Physics and Astronomy Health & Safety Induction
September 2012

All new Physics and Astronomy staff, Post Doc’s, long term visitors, and research students must complete and sign off the following induction with the Department Safety Officer (DSO), be given the Dept H&S Handbook and complete the Safety assessment quiz before starting work in the department. Short term visitors are the responsibility of the person they are visiting, who must make them aware of evacuation procedure, assembly areas, emergency numbers, and any local hazards. More information can be found on the Physics and Astronomy website home page under the Health & Safety link.

☐ **Health and Safety Toolkit:** The [UC H&S Toolkit](#) is THE source for comprehensive processes that comply with NZ H&S practice. It is on the UC staff intranet and available to anyone with a UC login.

☐ **Emergency procedures:** Know the emergency and evacuation procedures for all venues you attend – see the [UC Emergency Management](#) web pages or signage and flipcharts placed around UC buildings. See [UC Security](#) for tips on staying safe on campus, including stranger danger and recommended walking routes.

**Emergency Phone Numbers**
- Dial **111** (all phones) for NZ Emergency Services (FIRE/POLICE/AMBULANCE)
- Dial **6111** (campus phone) or **0800 823 637** for UC Security for rapid response to all emergencies, in particular medical emergencies or defibrillator access via the University Health Centre. Sometimes there is a delay of Emergency Services, this is why it is essential to inform Security who can activate appropriate internal support; eg; UC Health Centre, Rescue Team, H & S, Incident Management Team. Non-emergency dial 6888.

If an alarm sounds evacuate through the nearest exit and proceed to the assembly. For emergency evacuations UC has a system of designated wardens and assembly areas:

- In a **FIRE** evacuate the building by the nearest EXIT and assemble on the grass area in front of the Physics car park.

- In an **EARTHQUAKE** drop, cover, & hold while the ground is shaking, then evacuate to our closest assembly area on the on the grass area in front of the Physics car park. Here you will receive advice/instruction from the Community Support Group, Security or other officials as to whether you should continue on to meet at Ilam Fields.
Who are the wardens for Rutherford (North wing) - Physics and Astronomy? A full list is maintained on the central [UC H&S Toolkit](#).
- **Building Warden** - Wayne Smith,
- **Floor Wardens**
  - L8 - Graeme Plank/John Hearnshaw
  - L7 - Roger Reeves, Xuefeng Lui
  - L6 - Jon-Paul Wells/Mike Reid
  - L4 - Laboratory Supervisor
  - L3 - Cliff Franklin/Laboratory Supervisor
  - L2 - Geoff Graham/Graham MacDonald
  - L1 - Robert Thirkettle/Graeme Kershaw

In LECTURE THEATRES the lecturer at the time of an alarm assumes the role of Warden and must be familiar with theatre evacuation procedures. This mainly involves clearing the room and reporting to the evacuation control point (usually a blue box with an evacuation panel). If no one else is around then they should notify the Fire Service by calling 1-111, and then Security 6-111 - although in a trial Security is likely to be present.

Who are the first aiders in the department: A full list is maintained on the central [UC H&S Toolkit](#).
- **Workplace First Aid:** Clifford Franklin, Orlon Petterson, Timothy Delaney, Graeme Plank
- **Workplace First Aid Comprehensive:** Sharlene Mullen
- **Pre Hospital Emergency Care:** Sharlene Mullen

Who is the Departmental Safety Officer? Steve Maddox

Who is the H&S Rep? Graeme Plank - nominated in September 2012

Who is the H&S Administrator? Sharlene Mullen

Event reporting (incidents/near miss/injury/illness/discomfort and pain/ serious harm): Forms are available for completion from the photocopier/mailroom room 711 or from the [UC H&S Toolkit](#). Once completed please give to the H&S Administrator for entering, signoff by HOD, then forwarding to UC H&S central. Please report immediately possible Serious Harm to the Departmental Safety Officer who will then communicate with the University Health and Safety Manager for appropriate action.

Hazard identification & management: The purpose of hazard management is to prevent harm or damage to people, plant or property by effectively indentifying hazards and applying appropriate controls to eliminate (E), isolate (I), or minimise (M) the hazard. This applies to all employees, self-employed people, contractors, students and other visitors. All staff and research students are encouraged to report to Department Safety Officer, H&S Rep, or a member of the Safety Committee, any perceived or suspected hazardous situation or practice, including a “Near Miss”! A Hazard Form, available from the main office should also be completed and returned to H&S Administrator. These forms are also available from the photocopier/mailroom (room 711). An annual work area Hazard ID is initiated by the DSO in April each year; continuous Hazard ID is a part of new equipment purchase; new environment or task and the Field Activity Planning process.
- All electrical appliances must be tested and tagged before use.
- Access to the Labs and Workshop is restricted and must be authorised by the area manager.
Field Activities ranging from group coursework to sole independent research require a plan and notification of intentions.

The Physics and Astronomy Safety Handbook contains accumulated wisdom on safety issues, the College of Science Safety Manual contains more generic safety information; the UC H&S Toolkit contains comprehensive H&S information and guidelines.

UC is an open campus so lock your office and secure your valuables against stranger danger and theft.

Employer/employee responsibilities: The following extract is from the UC H&S Policy dated July 2012. The UC Policy Library also covers Code of Conduct; Campus Drug and Alcohol Policy; Electrical Safety; Harassment; Smoke Free Policy, and many more.

