

College of Science Safety Manual

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*This is an uncontrolled document.
Check the online version for the most up to date information.*

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This Safety Manual is for students, staff, and researchers working in the College of Science. Please read it carefully and follow the guidelines to protect your safety and the safety of others.

The manual is not intended as a complete guide on safety matters, and any exclusion's are not excuses for unsafe practices.

In all cases, individual supervisors are ultimately responsible for site work practices.

Employer Commitment to Safety Management Practices

The employer is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

Ref: AS/NZS 4801:2001, sections 4.2, 4.4, and 4.6.

Roles and Responsibilities

The Act decrees that all people involved in a place of work, from the senior management to the newest employee, are responsible for ensuring the Health and Safety of themselves and others while at the place of work.

The various clauses within the Act place specific responsibilities on managers, staff, self-employed persons, contractors, and principals. The University of Canterbury Health & Safety Policy, and position descriptions, details all people's requirements.

Everyone is Responsible

Demonstrating Safe Systems of Work

The College of Science demonstrates safe systems of work within each department by:

- Using developed safe methods of use for completing various tasks
- Using operating procedures detailing the correct and safe method of completing hazardous tasks, for example, laboratory experiments.

Planning Review and Evaluation

The employer is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing and supporting systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.

Ref: AS/NZS 4801:2001, sections 4.3, 4.4, and 4.5.

Each department within the College of Science reports via their annual department safety report at a meeting of the College health and safety committee. The audit is planned and documented as part of the health and safety management plan, and is completed by suitably trained personnel.

Health and safety objectives for the College of Science are set annually using event statistics and the university health and safety objectives. These objectives are met by the departments by developing training plans and completing performance appraisals.

Evaluation

This is achieved using the College of Science Action Plan, located on the College safety induction webpage (LEARN) where accountability is delegated to designated people within each department. Activity is measured by these reports to the college safety committee.

Hazard Management

The employer has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which the employer has authority or influence.

Ref: AS/NZS 4801:2001, sections 4.3 and 4.4.

All departments complete and review general and laboratory hazard registers. The identification and management of all hazards, both high and low risk, plays a major role in establishing a safe place of work.

Hazards

An environment such as the College of Science is by nature hazardous. Each department in the College of Science has detailed procedures and guidelines for managing hazards. These are published in their printed Safety Handbooks and available online.

Potentially Hazardous Situation

Staff or students who identify a hazardous situation or practice must:

- Report it to the Departmental Safety Officer, or a member of the Safety Committee, and then work with them to complete a [Hazard Assessment & Control \(Word\)](#)

This also applies to near miss incidents.

Hazard Identification

All staff and graduate students complete and sign Hazard Identification and Assessment forms (CSH1 to CSH3, where applicable) each year as part of the University's ongoing obligations under the Health and Safety in Employment Act.

Extra copies of the assessment forms, and the guides for filling them in, are available online, from the Health & Safety Toolkit.

Completed forms must be returned to the Departmental Safety Officer by their due dates.

Hazard Significance

Hazards are assessed for significance using the definition of [serious harm](#). If the hazard is classed as significant, then the hazard is risk assessed to assign importance. Controls are developed for the hazard and it is then re-assessed for risk to ensure the control has worked. Controls are implemented according to the Health & Safety in Employment Act 1992 (HSE Act 92), by eliminating, isolating or minimising the risk.

Any event that causes serious harm must be immediately reported to the University Health and Safety consultant and the College of Science manager.

Each department has a safety handbook which contains any relevant procedures and guidelines for hazard management including identification and personal protection.

Dress

Always observe the department's safety rules on dress.

Every person working in a laboratory, store, or workshop must wear:

- Adequate town or walking shoes which protect the whole foot, i.e., not sandals
- A laboratory coat of at least knee length, or overalls as appropriate
- Suitable eye protection and specially provided protective gloves, footwear, and specialised clothing when necessary.
- Suitable hearing protection as required
- Keep long hair properly confined to avoid getting it caught

People abusing these rules will be asked to vacate the laboratory

Personal Protective Equipment (PPE)

Where hazards are controlled by minimisation and the need for PPE has been identified, departments supply equipment and train people in its correct fitting, use, and maintenance.

