

HEALTH AND SAFETY INFORMATION

NAME:



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THE ENGINE
OF THE NEW
NEW ZEALAND



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WELCOME TO KEEPING HEALTHY AND SAFE AT MASSEY UNIVERSITY

Kia ora!

Being safe is more than avoiding injury. Massey wants you to be confident in knowing you are healthy and safe so you get the best in life.

Massey wants you healthy and safe

This booklet is to provide you with an introduction to knowing about the health and safety risks you may encounter while at Massey University, where to get help and information, and what to do if something does go wrong.

You need to take some safety actions

This booklet is self-directed. It provides some starting points for safety matters. You will need to set aside some time to review the hazard risks that apply to you or your work and their associated control measures implemented at Massey.

Set aside half an hour to read this booklet and skim the activities to find relevant health and safety processes.

Links to safety resources

To help there is a Health and Safety website. It is organised into three sections:

1. Information and tools for different groups; managers, staff and students.
2. Technical information on specific risk hazards such as: fieldwork, office work hazards, stress and fatigue safety procedures,
3. Emergency information including accident reporting and investigation

Starting at Massey's homepage the pathway to Health and Safety web pages is:

[Staffroom > Shared Services > Health and Safety](#)

STEPS TO HEALTH AND SAFETY



Know **who does** what. Spend a few minutes to understand allocation of safety responsibilities. The University looks after health and safety but you need to play a part as well.



Find out which **hazard risks** apply to you in your workplace. Your manager, colleagues and hazard register will help.



Knowing where to **locate information** on hazard risks is essential to keep you healthy and safe.



Attending health and safety **training** and ensuring you **use the appropriate equipment** provided will keep you up to-date on safety and protected.



If an **accident or injury** happens you need to know; how to get help with treatment, leave and compensation.



In **emergencies** you need to know where to find what to do and how to direct others you are responsible for.

In a University new or complex hazard risks can occur. Getting help with processes, unresolved issues or new matters can be done through **safety committees** and **Campus and Specialist Health and Safety Advisors**.

FAQs FOR STAFF ABOUT HEALTH AND SAFETY

Do I have health and safety responsibilities at work?

Yes, the New Zealand Health and Safety legislation assigns responsibilities to persons who conduct “a business”. This will span from University council through to individual workers personally. The bottom line is you must look after your own safety at work, and that nothing you do or fail to do may cause harm to other people. The University expects all in the University to play an active role in maintaining a healthy and safe workplace, including reporting accidents, incidents and unsafe conditions.

What if I have an injury or a near-miss incident at work?

Get treatment first. It is essential to report the event to your manager and Campus Health and Safety Advisor as soon as possible. An internal report form is available from your departmental administrator or the [Health and Safety website](#).

If the injury requires absence you or your manager need to contact the University’s Rehabilitation and ACC Administrator to provide medical certificates and to ensure rehabilitation support is put in place for you. The University has an arrangement with ACC which means that, in most cases, the University will continue your pay during the absence.

Where can I find out about emergency procedures?

Brightly coloured emergency flip charts are available throughout the University giving instructions to all staff, students and visitors on actions to take in an emergency. Make yourself familiar with

these [before](#) an emergency occurs. Emergency action notices are displayed at fire exits and emergency alarm points. Detailed emergency plans are available on the [emergency website](#).

Where can I get help if I'm suffering discomfort, for example, neck or shoulder pain? How do I find out how to set up my computer workstation comfortably?

The University's Health and Safety website has information and a link to the interactive website "*Habitatwork*", which will guide you through actions you can take to reduce discomfort. We also provide workplace assessments and your Campus Health and Safety Advisor can also assist.

What do my students (and visitors) need to know about health and safety?

Students must be informed of evacuation procedures and the requirement to report injuries on campus. It is essential students are instructed and monitored on precautions to avoid injury. Course objectives should seek to develop health and safety independence by students.

What happens if I have a non-work injury absence, who do I need to inform other than my manager/supervisor?

If you require time off for the injury then you will be contacted by ACC who will request your earning details. You or your manager need to send medical certificates to the University's Rehabilitation and ACC Administrator to cover the non-work injury absence. You need to tell your treatment provider and ACC that you work for Massey University. The University has an arrangement with ACC which means that, in most cases, the University will continue your pay during the absence. If in any doubt, contact the Rehabilitation and ACC Administrator.

HEALTH AND SAFETY RESPONSIBILITIES

Massey University is committed to providing a supportive, safe and healthy environment that is conducive to quality teaching, research and community service.

New Zealand's principal occupational health and safety statute is in the process of being changed to improve safety and health. As a minimum the University, employees, students and visitors must take reasonably practical steps to ensure their own safety and that of others. Staff in positions of responsibility have further accountability to ensure health and safety requirements are met for activities under their control. This includes students when they are being taught in classrooms, studios, laboratories and doing field work.

