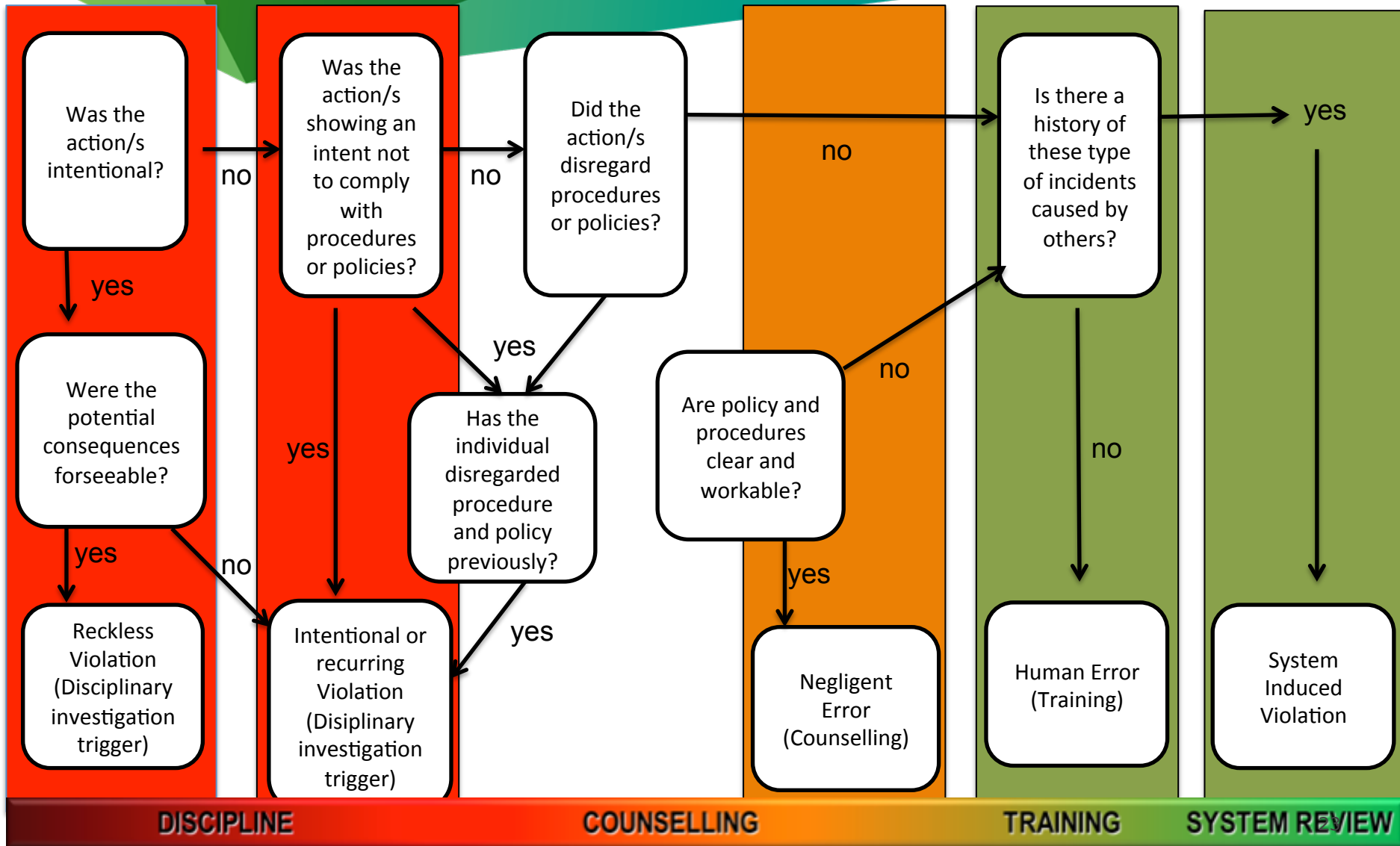
CIE Recognition Programme for Staff Behaviours above Expectation





CIE Fair & Just Decision Chart

Behaviours below Expectation





Student Compliance and Rewards

Support for staff to implement a compliance and rewards programme with students aims to improve student health and safety behaviour throughout CIE.