The use of PPE is to be considered an absolute last resort activity. The use of PPE manages the symptom not the cause and for that reason must be used only after all other control mechanisms have proved unsuccessful.

Where PPE is used, the departmental health and safety committee reviews the issues and decides whether health monitoring should be initiated for any person involved.

Failure to use PPE in the correct manner is a serious offence. Formal warnings may be given after an investigation and, if the person persists in this misdemeanour, removal may occur.

If PPE is required to minimise hazards, the college is legally required to provide it. If the college, as employer, has provided it, you, as employee, are required to wear it.

Laboratories:

Departmental laboratories require a basic level of PPE for all users. Staff and students are expected to comply with departmental dress codes and to correctly wear supplied PPE such as lab coats and safety glasses.

Supplied PPE must be monitored on its renewal and/or maintenance at least six monthly.

Appliance Electrical Testing:

- ***The Health & Safety in Employment Act 1992:***
States that every employer shall take **all practical steps** to ensure the safety of employees while at work
- ***Health & Safety in Employment Regulations 1995:***
Portable electric equipment (section 2.13) if provided must conform to the requirements of the ***Electricity Act 1992*** and the ***Electricity (Safety) Regulations 2010***
- ***Electricity (Safety) Regulations 2010:***
These new Regulations require portable electrical equipment to be tested and tagged in accordance with ASNZS3760
- ***ASNZS3760:2003:***
Appliances shall be inspected, tested and tagged by a competent person before use, and at regular intervals in accordance with this standard. This includes personal or externally borrowed equipment, brought onto campus.

Appendix 1 of the standard details the testing and inspection intervals.

1. Normal use extension cords and power boards are subject to an annual test and tag
2. Where leads and cords are not subject to normal flexing or in a Hostile environment then they are subject to a 5 yearly test and tag
3. Workshops require class 1 equipment to be tested and tagged 6 monthly.
Class 2 are subject to annual test and tag

Testing and tagging may be carried out internally as long as the person is competent, as per the standard

(At a minimum this requires completion of a two week polytechnic course and biennial refreshers)

Safety in the Field

Field work is an activity involving inherent risks and hazards. Severe or dangerous conditions may be encountered in any season in New Zealand. Trip leaders take safety precautions and every reasonable care concerning the safety of members of their party. However, everyone working in the field must behave responsibly to reduce the risk of an Event.

Field trip leaders must use the Field Activity Risk matrix to determine whether a Full Safety Plan is required. Discussion should be held with the Department's Safety Officer at least five days before the field trip.

The researcher in charge of each research project must complete an annual re-assessment of any Safety Plan in consultation with all associated field workers. It is the responsibility of all field workers to review field health and safety each year, identifying any new hazards or significant changes in the risk status of existing hazards.

Departmental Vehicles

Always follow university and department procedures when using department vehicles for fieldwork. Each department will manage the use and authorisation of their vehicles including:

- Licence details
- Hazard assessment policies and procedures
- Off road driving
- Recording trip intentions
- Emergency procedures; etc.

This 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.

Field Activity Safety

Whether the field work is on land or on water, an individual or group, all participants are required to follow the Field Activity Process. This process is to be reviewed regularly and reported to the College safety committee annually.

Information Training and Supervision

The employer will ensure that all employees are informed of their own responsibilities and the employer's responsibilities for health and safety in the workplace.

The employer will ensure that employees have specific knowledge concerning management of the hazards to which they are exposed through workplace procedures, environment, equipment and materials.

Ref: AS/NZS 4801:2001- section 4.4

Induction

Staff (*Researchers/Erskine Visitors*)

Human Resources (HR) section holds an induction programme for new staff members. The programme consists of a basic induction including emergency personnel; safety personnel; alarms, etc.

After this induction, the new staff member meets with the Departmental Safety Officer or their designate for a health and safety briefing. Following this the staff member must complete an online health and safety induction by reading the documents and taking an induction assessment, to confirm they understand their responsibilities.

Masters/Post Graduates/Interns/Long Term Visitors (*e.g. Sabbaticals*)

People in these categories operate under the department's health and safety responsibility and are required to complete the online induction programme.