Health and safety responsibilities of managers

In health and safety a “manager” is anyone involved in decision making. Managers through their position of responsibility, have ultimate responsibility for providing and maintaining a safe and healthy work environment, and developing and maintaining a health and safety management system.

Managers are responsible for ensuring that:

- hazards are regularly identified, assessed and controlled;
- correct protective equipment is provided;
- substances hazardous to health are controlled;
- accident and incidents are reported and recorded;
- all workers are supervised and trained so that they can work safely;
- opportunities are available for workers to participate in health and safety issues;
- health and safety of workers is monitored, and
- procedures are developed for dealing with emergencies.

Workers¹ health and safety responsibilities

All workers are expected to play a vital role in maintaining a safe and healthy workplace by:

- ensuring safe work practices, which involves becoming familiar with established procedures to ensure safe performance of tasks;
- ensuring all accidents, near-miss incidents, hazard risks and unsafe conditions are either remedied or reported to appropriate persons, particularly management and Health and Safety Advisors,
- helping to determine how to correct unsafe conditions,
- reporting instances of pain or discomfort that may be associated with the work environment, and
- participating in treatment and rehabilitation plans to ensure an “early and durable return to work”.

Workers who interact with students also have responsibility for the implementation of health and safety within their realm of responsibility. For instance, students must be informed of evacuation procedures and the requirement to report injuries on campus. It is essential students are instructed and monitored on precautions to avoid injury.

Course objectives should seek to develop health and safety independence by students.

Students' health and safety responsibilities

Massey University's Health and Safety Policy outlines the vital role of students in maintaining a safe and healthy workplace by:

- ensuring no action or inaction causes harm to people,
- observing all safe work procedures, rules and instructions, and
- ensuring all accidents, incidents and unsafe conditions are reported to the appropriate person.

¹ Includes: employees, contractors, subcontractors, labour hire, apprentice, trainees, volunteer.

HAZARD RISKS IN YOUR WORKPLACE

A hazard risk can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

You need to familiarise yourself with the hazard register in the places you work. These registers list the hazards you may encounter or create in your workplace and how to manage them. The register details the controls that are in place so processes are undertaken safely.

Arrange to find out about the hazard risks by;

- getting a copy of the register from your supervisor,
- your department or section may have an elected health and safety representative, health and safety specialist or officer.
- contacting the Campus Health and Safety Advisor.

In your work you may encounter or create new hazard risks. If these can easily be remedied then action should be taken. If the hazard is significant and ongoing then report it to your manager. The process for identification and management is detailed on the Health and Safety website. Please contact your Campus Health and Safety Advisor for assistance.

Health and safety processes for common hazard risks are detailed next.

SOME SELECTED HAZARD RISKS

Below are hazard controls for some selected hazard risks you may encounter at the University

Muscular discomfort, pain and injury

Discomfort in muscles can be caused by muscle tension due to working in a static posture for prolonged periods. Workers affected include keyboard operators (e.g. academic, administrative and research staff), those undertaking process work (e.g. clerks, mail sorting) and other occupations which involve prolonged static postures (e.g. microscope work).

The symptoms of muscular discomfort can include fatigue, muscle discomfort, burning sensation, stiffness, aches and pains, weakness or numbness and tingling. If the symptoms are not addressed then injury can occur.

Such injuries are preventable by **early reporting** of any work-related discomfort or pain, and requesting a workplace assessment from the Rehabilitation and ACC Administrator, Health Safety web pages or Campus Health and Safety Advisors. The assessment examines your work station set-up, working techniques and work environment, and provides advice on preventing muscular discomfort.

Contractors

All contractors used for teaching, student supervision, research and including building, maintenance and service contractors, must identify the hazard risks that arise out of their work and who is to look after them as detailed on the University Health and Safety

contractor policy's and procedures. The contractors must be informed of the hazard risks they may encounter while working at the University.

Information on University contractor Health and Safety induction procedures and legislative requirements can be obtained from Facilities Management or Campus Health and Safety Advisors.

Hazardous substances, new organisms, radiation

New Zealand has strict controls on specialised hazards. University facilities, teaching and research work must meet the requirements as listed below (more than one requirement may apply).

<i>Specialised hazard types</i>	<i>Requirement</i>
New organisms	Ministry of Primary Industries containment or transitional facilities approval.
Genetic modification work	Approval by Genetic Technology Committee.
Hazardous substances	Code of Practice for CRI and University Exempt Laboratories.
Working with animal or human research participants	Approval for research is required (see Research website on intranet).
Pathological organisms	Standard precautions apply.
Radiation	Notification to Radiation Compliance Officer

Safety information on hazardous substances is available on line at [Home > Staffroom > Shared Services > Health and Safety > Specific Hazards > Hazardous Substances and New Organisms.](#)

SAFETY TRAINING AND PROTECTIVE EQUIPMENT

Safety training

A range of health and safety training courses are delivered on-campus or available relating to topics such as:

- comprehensive first aid,
- fire and evacuation training and
- managing hazardous substances.