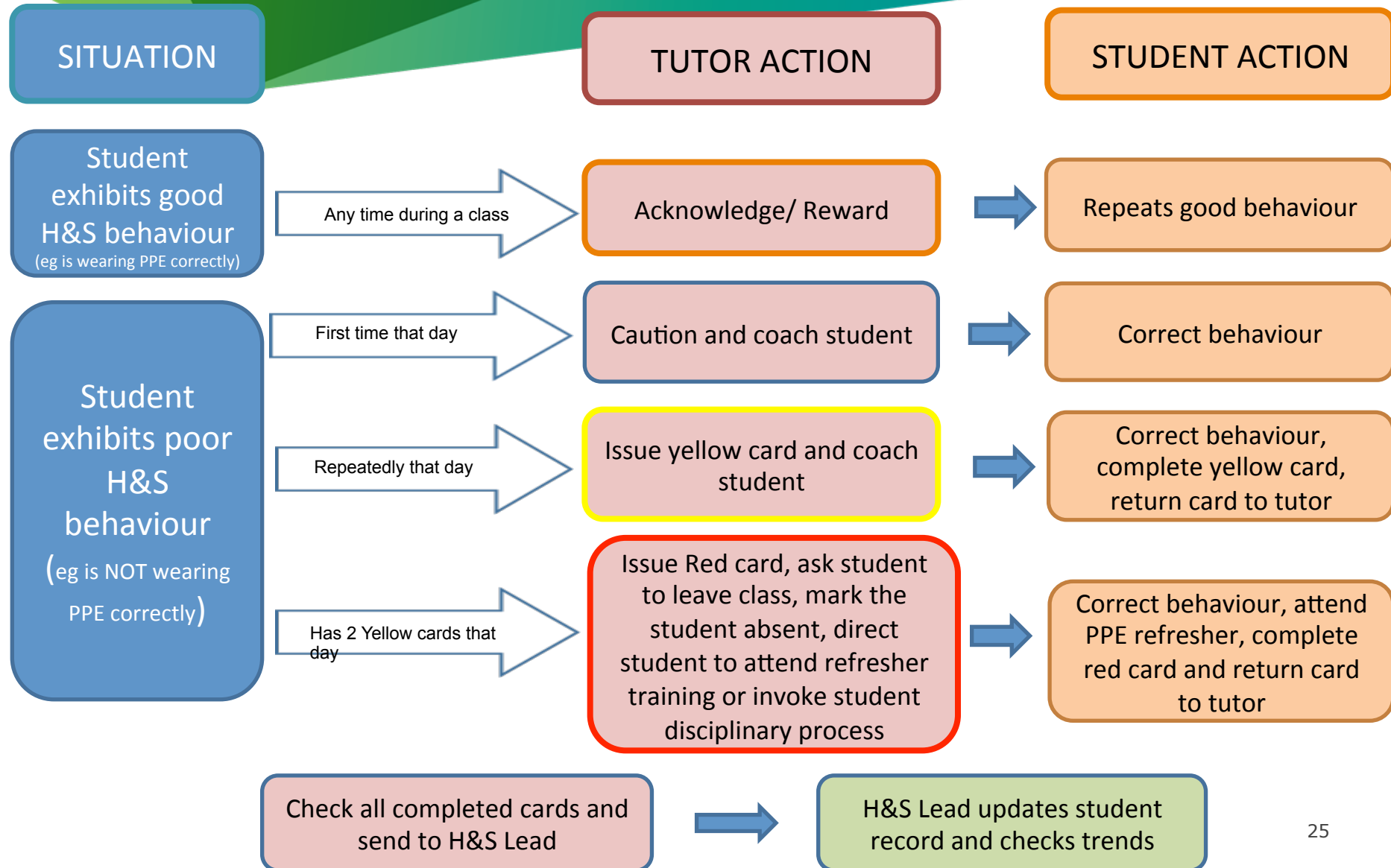
Incentives and rewards for employees students are just one of the ways in which we can encourage good health and safety on site.

The student card system aims to address compliance and rewards for students by:

- Encourage students to follow health and safety procedures;
- Give clear messages of behaviour that is unacceptable or below expectation;
- Reward those who achieve outstanding health and safety performance;
- Reward those who actively support a good culture on site;
- Encourage participation in safety initiatives;
- Encourage, reward and reinforce specific safe behaviours;
- Provide clear process for staff to follow for ongoing or repeated H&S behaviour issues.



Student H&S Yellow Card Infringement Process





Student & Staff Competency

We are implementing an innovative end-to-end Health & Safety system for students and staff at Unitec that includes induction, competency testing, compliance, and reporting.