Undergraduates

Undergraduates in each department are given an introduction at the start of the year which outlines the department's safety requirements and expectations.

Staff Training

Health and Safety training is available to all staff.

The Central Registry lists available courses for staff to attend online.

https://intranet.canterbury.ac.nz/healthsafety/info_training/index.shtml

This training includes topics such as:

- Fire Safety and Evacuation
- First Aid
- Emergency Warden Responsibilities
- Hazard Management
- Contractor Management.

Review of training materials, and management of training records, is the responsibility of the Central Registry.

Document Control

Each department has a Departmental Safety Officer and a designate. It is part of their role to ensure that safety documentation is kept up to date.

The College of Science Safety Manual is located on the College Safety Induction Webpage (LEARN) and will always be the most up to date version. Any copies made will have the date on the front, as part of the documentation control process, but may not necessarily be the most current version.

As part of the College of Sciences Safety Action Plan, a safety manual review will be held once per year.

Each department will ensure, as part of their annual safety audit, their departmental safety handbook is kept current.

Event Reporting, Recording & Investigation (Accident/Incident)

The employer has an active reporting, recording and investigation system that ensures incidents and injuries are reported and recorded, and the appropriate investigation and corrective actions are taken.

The terms incidents and injuries in this context include all [near hit](#) events, work-related illnesses, and injury events that harmed any employee during the course of their work.

Ref: AS/NZS 4801:2001, sections 4.4/4.5 and HSE Act 92, sections 7 (2) and 25-28.

What is an Event?

An [Event](#) is an accident or incident which actually causes a person to be harmed or which had the potential to cause a person harm.

A [Near Hit / Miss](#) is classed as an incident. This is an accident which does not cause an injury but had the potential to.

A [Critical Event](#) is an unforeseen event which could cause severe stress to a witness. The University Security Centre (6111) must immediately be informed of a critical situation.

Reducing Events

All events are recorded, investigated, and then reviewed by the College of Science health and safety committee for any trends. The event reporting forms are held by central registry for collation under section 25 of the HSE Act 92.

Event Reporting

To report an event, use the [Event Reporting form](#) from the staff intranet. Contact your Departmental Safety Officer (DSO) or departmental safety representative for help in completing the form.

Up to date lists of **Departmental Safety Officers; Safety Representatives** and **First Aiders** are maintained by central registry.

Event reports are investigated to identify the root causes of the occurrence. It is vital that any possible deficiencies be identified so they may be corrected as soon as possible. The form also provides a link into the hazard management system. This allows new hazards to be included into the hazards process and controls developed to ensure that the event doesn't happen again.

When an Event occurs:

1. Give first aid assistance if required, and do not hesitate to call an ambulance (6111 and/or 111) if the injury is serious.
2. Contact departmental safety personnel for guidance. Current safety contacts can be found on the Safety induction website.
3. Keep unnecessary people away from the scene.
4. If the accident involves serious harm, do not interfere with the accident scene except to treat an injured person or prevent further injury or serious damage to property.

Every event must be reported to the Departmental Safety Officer as soon as possible after it occurs. This assists the university to meet its requirements under the Health and Safety in Employment Act to record and investigate accidents, and remedy or monitor hazards. Failure to report accidents is in breach of University Regulations and may compromise ACC support and compensation.

If a hazard was involved, also fill out and return the Hazard/Incident Alert form.

Event Involving Serious Harm

The definition of [Serious Harm](#) is relevant to employers' duties to manage hazards, notification requirements, employees' rights to refuse to do dangerous work, and inspectors' powers to issue prohibition notices.

In the event of an accident involving serious harm your first responsibility is to the safety and well being of the injured person.

Do not interfere with the accident scene unless it is necessary to save life or prevent harm to any person, maintain access to an essential service, and prevent serious damage to or loss of property.

Immediately notify all serious harm injuries (as per First Schedule HSE Act) to the University safety consultant (extn: 6936), your Departmental Safety Officer, and the college manager (extn: 6615).

For a serious harm, the Departmental Safety Officer reports to the Head of Department. The college manager reports to the Pro Vice Chancellor.

