February 2018

Dear Colleagues,

Welcome back! As we head into Semester One, I would like to wish you all a satisfying and fulfilling year. I look forward to continuing our good work together promoting the health, safety and wellbeing of all University staff, students and stakeholders. What follows is an update on topics of interest.

‘Health and Safety Orientation Video and knowledge check’
A reminder that there is a ‘Health and Safety Orientation Video’ with a knowledge check for staff in Career Tools. The video covers our commitment and expectations, our role as a member of staff, and the importance of achieving the highest standards of health, safety and wellbeing for all members of our community. An action task will be triggered by Career Tools in the near future.

There is also a video, for students to watch, on our YouTube channel. Please click on the image below;

Health, Safety and Wellbeing Handbook for all staff and students

I’m delighted to announce that the University’s Health, Safety and Wellbeing Guide for Staff and Students is now available on the Staff Intranet, available for access here (our handbook is under the heading ‘University Publications’). Students can, also, view this through the Policy Hub. The guide is divided into two parts. Part One focuses on health, safety and wellbeing principles that are relevant to all members of the University community. Part Two covers the A-Z of health, safety and wellbeing across a number of operational, academic and administrative areas. This e-book is succinct and user-friendly, with links and signposts to more information, and we hope you will find it useful as a ‘one-stop-shop’ for reference on all health, safety and wellbeing matters.
New Incident and Accident Reporting Form

I would like to take this opportunity to remind you to report any accident or incident that happens on a University campus or as part of a University activity – whether or not it has resulted in injury or ill-health. The Health, Safety and Wellbeing Service, on your behalf, has a legal obligation to notify WorkSafe New Zealand of serious accidents and events within tight timescales. We can only do that with your assistance and timely reporting of incidents.

We have recently updated our incident/accident form in order to make it easier for people to report and investigate incidents. This ensures that the correct information is captured for our records. Please ensure that you have the latest copy available.


Semester One reminders

Key staff will soon receive notification of the date and time of the Semester One fire evacuation drill in your building/area. I trust you will all be prepared for this drill on the day, and that your building and floor wardens are ready for action. This is a great learning opportunity, therefore, please ensure that you are familiar with not only your primary means of escape, but also alternative routes.

A polite reminder that line managers and academic leaders should determine whether any of their safety trained personnel have moved on, and if that is the case, ensure that they nominate replacement personnel for courses such as First Aid, Fire Warden, and Health and Safety Representative (HSR) training as required. Please notify Ash Mudliar (hsw@auckland.ac.nz, Health, Safety and Wellbeing Administrator) of any changes.

2018 Vice-Chancellor’s Health, Safety and Wellbeing Excellence Awards

On a final note, nominations are open for the Vice-Chancellor’s Health, Safety and Wellbeing Excellence Awards. Final nominations are to be sent to People and Organisational Development (POD), no later than 16 March. For further information, please contact pod@auckland.ac.nz.
The award recognises ‘good’ health, safety and wellbeing practices. It celebrates examples that show inspiration, innovation, and leadership in a tangible way. **It is open to all our staff (Academic and Professional) and students**, either individually or by team.

The selection criteria for the award are based on:

- **Impact** – making a big difference to the way health, safety and wellbeing is carried out or promoted.
- **Inspiration** – enthusing people to agree with and follow the changes they made.
- **Ability to go the extra mile** - beyond what would normally be expected of them in their role.
- **Sustainability** – making a change that would last. Consideration is also given to whether practices can be shared across our community.

The award is important because it provides a high profile opportunity to publicly honour staff and students who have gone the extra mile. I would encourage you to start ‘putting pen to paper’ and seeking out your ‘unsung heroes’ and nominating them. Thank you in anticipation.

Take care,

Lee Dewhurst, Associate Director, Health, Safety and Wellbeing