To find out more and to enrol in courses, access the “*Development Calendar*” on the People and Organisational Development section of the University intranet.

Information and specific training on more specialised requirements is available from Campus Health and Safety Advisors.

Use and maintenance of safety equipment

It is a departmental responsibility to provide operational safety equipment as detailed in the Health and Safety Procedures on the University “*Policy Guide*” website.

The University endeavours to provide isolation type controls such as fume hoods or specialised facilities. These are usually maintained and checked by Facilities Management.

If facilities or equipment are not sufficient to provide personal protection, work must not commence until adequate protection is arranged.

ACCIDENTS AND INJURIES

Accident and incident reporting

An accident is an event that causes unintended harm or damage while an incident has the potential to result in unintended harm or damage. Both events must be reported.

In the event that someone is injured:

1. Give first aid assistance and if required, call an ambulance (111) and campus security.
2. If the injury appears to be serious –
 - do not interfere with the accident scene except to treat an injured person or prevent further injury or serious damage to property and
 - immediately contact your Campus Health and Safety Advisor.

Your manager and Campus Health and Safety Advisor must be promptly informed of all work-related accidents, illnesses and near-miss incidents involving staff, students, visitors and contractors. Reporting is important so that investigations can be made to determine how to prevent a similar occurrence. Investigations are for the purpose of prevention rather than to apportion blame.

Notification should be made using the internal “*Massey Accident (Injury, Illness or Near Miss Incident) at work report form*”. These forms are available from your manager, health and safety representative or University’s intranet – see “*Accidents*” in the Health and Safety section. Incidents and near miss events are to be reported on the same form.

Injury claim process

The University uses Accident Compensation Corporation (ACC) to cover staff for work accidents. Claims can be made through your treatment provider or doctor. Any work absence must be approved by a doctor.

Any injury or illness which occurred at work must be reported as an accident.

Rehabilitation and absence on ACC

The University has an active commitment to rehabilitation and will assist with your rehabilitation, to ensure early safe return to meaningful and productive work of an employee, following illness or injury. Employees are expected to cooperate with agreed rehabilitation plans.

When an employee is signed off by a medical practitioner for ACC leave (work or non-work related), a copy of the certificate must be forwarded to the Rehabilitation and ACC Administrator in the Health and Safety Office to ensure follow-up. Absences must be recorded using the ‘yourself’ leave system.



EMERGENCIES

Know what to do to protect yourself in the event of an emergency. In a catastrophic emergency, you may need to be independent. The University has issued personal emergency backpacks to permanent and fixed term staff. Staff are responsible for stocking these with essential survival items. For more information, see the Health and Safety website or contact a Campus Health and Safety Advisor.

Check your area for local evacuation procedures, location of fire exits, door releases, assembly areas and firefighting equipment. Emergency action notices are displayed at fire exits and emergency alarm points; these instruct you on what to do in an evacuation and where to assemble on exiting the building.

Brightly coloured emergency flip charts are available throughout the campus giving basic instructions for all staff, students and visitors on actions to take in various types of emergency. Make yourself familiar with these **before** an emergency event occurs. A detailed emergency plan for each campus is available on the Health and Safety website.

To help prepare yourself for an emergency event, find out:

- campus emergency numbers,
- location of first aid boxes and first aid rooms,
- where to access defibrillators or wheelchairs,
- how to help others (for example, students or persons with disabilities) and
- names of departmental fire wardens, health and safety representatives and first aiders.

HEALTH AND SAFETY CONCERNS COMMITTEES

There are a number of avenues to raise health and safety issues or concerns ranging from your immediate manager or supervisor, to the University health and safety committee.

Managers and supervisors

If you have any questions or concerns regarding health and safety, the first person to contact is your manager or supervisor. Some areas also have designated safety facilitators or officers.

Health and safety representatives

Questions or concerns can also be raised with elected health and safety representatives. Representatives are elected by staff to represent the views of colleagues in relation to health and safety.

For more about elections and functions of health and safety representatives, see the “*Employee Participation Agreement*” under the Health and Safety section on the University intranet.

Health and safety committees

There may also be workplace health and safety committees in your area.

Each campus has a Health and Safety Advisory Committee that meets regularly and consists of representatives from University management, Colleges, the Health and Safety Office and student associations. Each College and Shared Service is represented, to provide opportunity for employee participation in health and safety.

The University has an overarching strategy Safety Consultative committee, with governance membership.