First Aid Assistance

In the case of a medical emergency or serious injury:

- Ring 6111 and request Security to organise an ambulance.
- If you suspect a heart attack call 6111 **immediately** and request defibrillation.
- For professional first aid help, phone:
 - ❖ Student Health & Counselling Service (6402) - Monday to Friday 8:30am – 5:00pm.
 - ❖ Campus Security (6111) after hours.
- Give first aid until the arrival of an ambulance or a qualified medical expert.
- Contact a member of staff with a First Aid Certificate. *See the Central First Aid register on the UC staff intranet.*

Dealing with Blood and Moist Body Substances

There are recognised risks from coming into contact with moist body substances (blood and other body fluids). Several diseases can be contracted from infected blood or body fluids, including AIDS and Hepatitis B.

To keep safe, follow this rule:

- Don't touch until there is a barrier between you and the spill
- Use disposable gloves when you assist the patient and when you clean up.
- Be particularly careful if you have open cuts or unhealed wounds on your hands / lower arms.
- Whenever possible, get the patient to deal with their own blood spill.

Chemical Exposure to Eye

Wearing appropriate eye protection greatly minimises the risk of injury due to chemical exposure to the eye, but if it does occur:

1. Immediately flush the eye using the closest eye wash.
2. Hold the eye open as wide as possible while flushing for at least 15 minutes.
3. Seek immediate medical treatment and check the Material Safety Data Sheets for information about the chemical.

First Aid Facilities

First Aid boxes, clearly identified by a standard First Aid sign, are located at various locations within each Department (Refer to Departmental Handbooks)

There are also some Portable kits available from the Health Service and stores

Stock levels are checked regularly, but please report any deficiencies to the departmental safety officer.

The Health Service stocks a supply of epi-pens and kits available for treatment of bee / wasp stings etc which may cause anaphylactic shock. Persons who are aware they suffer from adverse effects should carry their own medication also when on Field Activities away from Campus.

Accident or Serious Harm forms are in each first aid kit, and must be filled in for each accident involving injury. Give the completed form to the Departmental Safety Officer.

Failure to do this is in breach of university regulations and may compromise ACC support and compensation.

Employee Participation in Health and Safety Management

The employer will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe working practices.

Ref: AS/NZS 4801:2001, section 4.4 and HSE Act 92, section 19 and schedule 1A

To ensure these requirements are achieved, the college convenes a college health and safety committee, which consists of management, employee, and student representation. Underpinning this group is the departmental health and safety committee.

A safe workplace is a cost-effective workplace.

The College of Science has adopted the requirements under section 19, part 2A "Employee Participation" as the general policy for employee involvement.

This requires the participation of employees in processes relating to health and safety in the workplace, so that:

- All persons with relevant knowledge and expertise can help make the place of work health and safe
- When making decisions that affect employees and their work, an employer has information from employees who face the health and safety issues in practice.

Meetings

The college holds five health and safety committee meetings throughout the year (September – August) and disseminates minutes via the college intranet. Representation at these meetings is from each department, the student body, and the university health and safety department.

Departments hold regular internal safety meetings to ensure their department is complying with its requirements. Minutes are made available for all staff and senior students.

Emergency Planning and Readiness

The employer has an effective general emergency plan to manage emergencies likely to occur within any part of the organisation's operation and to comply with legislative requirements.

Ref: AS/NZS 4801:2001, section 4.4

This objective is met by all departmental buildings completing six-monthly building evacuations, as per the Fire Safety and Evacuation of Buildings Regulations, 2006. These evacuations are organised by the Facilities Management Department.

Emergency Phone Numbers

Fire	111
Ambulance, Police	6111 (for Security to organise emergency services)
Campus Security (24 hours, 7 days a week)	6111
Campus Security from an external line	FREE PHONE: 0800 823 637
Doctor (Student Health) 8:30 am - 5:00 pm	6402
Defibrillator Service	6111
Works and Services	6400
University Safety Officer: Sharon Butt	6936

Emergency Procedures

All departments have, located in each corridor, a coloured flipchart. This flipchart details the actions to be completed in the event of a specific emergency.

This information is also available on the Universities **Emergency Management** page.

<http://www.canterbury.ac.nz/emergency/procedures.shtml>

Emergency Contacts

Each department lists **Safety Contacts** on the university intranet and also on the college health & safety site (LEARN induction system).

