



Health & Safety Manual 2020/2021

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1. PURPOSE

The purpose of the UP International College Health and Safety Manual is to provide the foundation for building a safe work culture and provide all employees and Managers with relevant information about Health and Safety procedures and policies.

2. REVIEW

This Manual will be reviewed in the event of the following circumstances:

- As a result of legislative and corporate requirements
- As a result of a new hazard being identified or introduced to the operation
- As the result of an incident investigation
- Audit checklist completed twice a year

3. THE HEALTH AND SAFETY at Work ACT 2015

The Health & Safety at Work Act (HSWA) was passed in parliament in September 2015 and implemented April 2016. The main purpose of the Act is to secure the health and safety of workers and workplaces by:

- Protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks
- Providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety;
- Promoting the provision of advice, information, education, and training in relation to work health and safety; and
- Ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and
- Providing a framework for continuous improvement and progressively higher standards of work health and safety.

Workers and other persons should be given the highest level of protection from hazards and risks arising from work or from specified types of plant as is reasonably practicable [HSWA s3].

4. WHAT IS AN UP INTERNATIONAL COLLEGE WORKPLACE?

4.1 Place of Work

[HSWA, s20]

- a. In this Act, unless the context otherwise requires, a workplace:
 - I. Any place where work is being carried out, or is customarily carried out, for UP International College
 - II. Includes any place where a worker goes, or is likely to be, while at work.

- b. This includes:
 - I. (a) a vehicle (including a private vehicle used for UP International College purposes), vessel, aircraft, ship, or other mobile structure; and
 - II. An area that an employee may need to pass through to reach their place of work, such as a car park on company sites.
 - III. A place of work includes a place on site where an employee may come to rest or to eat such as a cafeteria or break room.
- c. The HSWA is a non-prescriptive Act, and as such most of the obligations in the Act are qualified by the requirement for employers and employees to act where 'reasonably practicable', to ensure the health and safety of employees, students, contractors and other persons.

4.2 Reasonably Practicable

[HSWA, s22]

In the Act, "reasonably practicable" is defined as:

- a. That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering all relevant matters, including:
 - i. The likelihood of the hazard or the risk concerned occurring¹,
 - ii. The degree of harm that might result from the hazard or risk,
 - iii. What the person concerned knows, or ought reasonably to know, about the hazard or risk,
 - iv. Ways of eliminating or minimising the risk; and
 - v. Whether the cost associated with available ways of eliminating or minimising the risk is grossly disproportionate to the risk.

'Reasonably practicable' means that where there is significant likelihood of severe harm occurring to a person in the workplace, it would be expected that UP International College would remedy the situation, even at high cost. However, if the cost to remedy a situation of low risk or low hazard was similarly high, this could be considered unreasonable.

It is important therefore that Senior Leadership Team (SLT) regularly review any potential hazards and that all staff and students report any as they see them, so action can be taken.

¹ 2.1 i&ii refer to the likelihood of, and the degree of harm, that a hazard presents. This is relevant to calculating the 'Risk Rating' as per the Risk/ Hazard Register [Appendix B]

5. Health & Safety Policy

The UP Education Health & Safety Policy shall be posted on both the staff health & safety noticeboard and the applicable main domestic student and/or international student noticeboard.

See HS1 Up Education Ltd Workplace Health & Safety Policy Statement.

6. AUDIT

There is a requirement for the Head of Operations to complete an audit and update the Health and Safety Plan – June and December.

This allows the Head of Operations to review staffing who have their first aid certificates to ensure enough are on site and to review the accident register, review any plans or changes, check first aid supplies and identify any new possible potential hazards and form and action plan.

See Appendix A for the Audit Checklist used twice a year.

[Appendix A: Workplace Health & Safety Audit](#)

7. ALCOHOL & DRUGS

7.1 ALCOHOL & DRUG POLICY

UP International College prohibits the use, purchase, distribution, dispensing or consumption of drugs or alcohol by an employee while performing company business or while on company premises, subject to the following.

This policy is not intended to preclude the moderate consumption of alcohol at company sponsored or authorised social functions.

UP International College strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on campus or company workplaces, including vehicles. To this end, UP Education reserves the right to conduct searches for drugs and alcohol, which are on/in company property.

UP International College reserves the right to conduct drug and alcohol testing where there is reasonable cause or of those involved in a workplace incident or accident.

If an UP International College Employee should fail a workplace drug or alcohol test, UP International College reserves the right to stand that individual down for a period of up to three weeks.

At the end of the stand down period, UP International College reserves the right to re-test the individual and commence disciplinary proceedings from that point as per the Employment Relations act 2000, regardless of whether the re-test was passed or not.