SAFETY PERSONNEL

Campus Health and Safety Advisors

Each region has a Health and Safety Advisor who has an operational role and helps ensure the safety and well-being of staff, students and visitors to their respective campuses. The Health and Safety Advisors are supported by other functions listed below.

University Health and Safety Manager

The University's Health and Safety Office provides coordination and direction on health and safety systems, policies and procedures.

Rehabilitation and ACC Administrator

Contact the University's Rehabilitation and ACC Administrator about injury absence compensation and rehabilitation and workplace assessments.

Radiation and Biological Compliance Officer

The College of Sciences has a specialist officer to ensure radiation and biological compliance processes operate correctly.

Facilities Management

If an issue requires physical attention or maintenance, contact the Facilities Management Helpdesk.

Security

Massey has an on-campus security service available 24 hours, 7 days a week. Contact security if you require assistance for any reason or have particular concerns relating to personal safety, property theft/damage and suspicious activity.

APPENDIX 1: ACCIDENT AND EMERGENCY CONTACTS

- Notes: 1. Numbers are as dialled from an internal phone
2. The numbers below are current at the time of publication. However they may change over time

**Dial 111 and state service required (Fire – Ambulance – Police)
Then phone security**

CPR / Defibrillator

For cardiac arrest call 111

For access to automated defibrillator call:

Auckland:	ext 41010
Manawatu, Turitea & Hokowhitu:	ext 85030
Wellington:	ext 63333

Each University Department at Palmerston North, Wellington and Auckland should be able to direct you to a current qualified first aid person.

Facilities Management

Weekdays during working hours (7.30am to 5.00pm):

Albany (8.00am to 4.30 pm)	41606
Manawatu	82288
Wellington	63333

Medical Contacts for minor injuries and non-urgent cases

Weekdays during working hours (8.30am–4.30pm)

Auckland: Student Services, Health and Counselling Centre ext 41410

Manawatu: Massey University Medical Centre ext 85533

Wellington: Health and Counselling Centre ext 63030

Weekends and after working hours:

Auckland: White Cross Accident and Emergency, Glenfield	(09) 444 4244
North Shore Hospital	(09) 486 1491
Shorecare Accident and Emergency, Northcross	(09) 486 7777

Palmerston North: City Doctors, 22 Victoria Avenue (06) 355 3300

Wellington: Capital Coast Health Hospital, Riddiford St, Newtown
(04) 385 5999

Accident and Urgent Medical Centre, 17 Adelaide Road, Newtown
(04) 384 4944

Poisons and Hazardous Chemicals

National Poisons Centre (24 hours) 0800 POISON 0800 764 766
Material safety sheets <http://chemwatch.massey.ac.nz/>

Police

Weekdays during working hours (8.30am to 5.00pm):

Albany	488 6200	North Shore Policing Centre
Manawatu	85030, 85042, 350 5042	Community Constable
Wellington	381 2000	Wellington Central

Weekends and after hours:

Albany	488 6200	North Shore Policing Centre
Palmerston North	351 3600	Palmerston North Police Station
Wellington	381 2000	Wellington Central

Services After Hours

University staffs are available to attend to emergency matters related to campus engineering services, such as major operational breakdowns and failure of essential services. The scope of work attended to will be limited to making the area safe and carrying out emergency repairs.

Albany	Ext 41010 or (443 9777)
Manawatu	Ext 85030 or 350 5030
Wellington	566 7889 or 04 471 0119

Give explicit details of the problem and location.

Staff Welfare

Employee Assistance Programme (EAP) 0800 327 669

Security

Albany	41010	8.30am to 5.00pm
Manawatu	85030	8.30am to 5.00pm
Wellington	63333 or 0800 627750 or 027 4963681	24hrs/7d

YOUR SAFETY INFORMATION

A key part of health and safety is knowing where to get help when you need it. As your workplace is unique, you need to complete the table below to keep yourself safe.

We have organised the information into 3 sections, keeping safe, emergency actions and key contacts. You need to record key points, reflections, things to follow up, and key contacts.

Keeping safe	Key points, reflections, follow ups
Hazard risks and control plans in my workplace:	
Safety training needs	
Safety equipment needs:	

Emergency information	Key points, reflections, follow ups
Flip chart with key actions:	<i>It's also on safety web pages</i>
First aid kits/room location:	
Evacuation assembly place:	
Emergency equipment and location:	
Location of fire call point:	
Location of security help points:	
Nearest defibrillator location:	
Back pack stocked?	
Accident report form: (either hard copy or bookmarked)	
Emergency info for students or visitors:	

Safety Contacts	Name, contact detail
My Manager – work after hours	
Fire/ambulance /police	
Fire warden	
Security	
First aider(s)	
Elected H&S representative	
Department safety officer	
Campus H&S Advisor	
Rehab and ACC Admin	
Facilities help desk	
HR help desk	
Safety specialists	