<https://intranet.canterbury.ac.nz/healthsafety/contacts/index.shtml#so>

Evacuation Procedures

Make yourself aware of the evacuation procedures before you need to use them.

In the case of an emergency, follow the instructions of the floor or building wardens

(Note: All staff members are able to act as a warden)

Lecture Theatres

Lecturers in charge of classes are the warden and are therefore responsible for the evacuation of their rooms, and for reporting to the Building Warden. Follow the instructions on the Rostrum notice.

Undergraduate Laboratories

Staff in charge of undergraduate laboratories must instruct students to stop their work; turn off burners; turn off electrical gear and shut windows and doors.

If an emergency prevents you leaving by the designated exit, use the exit at the other end.

After leaving the building, congregate at your designated assembly points (*Refer to evacuation posters by the exit doorways*)

On Hearing the Fire Alarm

When you hear the fire alarm, leave the building immediately.

If it is safe to do so:

- Close down any potentially dangerous processes or machinery
- Turn off all electrical equipment which cannot be left unattended
- Turn off all Bunsen burners
- Turn off the gas isolation valve switch if there is one in your department
- Close the windows.
- Close corridor and laboratory smoke doors behind you to prevent draughts.
- Follow the directions of the floor warden and leave the building using the stairs.
- Congregate in the designated assembly point.
- **DO NOT** congregate too close to the building.

DO NOT use lifts. They may fail in an emergency, or open at the floor the fire is on.

People with Disabilities/Injuries

In an emergency, if a person is unable to leave the building by stairs, leave them with someone either near the main lifts / stairwell and contact the building warden or fire service immediately on reaching the evacuation control board.

Do not remove an unconscious or seriously injured person unless they are in immediate danger of further injury by fire/falling debris, etc. Stay with them and send for help. Give first aid and get someone to call for an ambulance.

If you are disabled and likely to need assistance in an emergency, contact the Floor Warden or Building Warden of any building that you use regularly and ask for your details to be recorded in the Building Assistance Register.

Wardens Duties

Up to date lists of **Floor Wardens** and **Building Wardens** are maintained by central registry.

Floor Wardens

The prime concern of floor wardens during an emergency is saving life.

On hearing the alarm:

1. Initiate evacuation, instructing all personnel to leave the building.
2. As you check the floor, collect and wear the warden's armband.
3. Check that all gas isolation valve switch indicator lights are off, if required
4. Ensure, as far as possible, that your floor/area is evacuated. Remember toilets.
5. Ensure that all smoke-stop doors on the way to the exit are closed.
6. Note the location of persons remaining on the premises. This might include disabled or injured persons, or fire control personnel.
7. Once your floor has been evacuated, report to the evacuation board and slide the floor's indicator across to indicate that your floor is cleared.
8. Report to the Building Warden that your floor is clear and give details of anyone still in your area.
9. Remain at the evacuation control point with the Building Warden for further instructions.

Only if conditions permit and it is safe to do so, and the area has been cleared, should anyone attempt to extinguish a fire.

Building Wardens

1. Ensure that the Fire Service has been notified.
2. Report to the evacuation board.
3. Wait for the reports from the floor wardens.
4. Report to the Fire Service when they arrive.

Geological Sciences building warden only: When all floor wardens have reported in, contact the Biological Sciences building warden at the control panel (extn 772) to inform them of the Geological Sciences evacuation status.

During an emergency the building warden has absolute authority until the emergency service arrives.

Fire

Fire is one of the greatest potential hazards in the building and every effort should be made to avoid starting one.

Examples of fire hazards include:

- Bunsen burners left on
- Water baths running dry
- Self-igniting chemical mixture
- Poorly maintained electrical equipment
- Lack of precautions when handling flammable solvents.

Buildings are protected by an Automatic Sprinkler Fire Alarm System. A serious outbreak of fire will activate the ceiling sprinkler head above the fire, releasing a continuous spray of water. It will also activate the fire horns and automatically notify the Fire Brigade.