7.2 After Work Drinks

UP International College has a responsibility under the Health & Safety at Work Act 2015 (Act), to ensure its employees and other persons are kept safe from harm during any business or related activities. Therefore, in the interests of caring for employees, UP International College as a PCBU (person conducting business or undertaking) under the Act, reserve the right to manage the consumption of alcohol at on-site and off-site work functions to ensure the safety of its employees and other persons.

7.3 MEDICATION

If an employee has a medical condition that requires them to carry medication that could impact on their ability to undertake their duties, they are asked to inform their Line Manager. All information will be treated regarding the Privacy Act.

See HS10 UP Education Drug & Alcohol Policy & procedure for further detail.

8. EMERGENCY MANAGEMENT

See HS4 UP Education Emergency Management Policy & Procedure for further detail on all of the following

Quick Reference:

- 1 Fire
Fire Wardens are to be appointed by the Head of Operations and an area of the building is to be allocated to each Fire Warden. Fire Wardens are responsible for clearing the building in the event of an emergency evacuation (of any type).
- See your site-specific Evacuation Procedure
- 2 Earthquake
- Shelter procedure, e.g. drop, grab, hold in an earthquake and seek higher ground if there is risk of tsunami; followed by Evacuation Procedure
- 3 Tsunami
- If an earthquake occurs and you are near the ocean or a particularly large body of fresh water, evacuate to higher ground immediately.
- Listen to your radio for further Civil Defence updates.

- 4 Flooding
 - Evacuate if required where the source of flooding is weather &/ or natural waterways.
 - Where source of flooding is building utilities, identify the source if possible, switch off the water main and immediately contact UP Education Property.
- 5 Volcanic Activity
 - Listen to radio for Civil Defence updates.
 - If in line with lava flows, evacuate where possible.
 - If caught within a heavy ash fall; stay indoors, seal all doors & windows, switch off air conditioning and wear dust masks or equivalent item.
- 6 Gas leak
 - Switch off gas main or source of gas if possible.
 - Open all doors & windows.
 - Switch off electrical mains and all sources of flame and other potential ignition.
- 7 Hazardous Substances Leak or Explosion
 - Prior to use of any hazardous substances, refer to the appropriate safety data sheet for guidance.
 - Ensure that appropriate spill kits and first aid/ emergency/ fire equipment are always on hand.
 - Move all persons to a safe area and give first aid where required.
- 8 Suspicious Letter or Package
 - Isolate the package and/ or evacuate the building/ area.
 - Do not handle or touch the package.
 - If you have opened the package and contacted any suspicious substance, wash hand with warm soapy water.
 - If a suspected bomb, do not use a mobile phone or any electronic device near the package.
 - Contact the police: inform them of the circumstances, appearance and location of the package.
- 9 Bomb Threats – Evacuation Procedure
 - Evacuate the building/ area.
 - BOMB THREAT**
 - Notify SLT
 - Contact police 111
 - Use the bomb threat checklist [see below: Appendix 9.1 Up Education Emergency Management Policy & Procedure]
 - BOMB FOUND**
 - Do not touch any suspect item and disturb the area as little as possible to preserve evidence.
 - Clear the area
 - Advise your SLT
 - Contact the police 111
 - Any threat will be considered as real.
 - See also: bomb threat checklist [Appendix 9.1]
- 10 Non-Violent Intruder
 - Notify the SLT
 - Keep classrooms and sensitive areas secure.
 - Greet the intruder, advise them who you are and ask why they are on site.
 - Advise the intruder that they are not authorised to be on site and politely ask them to leave.

- If the intruder becomes aggressive at any stage, immediately implement the Violent Intruder Policy & Procedure.

11 Lock-down Procedure - Violent/ Armed Intruders

Lock down situation

A 'lock down' situation is usually associated with Police terminology, where an intervention by Police requests that a service 'locks down', assemble and stay indoors (movement in and out of the wider environs is restricted) until given the okay to resume usual activities

We carry out drills, as per the UP Education Lockdown Procedure, to ensure that if there is any threat such as a dangerous person and or armed person, chemical spill or explosion all staff, students and other persons will be assembled indoors and remain so until the threat is removed

- Staff immediately instructed to follow the lock-down procedure in the event of an armed intruder either on Campus or in the neighbourhood.
- Staff shall receive training in handling an armed intruder incident
- Cash retained on site shall be kept to a minimum
- Any demands by the intruder should be met so as not to endanger any person
- All reasonable attempts should be made to divert innocent persons from the danger area.
- Full details of the offender/s should be noted, including weapons, disguise, escape route, vehicles. Do not maintain direct eye contact with offenders.
- Contact the Police as soon as possible.