This system will ensure all students have been appropriately trained and assessed before access to equipment is made available.

The system provides automated controls to ensure unauthorised use is not possible. More specifically:

- Video content that combines both H&S instruction and Standard Operating Procedures (SOP) on how to operating the equipment safely;
- Moodle based compliance and competency testing and reporting;
- A user interface that enables students to access H&S information from their own device (via augmented reality);
- Automated control of access to hazardous machines and workshop area through linking results from competency testing by users with Unitec smart card technology.

The benefits include:

- Unitec being fully compliant with Health & Safety at Work legislation in our workshops;
- Consistent, best practice training for all staff and students;
- Machinery can only be operated once staff and students have undertaken and passed competency based training and assessment;
- Reduced staff time developing materials for and undertaking student H&S training and assessments;
- Real-time reporting on who is eligible to operate machinery, and any incidences; and,
- Reduced staff time monitoring and lock/unlocking machinery based on eligibility (due to automated control mechanisms).

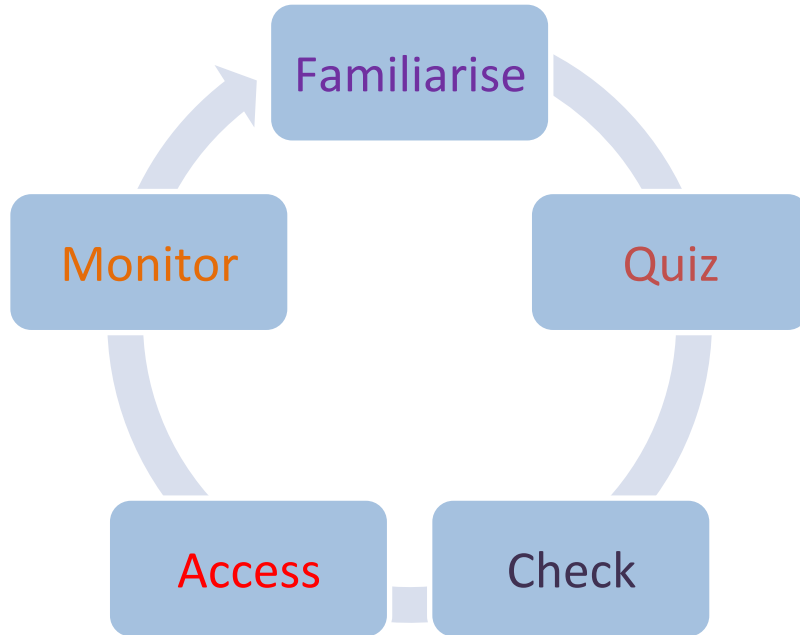


Machine Competency Quiz Process – Key Concepts

- ✓ The machine competency quiz process does not replace current teaching practices, they augment them
- ✓ No student is permitted to use any machine under reduced supervision without tutor approval AND having passed the competency quiz
- ✓ All machine competency quizzes will be reset before the start of each semester and must be retaken before students are allowed to work on machines with reduced supervision



Machine Competency Quiz Process – Key Steps



Familiarise: Tutor teaches students safe operating procedures on the machine over a few lessons

Quiz: Tutor directs student to watch the video and take the competency quiz (should take no longer than 5 minutes to do)

Check: Tutor checks Moodle records before the commencement of the lesson to ensure the student has passed the quiz

Access: If satisfied that the student is competent, tutor grants “reduced supervision” access to the student. *Note this does not change tutor responsibility for ensuring safe working at all times*

Monitor: Tutor monitors student operations on the machine and checks student ID matches the student operating the machine



Machine Competency Quiz Process Supporting Responsibilities



Health & Safety Lead and Technicians:

- ❖ Monitor students usage of machines and intervene when they see any unacceptable behaviours
- ❖ Check if the students working on the machines with reduced supervision are approved to do so
- ❖ Support tutors in application of the process

Academic Leaders / Heads of Practice Pathways:

- ❖ Undertake audits to monitor that students are taking and passing the quizzes before using machines with reduced supervision



Incident Process and Worksafe Reporting Procedure

The Health and Safety at Work Act 2015 requires certain types of incidents and injuries to be reported to Worksafe immediately. If you think there has been an incident or injury that meets the definitions below please **notify your Head of Pathway and Health and Safety team immediately by phone (The HS team is responsible for notifying Worksafe).**

What is a notifiable incident?