If You Discover a Fire

- Prompt action will often prevent a **small** fire from becoming a major disaster. Smother flames with a wet towel or even a notebook.
- Call "**Fire!**" to alert other people in the area.
- If the fire is small, use an extinguisher if it is safe to do so. If the fire is not going out, raise the alarm with the nearest fire alarm to begin evacuating the building.

Note: a small fire is defined as a fire that is smaller than one in an office wastepaper bin.

Only if conditions permit and it is safe to do so, should anyone attempt to extinguish a fire.

Be Prepared

How you react in a fire will depend on how well you have prepared yourself **before** it happens.

Make sure you know:

- Where the exits from your work area are where the nearest alarm is
- Where the assembly area is, and how to get there.
- Where the hose reels and extinguishers are, and how to use them.

Know what to do if you discover a fire

Be familiar with your department's evacuation procedure.

Remember:

- **Never** use a lift during a fire as it could stop at the floor where the fire is.
- Close all doors behind you on the way out and do not re-enter the building until the Fire Service has told you it is safe to do so.
- Before opening a door, feel it with the back of your hand. **If it is hot, leave it closed** and use another escape route. If it feels normal, brace your body against it and open it slightly. Be prepared to slam it shut if heat or smoke rushes in.
- If you get trapped in smoke, crawl low at floor level where the clean air will be.

Be prepared to raise the alarm. People often have a natural reluctance to cause a disturbance, but serious fires have developed from a failure to inform the Fire Service quickly, and to evacuate the building while the opportunity existed.

Fire Extinguishers

The following types of fire extinguishers are installed throughout the buildings. Become familiar with their location and recommended use.

Type	Colour	How to Use	What to Use For
Dry Powder	Red with a white band	<ul style="list-style-type: none"> ➤ Remove pin or break seal ➤ Squeeze handle. 	General Purpose: <ul style="list-style-type: none"> ➤ Especially Solvent fires
CO ₂ Gas	Red with a black band	<ul style="list-style-type: none"> ➤ Remove pin or break seal ➤ Squeeze handle 	General Purpose: <ul style="list-style-type: none"> ➤ Especially Solvent fires
Hose Reels		<ul style="list-style-type: none"> ➤ Turn on stop valve ➤ Turn nozzle ➤ Control water flow 	<ul style="list-style-type: none"> ➤ Paper ➤ Wood ➤ Rubbish
Blankets	<ul style="list-style-type: none"> ➤ Use to smother flames if a person's clothing is on fire; ➤ DO NOT Roll a person in a blanket if their clothes are on fire, as the blanket could act as a chimney and move the heat and smoke towards the face. 		

Used Fire Extinguishers

- When an extinguisher has been used, immediately notify the Departmental Safety Officer who will arrange to have it recharged.
- A used extinguisher should be laid on its side on the floor.

Chemical Hazards

Contact the lab or workshop technician **immediately** for advice in the event of:

- A major spillage
- A cylinder or apparatus leaking a hazardous gas
- A reaction that has become potentially explosive
- Any such sudden emergency.

If you are unable to contact them, call Security on 6111, who will call and coordinate emergency services, from an area not affected by the hazard and activate the building alarms.

Gas Leaks

If you discover a gas leak:

- Shout a warning.
- Extinguish any flames and check that the nearest gas isolator switch is off.
- **DO NOT** switch off or on, any electrical switch (due to the risk of sparking).
- **DO NOT** use any electrical equipment, including cellphones and hand held radios.
- **DO NOT** activate the building alarms.
- Initiate evacuation by giving verbal instructions to the occupants.
- Move away from the contaminated area.
- Contact the Laboratory Manager.
- Contact Security on 6111, who will call and coordinate emergency services, from an area not affected by the hazard and follow any instructions
- Move anyone overcome by fumes into fresh air and give rescue breathing if necessary.

Earthquake

In a strong earthquake take immediate cover under any solid structure, such as a table or bench. If you are outside, keep clear of buildings.

If you are inside:

- Stay inside.
- STOP – DROP – HOLD: - Move away from windows, equipment and furniture which may be dangerous.
- Move clear of large light fittings and other suspended items.
- In libraries, move clear of book stacks.
- Take immediate shelter under desks or lie down beside a solid structure (such as an internal beam or wall) and hold on.
- Wait for instructions from the warden or rescue teams.