Additional Notes:

12 Loss of Essential services – the SLT shall decide the action to be taken

- If significant, evacuation may be required and/or closure may be necessary.
- Contact UP Education Property and the Landlord

13 Civil Defence Emergency – Shelter/Evacuation Procedure as appropriate.

- When applicable, the SLT shall contact Civil Defence Headquarters emergency number 0800 222 200
- Local radio station should be monitored for CD information. A battery powered radio should be readily available on the premises
- Students should be released only when it has been ensured that they have a place to go to and support persons available if required.

14 A system shall be in place to enable staff to account for all students and to locate contact persons in an emergency.

15 Evacuation plans shall specify the actions to be taken in evacuating a person with any form of physical disability that would affect their mobility.

16 This policy should be read in conjunction with:

[HS2 UP Education Health & Safety Incident Management & Investigation](#)

[HS3 UP Education Hazard Management Policy & Procedure](#)

[HS5 UP Education Critical or Serious Incident Management](#)

Note: Some regions are more susceptible to certain types of disasters than others. For example, the South Island and Lower

North Island can be earthquake prone, coastal regions may be more prone to flooding or tsunamis. UP Education locations are to base their local emergency planning on the emergency risk profile of the region in which they are situated. SLT should, therefore, plan accordingly.

17 COMMUNICABLE DISEASES

COLDS AND FLU

Colds and Flu viruses are the most common communicable diseases in the UP International College environment. This is primarily due to the spread of germs through talking and sneezing within proximity of colleagues. In order to maximise personal comfort and limit the risk of infection to colleagues, UP International College requests that employees stay home from work when they are ill with colds and flu and can reasonably expect their illness to be infectious. Employees are to ensure that their headset is cleaned every day and that it is limited to their sole usage, to prevent the spread of germs. All personal hygiene issues shall be maintained.

FLU VACCINATION

UP International College encourage staff to have the flu vaccination and provide this service on campus. If for any reason, you are unable to attend the scheduled date at any campus, UP International College will pay \$35.00 towards the vaccination (pay direct and then complete a reimbursement form). Staff can get this at their local GP, accident & medical centres and some pharmacies.

The vaccine is usually available from end of March. It takes up to two weeks to develop immunity. Ideally, people should be vaccinated before the main influenza activity in May to September. The vaccination is free for pregnant women (any trimester) and people over 65 years

9. Pandemic

9.1 Pandemic Policy

1. UP International College will follow the advice of health authorities in all matters relating to emergency management during a pandemic.
2. Staff, students, contractors and other persons with a relationship to UP International College will follow the advice of health authorities in all matters relating to emergency management during a pandemic. This will be communicated by UP International College Management where relevant.
3. UP International College has established a protection measures which all staff, students, contractors and other persons will follow should a pandemic occur. This is to help ensure the safety of all staff, students, contractors and other persons where reasonably practicable.
4. UP International College will identify key staff to assume support roles and services during a pandemic, for example a member of the SLT taking the role of “Pandemic Manager” to coordinate and ensure all required actions occur, or the continuation of IT services to ensure communications are established and key information, for example student details, is available. To this extent key personnel and skills will be identified and absences accounted for.
5. UP International College will take the required steps to minimise potential for spread of disease and instances of staff, students, contractors and other persons becoming ill. This includes identification of potential contact between individuals.

9.2 Pandemic Planning

- Set up prominent notices at all entry points to the campus, advising staff and visitors not to enter if they have symptoms of influenza, Covid-19 or another identified contagion.
- Advise students and staff that they will be sent home if they come to the school/college displaying such symptoms.
- Warn students that it is possible that if there is an out-break in the campus that we would have to close.
- Set up extra basic hygiene and hand hygiene notices around the school/college (including entrance, notice boards, meeting rooms and toilets)
- Obtain extra sanitizers and put in lunchrooms and staff rooms and encourage their use.
- Ensure that we have adequate supplies of tissues, medical and hand hygiene products, sanitiser, and cleaning supplies as well as masks (for people who become ill at work).
- Updates put on website and Blackboard
- Discuss with Head Office about students accessing online services for those that can work from home

See HS14 Pandemic Planning, Policy & Procedure for further detail on how to prepare and respond for, and recover from, a pandemic outbreak.

9.3 Covid-19

The above pandemic policy also applies to any outbreak of a notifiable disease, including Covid-19.

COVID-19 is a new type of coronavirus that can affect a person's lungs and airways. Like the flu, COVID-19 is spread from person to person. Our understanding of how it spreads is based on evidence from New Zealand and internationally.

