

Health and Safety Briefing

A warm welcome to the College of Engineering



February 2017

“Going Home Uninjured”

- Our objective is to ensure that all students and staff go home safely.
- As professionals, you will be involved in workplace safety.
- **You** are responsible for your own safety.
- The College of Engineering has **4** simple rules.

The Four Cardinal Rules



Appropriate Personal Protective Equipment (PPE) must be worn at all times.



Do not override, remove or interfere with any safety equipment, including guards or shields.



All injuries and incidents must be reported.



Everyone working in a laboratory or workshop must have authorisation of the area manager.

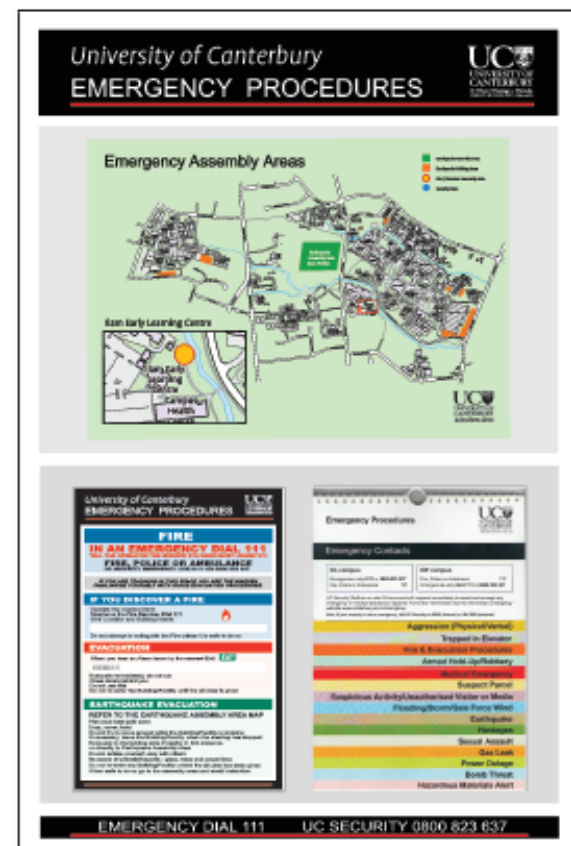
Staying Safe

- The following slides have information you need to know in an emergency.
 - **Key phone numbers**
 - **Fire and earthquake procedures**
 - **How to report an event or hazard**

Emergency Preparation

- Know the evacuation procedures for all venues you attend.
- Read and understand the Emergency Procedures.
- Programme Security's emergency number into your mobile phone:
0800 823 637 - please do it now!

www.canterbury.ac.nz/emergency/



Emergency telephone numbers

- **Emergency services**
 - 111 (from cell phone)
- **Emergency services**
 - 1-111 (from campus phone)
- **University Security Emergency**
 - Ext. 6111 (from campus phone) or
0800 823 637 from cell phone



(ensure you now have this number programmed in)

Medical Emergency

1. Render assistance if able – call for assistance
2. Call Security on **6111** or **0800 823 637** and state “**Medical Emergency**”
3. **Security will call the Ambulance Services** and ensure they arrive at the correct part of campus by keeping in radio contact with them.
4. Give first aid until the arrival of an ambulance or qualified medical expert.
5. If the emergency is a possible cardiac or respiratory arrest there are **five** defibrillators situated around our College.
6. These defibrillators are **fully automated** and will prompt an untrained user through the rescue procedure.

Location of Defibrillators

- The five defibrillators around our College are located as follows:
 1. Civil/Mech Building – North end ground floor lift foyer
 2. Electrical Engineering Wing, Ground Floor (near stairwell in middle of Wing)
 3. Erskine Building, Level 1 (ground floor), opposite lifts.
 4. School of Forestry Building (main entrance foyer).
 5. John Britten Building (main entrance foyer).

Security, Health Centre and the Sports and Recreation Centre also have defibrillators.

FIRE

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Notify the Fire Service by calling 1-111
3. Call Security on 6111 or 0800 823 637.
4. Close down potentially dangerous processes or machinery if possible to do so **safely and with no delay**. Leave lights on.
5. Leave immediately by the nearest escape route.
6. Report to your designated assembly area.

Fire Assembly Points

- Students are working in many different areas on campus so it is important to familiarise yourself with the relevant assembly points each time you are in a new location.
- Your lecturer or technician can inform you of these in the different locations you will be using.
- Alternatively there is the campus map showing all assembly points at <http://www.canterbury.ac.nz/maps/home>

Earthquake Procedures

What should you do?

- Drop, Cover, Hold – take shelter under solid furniture or in doorways
- Do not try to move around while the building/facility is shaking.
- When shaking stops, evacuate the building by the nearest exit. **DO NOT USE LIFTS.**

Earthquake Procedures

What should you do?

- **Evacuate to the nearest holding area or the main Earthquake Assembly Area on Ilam Fields if safe to do so.**
- Do not isolate yourself, stay with others.
- Be aware of potential hazards – glass, trees etc.
- Do not re-enter any building/facility unless the all clear has been given.

Aftershock Procedures

What should you do?