If you are outside:

- Stay outside.
- Take shelter clear of buildings; trees; power lines or other potential hazards in the nearest open space / car park

When the shaking stops:

- If a fire has started, put it out if possible.
- Check for electrical and gas hazards. Turn off all electrical switches and gas taps.
- Assist anyone near you who is injured.
- Stay inside; there may be worse hazards outside.
- Wait for instructions from the warden or rescue teams.

If an evacuation is initiated:

- DO NOT check locked rooms
- DO NOT become isolated – STAY with others
- Be aware of potential hazards e.g. glass, fallen lights, floor debris
- Evacuate in an orderly fashion to the nearest open space / car park

Contractor Management

The employer has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm to the employees of the principal while undertaking the work required.

Ref: AS/NZS 4801:2001, section 4.4 and HSE Act 92, section 18

Contractor Selection

All regular, long term contractors will have proven their health and safety to the satisfaction of Facilities Management, University of Canterbury.

Responsibility

Anybody who engages a contractor is responsible and will be held accountable for their management and control. The Control of Contractors Flowchart must be followed at all times.

The person running the contract ensures that contractors:

- Complete their departmental induction/safety brief prior to starting any work
- Follow sound health and safety practices when carrying out their own trade within the department
- Sign in and out of the department for security and safety. This applies whether contractors are already inducted or not.

Inadequate Safety Precautions

Where a contractor is not taking adequate safety precautions, they are requested to cease working until the situation is remedied. If no corrective action is taken, the DSO or their designate asks the contractor to leave the site until the situation is resolved.

If no agreement can be reached, the work will be stopped and a possible alternative found. The department will at this point inform FM of the situation.

Contractor Performance Review and Evaluation

Contractors are responsible for supervising their own work and for ensuring that they and their employees work safely, but we, as a college, must maintain contact for the duration of the contract and conduct an assessment that is related to the hazards associated with the job.

Contractors do not have to be watched all the time. An agreement may be reached before work begins about what constitutes an appropriate level of review.

High-risk work requires greater contact than work that involves minimal hazards. This is managed and reviewed by FM.

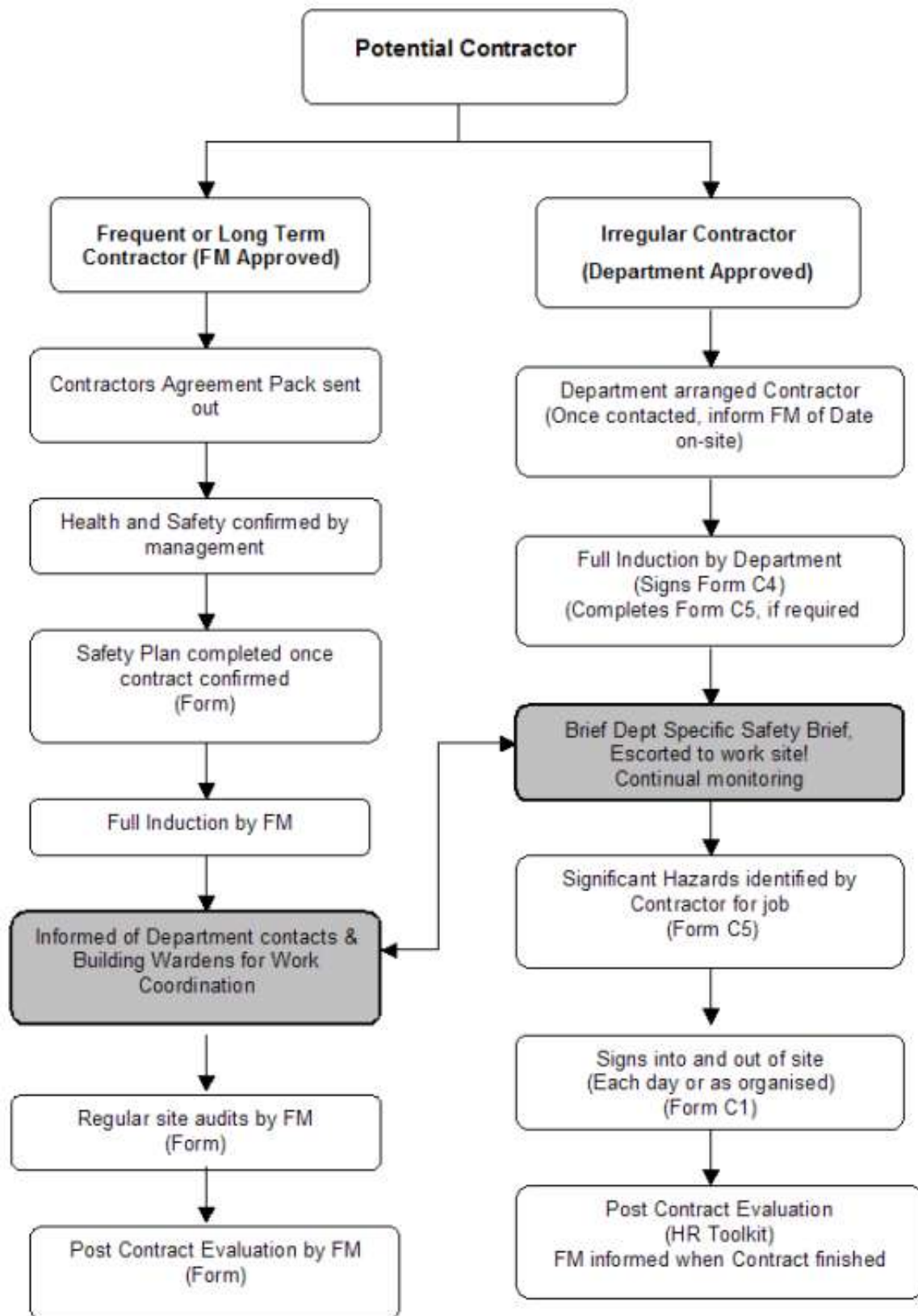
Limited duration contracts shall be assessed when the work begins, to confirm the contractor's understanding of the work and access to required equipment.

