

# Health & Safety Monthly Update

December 2020



## Welcome to this month's edition of the Health & Safety Monthly Update.

This is to inform you of the current Health and Safety issues we are all challenged with and also contains some information to ensure we are all fulfilling our duties of looking after our people.

## Stay Safe in the Water This Summer



The holiday break is almost here, and that means lots of swims to cool off during those hot summer days! Here are a couple of handy tips for staying safe in the water this summer:

- **Don't swim without a buddy** or without telling someone you are going swimming, no matter how strong of a swimmer you are.
- Always try to **swim between the flags** where lifeguards are present, if possible.
- If you are swimming and find you need a bit of a rest, but are not in immediate danger, **roll over onto your back and float**. Floating on your back will allow you to catch your breath. Always call or signal for help by waving if you feel you are in danger.
- **Avoid using water wings/floaties/arm bands on children**. Water wings create a false sense of security, can pop or slide off easily, and teach the child to stay in an upright position while in the water. Instead, **use life jackets** that provide support around the chest area and never let your child go swimming above their head if they are using a life jacket.
- **Always keep an eye on children**, even when there are lifeguards present. Keep small children within an arm's reach at all times.
- **Be aware of rips**. If you do get caught in a rip, don't fight it - this will waste valuable energy. Instead, stay calm and float out with the rip before swimming parallel to the beach to get across the current. Then, swim diagonally back to shore. **Always call or signal for help by waving if you are not a strong swimmer or if you ever feel that you are in danger**.



## COVID-19: Alert Level 1

The virus is currently contained in New Zealand, but the worldwide pandemic is not over. Some of the rules we followed in previous alert levels are now no longer in effect, such as physical distancing, but we are still required to stay home if unwell and to contact trace. Please continue to use the Unitec contact tracing app. When on campus and continue to follow good hygiene practices.





### How do I access EAP Services?

To request a confidential in-person phone, video or e-counselling appointment phone or visit the website:  
**NZ 0800 327 669 | [eapservices.co.nz](https://eapservices.co.nz)**

## Safety Hero of the Month



The Safety Hero of the Month is Clint Hill, Director Infrastructure Operations, to acknowledge all of his work in Health and Safety throughout his 3.5 years at Unitec. Clint has been a role model for many staff and is someone who leads by example. He has raised the level of Health and Safety across Unitec and has consistently connected with all staff regardless of role or background. We would like to thank Clint for all of his hard work in this space and we wish him all the best as he returns to his much-loved world of Construction in the new year!

## Audit Notice

The Health and Safety team recently had an external audit of the Health and Safety Management System at Unitec, which was completed by IMPAC. The team is currently reviewing the report from the audit and its recommendations.

IMPAC has also completed external audits for the high risk Health and Safety areas of Creative Industries and Mataaho.

## First Aid and Fire Warden Trainings 2021



### First Aid

First Aid (NZ) Ltd delivers quality, pre-hospital response programmes unique to the specific needs of each workplace. This course meets the guidelines for First Aid in a New Zealand workplace. The cost of this course is \$75.00 (incl. GST). Please arrange for a purchase order to be raised made out to First Aid (NZ) Ltd before registering.

- Wednesday, 27 January
- Wednesday, 17 March
- Tuesday, 8 June
- Thursday, 9 September
- Thursday, 18 November

All courses are from 9.15am-4.30pm. Please register on the Nest or email [safety@unitec.ac.nz](mailto:safety@unitec.ac.nz) with any questions.

### Fire Warden

Topics covering during this 45-minute session include:

- How does the fire alarm work?
- Where's my assembly area?
- Who's the Building Warden?
- I have a student in a wheelchair - where's the safest place for them?
- Who makes a 111 call?

All of these questions will be covered at the training session. It's recommended that wardens attend refresher training every 12 months. Sessions will be held on:

- Thursday, 28 January at 1.30pm (Waitakere)
- Wednesday, 24 March at 9.30am
- Tuesday, 15 June at 1.30pm
- Friday, 17 September at 9.30am
- Monday, 22 November at 1.30pm

Bookings can be made on the Nest or email [safety@unitec.ac.nz](mailto:safety@unitec.ac.nz) with any questions.