Health and Safety Roles and Responsibilities
The responsibility for health and safety is a shared one between the employer and the employee, with the employer having the primary role for ensuring safety in the workplace.

Employer (Management) Responsibilities
Every manager has a responsibility for the health and safety of employees working under their direction. In addition, every manager has a responsibility for the health and safety of other persons (students, visitors, etc) under their control or direction. While managers are ultimately accountable for the health and safety of such persons, it is acknowledged that this may need to be delegated as the need arises.

Notwithstanding, managers are responsible for the following.

1. Taking all practicable steps to ensure the safety of employees at work.
2. Allocating sufficient resources for health and safety to function effectively.
3. Implement and review University of Canterbury health and safety policies and procedures.
4. Reporting on health and safety performance alongside regular reporting on other business activities, always ensuring an individual's privacy is protected.
5. Systematically identifying and regularly assessing existing hazards in the workplace, and controlling significant hazards.
6. Taking all practicable steps to ensure people in or near the work place are not harmed by hazards.
7. Maintaining a record and investigating all events.
8. Ensuring employees are trained to do their work or supervised by a person who can keep them from harm while at work.
9. Ensuring that where required, all employees are adequately trained in the safe use of protective clothing and equipment.
11. Providing reasonable opportunities for employees to participate effectively in processes for improving health and safety at work, in particular, hazard management and the development of emergency procedures.

Health and Safety Policy 4
12. Taking all practicable steps to ensure that contractors and their employees are not harmed.
13. Informing new employees of emergency procedures, hazards in the workplace, location of any safety clothing, devices, equipment and materials.
14. Actively supporting and participating in their employees' rehabilitation plan to ensure an early and satisfactory return to work.
**Employee’s Responsibilities**

Every employee of the University of Canterbury will share in the commitment to this Policy and is expected to play a vital and responsible role in maintaining a safe and healthy workplace through the following.

1. Observing all safe work procedures and instructions.
2. Ensuring their own health and safety and that of others.
3. Reporting any hazards or potential hazards immediately.
4. Using protective equipment and wearing protective clothing provided.
5. Making unsafe work situations safe or, if they cannot, informing their supervisor or manager.
6. Cooperating with the monitoring of workplace hazards and employees’ health.
7. Ensuring that all events are promptly reported to their manager.
8. If harmed, taking an active role in the University’s rehabilitation plan to ensure an early and satisfactory return to work.
9. Seeking advice from their manager if they are unsure of any work practice.
10. Participate in training and apply learnings.

- **The process for employee participation.** H&S Representative nominations and elections are held by UC H&S central in June/July each year, for a 3 year term. See the *Combined Unions & University of Canterbury Agreement on Employee Participation in Health and Safety* in the H&S Toolkit> under Reps & Committees.

- **Information about H&S forums/committees:** Physics and Astronomy H&S committee meets bi-monthly, minutes are published on the staff intranet and presented at All Staff Meetings (ASM) by Chair of H&S committee or DSO. H&S on agenda for ASM meetings, plus Computer Section and Physical Lab/Workshop meetings. The College of Science Committee meets up to six times a year. Minutes of these meetings can be found in the Staff Only area of the H&S Toolkit.

- **Rehabilitation and designated roles and responsibilities:** Rehabilitation for work and non work injury/illness will be addressed in discussion with the Head of Department and Central Human Resources (HR) and H&S advisors, as required, depending on nature of injury and duties. There is also an Employee Assistance Programme – see the HR Toolkit.

- **Work injury claims process:** Everyone in New Zealand is eligible for comprehensive injury cover, no matter how the injury happened or where (at work or home). Get medical attention asap if necessary; file a UC H&S Event form (available from the UC H&S toolkit) within 24 hours if the injury is work related an investigation and remediation will follow as required; claim for treatment via Accident Compensation Corporation (ACC) – and provide a medical certificate to the University of Canterbury. All medical information will be filed with HR on a medical file, this file can be reviewed by the staff member at any time and corrections can be requested if required.
Department Safety Handbook received.

Please log on to Learn and complete Induction - Safety Assessment Quiz at learn.canterbury.ac.nz. Key code Science

Workplace tour conducted by .................................................................
- Toilets/ sink/ showers.
- Fire extinguishers, fire hoses/ fire blankets, fire exits, exits, break glass alarms.
- Assembly point (where to go if evacuating).
- Drinking water.
- First aid kit location.
- Workplace hazard signs and what they mean.
- Dangerous areas in the workplace (slips, trips, falls).
- Introduced to the Department Safety Officer/H&S Rep/Building Warden.

Will you be using a University Vehicle? Yes / No
If Yes please read and sign the Vehicle Use Policy available from the Physics main office. Always follow university and department procedures when using department vehicles. The policy applies to all vehicles operated by the department, including "research vehicles" dedicated to particular projects, vehicles loaned from other departments, or hired for departmental business from commercial rental companies.

Is the induction checklist signed off by employer and employee: It is now! 😊

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Please sign and return to the Physics and Astronomy Department Safety Officer

Physics and Astronomy Health & Safety Induction
Sign Off

Employee/Visitor/Research Student:

In signing this document I acknowledge that I have worked through the Physics and Astronomy Health & Safety Induction and understand and accept our shared responsibilities.

Employer/Management Representative Name: ________________________________

Employer/Management Representative Signature: ______________________________

Employee/Visitor/Research Student Name: ________________________________

Employee/Visitor/Research Student Signature: ________________________________

Date: ________________________________