Post Contract Evaluation

A review of the contractor's health and safety performance aims to:

- Establish that the work has been completed to required standards and that the site is free of hidden hazards which could harm staff or other people occupying the site.
- Provide objective information about the contractor's performance that may be used as for selection of contractors for future work.

Control of Contractors Flowchart



Definitions

Serious Harm

Serious harm means death, or harm of a kind or description to be serious for the purposes of the Act.

A serious harm is defined in the HSE Act 92 under Schedule 1 as:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - ❖ respiratory disease
 - ❖ noise-induced hearing loss
 - ❖ neurological disease
 - ❖ cancer
 - ❖ dermatological disease
 - ❖ communicable disease
 - ❖ musculoskeletal disease
 - ❖ illness caused by exposure to infected material
 - ❖ decompression sickness
 - ❖ poisoning
 - ❖ vision impairment
 - ❖ chemical or hot-metal burn of eye
 - ❖ penetrating wound of eye
 - ❖ bone fracture
 - ❖ laceration
 - ❖ crushing
2. Amputation of a body part
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
4. Loss of consciousness from lack of oxygen
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance
6. Any harm that causes the person harmed to be hospitalized from a period of 48 hours or more commencing within 7 days of the harm's occurrence.

To determine if temporary severe loss of bodily function exists, consider:

- Is the person suffering from pain or health impairment, which is significantly more than discomfort?
- Is the pain or health impairment severe enough to prevent a person using a part of the body i.e. movement prohibited by pain, respiratory disease etc.
- Is the person's condition likely to be temporary?

Near Hit / Near Miss

A near hit is an unplanned event that did not result in injury, illness, or damage but had the potential to do so.

Only a fortunate break in the chain of events prevented injury, illness, or damage. Human error is often what initiates a near hit but a faulty process or system can permit or compound the harm and should be the focus of improvement.

Event

An event is an accident or incident that causes a person to be harmed, or had the potential to do so.

Critical Event

This is an unforeseen and possibly psychologically traumatic event which could cause severe stress to a person who witnesses it.

Examples include:

- Workplace violence
- Witnessing a fatality or near fatality
- Bomb threats
- Assault
- Explosions, etc.

If a critical event causes injury, seek first aid assistance.