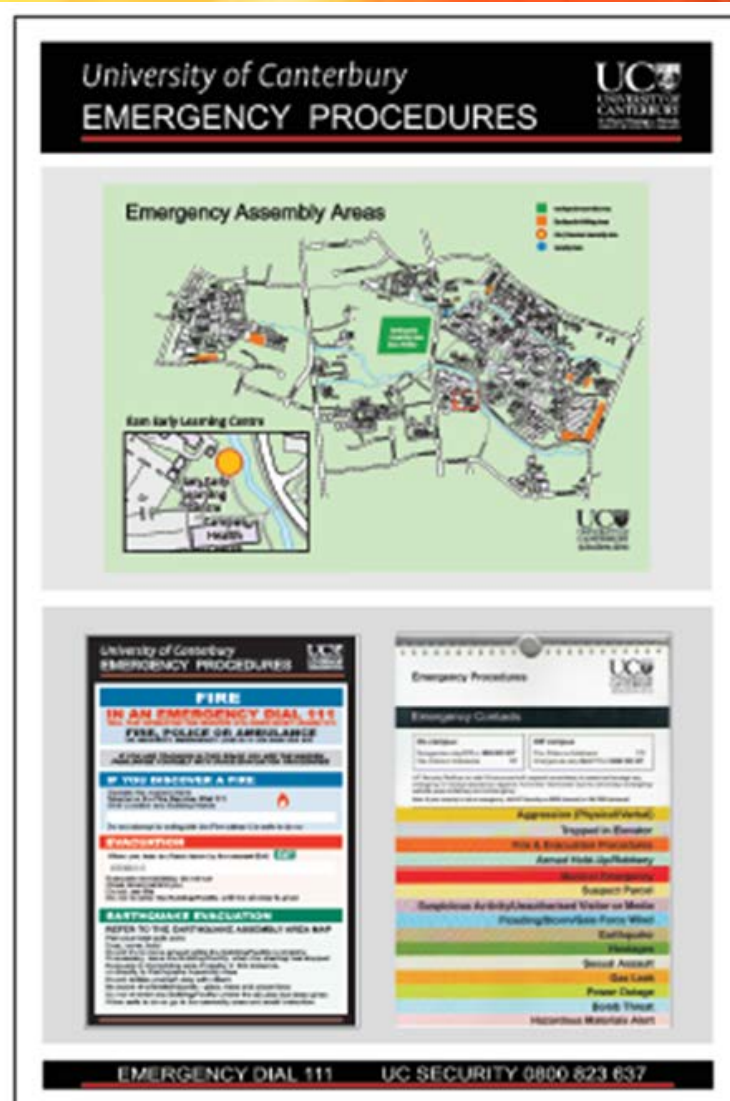
If already outside

- Stay outside.
- Take shelter clear of buildings, trees, powerlines or other potential hazards.

**If emergency assistance is required, phone
ext 6111 or 0800 823 637.**

Emergency Assembly Areas

View these
assembly areas
maps and
emergency
procedures charts
around campus.



UC Security

located at 114 Ilam Road

- Security Officers patrol the campus 24hrs / 7 days a week and provide assistance and support for students and staff. All Security staff are trained in First Aid and the use of the University's Defibrillator in case of cardiac arrest. Officers patrol on foot, on Segway personal transporters, on mountain bikes and by vehicle so expect to see them anywhere at any time.
- UC Security Officers are approachable and knowledgeable about the campus. If you are lost or need assistance, please ask one of them for help.
- Report any suspicious behaviour to Security, no matter how minor.
- Vigilance and prompt reporting prevents incidents and it might prevent an unpleasant situation arising.

UC Security

located at 114 Ilam Road

- Avoid walking alone at night and travel with a friend
- Always use illuminated and [recommended walking routes](#) at night.
- Ensure that all vehicles are locked and valuables are in a safe place.

If you are uncomfortable at any time, call the Security Office (6888) and ask for assistance, it is just good sense to do so.

- www.fm.canterbury.ac.nz/operational/security/security.shtml

Walking around campus

- **SAFETY** has to be your **Number 1 priority**, look where you are going, **not at your phone** whilst walking around campus.



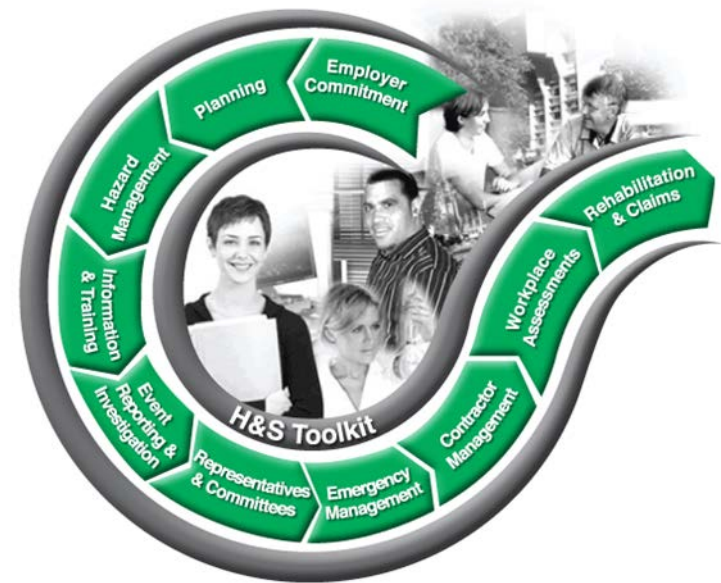
- There will be many trucks and heavy machinery moving around the Ilam campus as a number of UC Transformation Projects are taking place.

Emergency Beacons and Call Points



How to report an Event or Hazard and more Health and Safety information

- An event is any accident, incident, near miss, injury, harm, serious harm, mishap, feeling of pain or discomfort that occurs in your place of work or study.
- **Students are required to report events**
- Full details how to are on
- the UC Health and Safety Toolkit
- <https://intranet.canterbury.ac.nz/hs/toolkit/>
- Access is available to all students via
- your log-in or refer to your
- Departmental/School Administrators for
- assistance.



Have a safe and successful year!

College Health & Safety Committee