

Health & Safety Monthly Update

November 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.

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 Some of the rules we followed in previous alert levels are now no longer in effect, such as physical distancing, but we are still required to stay home if unwell and to contact trace.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.



Becoming Aware of Slips, Trips, and Falls

Did you know that slips, trips, and falls are the highest causes of injury by far for staff and students at Unitec? There have been 52 incidents recorded in Vault over the past 12 months. **Some examples of risks include:**

- Tripping on an uneven surface, over an obstruction such as exposed cables, or over a wrinkled mat
- Slipping down a stairway and slipping over on a wet surface
- Poor lighting

Some examples of controls we have in place include:

- Signage such as 'Use the handrail' in place on all stairways
- Lighting - ensuring there is adequate lighting
- Spills management - ensuring that all spills are cleaned up immediately
- Hazard ID - reporting all Near Misses into Vault

Tips:

- Take your time and pay attention to where you are walking - be aware of your surroundings
- Use handrails on stairs
- Wear appropriate footwear and adjust your stride to a pace that is suitable for the walking surface
- Ensure that things you are carrying or pushing do not prevent you from seeing any obstruction, such as spills



Safety Heroes of the Month



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)

This month, our Safety Heroes are Brett Andreassen (Technicians Manager) and Bruce Hilliard (Mataaho Supervisor) from the School of Trades and Services. A plumbing lecturer had raised some safety concerns for his students who were working under the canopy area of Mataaho, and Brett and Bruce came up with a plan to rearrange the area, thus eliminating the hazards. This was a great example of the team working together to achieve some really positive outcomes for the betterment of our staff and students while ensuring that this space is a safe and tidy working environment for all.



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.

- Friday, 20 November 2020
- 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 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:

- Monday, 23 November 2020 at 1.30pm
- 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 with any questions.