A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following:

- › a substance escaping, spilling, or leaking
- › an implosion, explosion or fire
- › gas or steam escaping
- › a pressurised substance escaping
- › electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
- › the fall or release from height of any plant, substance, or thing
- › damage to or collapse, overturning, failing or malfunctioning of any plant that is required to be authorised for use under regulations
- › the collapse or partial collapse of a structure
- › the collapse or failure of an excavation or any shoring supporting an excavation
- › the inrush of water, mud, or gas in workings in an underground excavation or tunnel
- › the interruption of the main system of ventilation in an underground excavation or tunnel
- › a collision between two vessels, a vessel capsizes, or the inrush of water into a vessel



What is a notifiable injury

‘Medical treatment’ is considered to be treatment by a registered medical practitioner eg; a doctor
‘Immediate treatment’ is urgent treatment, and includes treatment by a registered medical practitioner, registered nurse or paramedic.
If immediate treatment is not readily available (eg because the person became seriously ill at a remote site) the notification must still be made.

TRIGGER	EXAMPLES
An injury that requires or would usually require someone to be admitted to hospital for immediate treatment	‘Admitted to hospital’ means being admitted to hospital as an in-patient for any length of time. Being admitted to hospital doesn’t include being taken to hospital for out-patient treatment by the hospital’s A&E department, or for corrective surgery at a later time, such as straightening a broken nose.
The amputation of any part of the body that requires immediate treatment other than first aid	This would include amputation of: <ul style="list-style-type: none">› a limb (eg an arm or leg)› other parts of the body (eg hand, foot, finger, toe, nose, ear)
A serious head injury that requires immediate treatment, other than first aid	<ul style="list-style-type: none">› fractured skull› head injury that results in losing consciousness› blood clot or brain bleed› damage to the skull that may affect organ or facial function› temporary or permanent memory loss from a head injury.
A serious eye injury that requires immediate treatment, other than first aid	<ul style="list-style-type: none">› injury that results in, or is likely to result in, the loss of an eye or vision – total or partial› injury caused by an object entering the eye (eg metal fragment or wood chip)› contact with any substance that could cause serious eye damage. <p>Does not include:</p> <ul style="list-style-type: none">› exposure to a substance or object that only causes discomfort to the eye.



What you must do immediately after a notifiable event

1. Preserve the site

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- You need to assist the injured person
- Its essential to make the site safe or minimise the risk of someone else being hurt or killed
- Directed to do so by Police
- Permitted by the WorkSafe or Work

To ensure the site is not disturbed:

- The work set-up should not be changed
- Any plant, substances or other things involved in the event should stay where they are
- Work that could interfere with the site should stop. Work may continue in other parts of the workplace.
- No alterations should be made to the plant, vehicles, or structures involved.

Loss of a bodily function that requires immediate treatment, other than first aid (eg, through electric shock or acute reaction to a substance used at work)	<p>Loss of:</p> <ul style="list-style-type: none">› consciousness (includes fainting due to a work-related cause eg from exposure to a harmful substance or heat)› speech› movement of a limb (eg long bone fractures)› function of an internal organ› senses (eg smell, touch, taste, sight or hearing). <p>Does not include:</p> <ul style="list-style-type: none">› fainting not due to a work-related cause› a sprain, strain or fracture that does not require hospitalisation (except for skull and spinal fractures).
Serious lacerations that require immediate treatment, other than first aid	<ul style="list-style-type: none">› serious deep cuts that cause muscle, tendon, nerve or blood vessel damage, or permanent impairment› tears to flesh or tissue – this may include stitching or other treatment to prevent loss of blood or bodily function and/or the wound getting infected. <p>Does not include:</p> <ul style="list-style-type: none">› superficial cuts treatable by cleaning the wound and applying a dressing› lacerations that only require a few stitches a GP› minor tears to flesh or tissue.
Skin separating from an underlying tissue (degloving or scalping) that requires immediate treatment, other than first aid	<ul style="list-style-type: none">› Skin separating from underlying tissue where the tendons, bones, or muscles are exposed.

YOUR HEAD OF PATHWAY OR HEALTH AND SAFETY TEAM WILL CONFIRM BACK ONCE WORKSAFE HAVE BEEN NOTIFIED AND WHETHER THE SITE NEEDS TO REMAIN PRESERVED³²



Health and Safety is up to all of us – remember to look out for yourself and others - so everyone at Unitec goes home safe.