Scientific evidence confirms COVID-19 is spread by droplets. When an infected person coughs, sneezes, or talks, droplets containing the virus spread a short distance and can settle on surrounding surfaces. COVID-19 is mostly spread because of close contact with people with the virus who have symptoms. You may also get infected if you touch surfaces or objects with droplets and then touch your mouth, nose or eyes. It is recommended that masks be worn to protect yourself and others

That's why it's important to use good hand hygiene, practise physical distancing if you don't know someone and stay home if you're unwell. This includes regularly washing and drying your hands and coughing or sneezing into a disposable tissue or into your elbow.

The symptoms of COVID-19 are similar to common illnesses such as a cold or influenza. You may have one or more of the following:

- a cough
- a high temperature (at least 38°C)
- shortness of breath
- a sore throat
- sneezing and runny nose
- temporary loss of smell.
- Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

Symptoms can take up to 14 days to show after a person has been infected. The virus can be passed onto others before they know they have it – from up to two days before symptoms develop.

If you have these symptoms call Healthline (for free) on 0800 358 5453 or your doctor immediately.

Things you need to know:

People at higher risk

People with underlying health conditions are most at risk of COVID-19 becoming a severe illness. You are more vulnerable if you are over 70 years old with a health condition, living in an aged care facility where spread can occur more easily, have a medical condition and/or compromised immunity.

Pregnant women in their third trimester when demands on the mother for oxygen are higher, should also be cautious and follow good hygiene practices. If you're working where there is high risk of exposure to COVID-19 you should talk with your employer to assess risk and options for working differently if needed.

Other risk factors include ethnicity, smoking and obesity.

Treatment and immunity

There is no specific treatment for COVID-19. Most people will be able to get better at home in isolation to avoid others getting it. More severe cases may need medical care in hospital.

Once a person is infected with COVID-19, their body will usually produce cells (antibodies) that 'remember' the virus. We assume these antibodies give the person immunity from the virus but it is not currently clear how long immunity lasts.

To date, no study has evaluated whether the presence of antibodies to COVID-19 confers immunity to subsequent infection by this virus in humans.

Testing for COVID-19

If you are offered a test for COVID-19, please take it.

Testing is available at many General Practices (GPs) and at community-based assessment centres. You can call Healthline to find out about testing facilities in your area. Healthline or your doctor will tell you what you need to do if you need to be tested. Some health care centres may ask you to wait in your car or a waiting area.

During your assessment the doctor or nurse may wear personal protective equipment and will ask you questions about your:

- symptoms
- general health
- living situation

If you have travelled overseas recently, have been in contact with someone who has recently travelled, or are a close contact of a confirmed case and develop any COVID-19 symptoms it is very important that you get tested as soon as practical.

How testing works

The most common way of testing for COVID-19 is to swab the back of your nose. A swab is like a small cotton-bud but with a longer stick.

That sample goes to a lab to be analysed. Another way is to swab the back of your throat. When you are tested you will be told when and how to expect your results. Whether you test positive or negative, you will be notified about your results. Most people do not need to self-isolate while waiting for a test result — your medical professional will advise you on this.

If you suspect that you have COVID-19

- You should contact your GP by phone immediately.
- Do not simply turn up to the doctor's surgery, as even being present in the waiting room can further spread the disease. The clinic nurse is likely to see you in your vehicle in the surgery carpark if you phone ahead.
- **Please do not come to campus. This is an important step in containing any spread of COVID-19**
- **You should notify your Line Manager or tutor immediately.**
- Call Healthline (for free) on 0800 358 5453 or your doctor immediately.
- Get a test

9.4 Measles

The above pandemic policy also applies to any outbreak of a notifiable disease, including measles.

Measles is one of the most contagious viral diseases known. Nine out of ten unprotected people who come into contact with an infected person will get sick. It's important that staff and students are all vigilant and check their immunity.

Measles is spread from person to person through the air by breathing, sneezing or coughing. The symptoms of measles include a fever, cough, runny nose, sore/red eyes, or a rash that appears on the face and then moves down the body.

Initial symptoms include:

- A fever
- A cough
- A runny nose
- Sore and watery 'pink' eyes
- Sometimes small white spots on the back inner cheek of your mouth.

Day 3–7 of illness

- A blotchy rash which tends to start on your face, behind the ears, before moving over your head and down your body. The rash lasts for up to a week.

If you catch measles, you can infect others from five days before the rash appears until five days after the rash appears (counting the day of rash onset as day 1).

Things you need to know:

- Immunisation (i.e. vaccination) is the best way to protect against getting measles
- Measles (MMR) vaccination is 99 percent effective after two doses
- A doctor or nurse can provide measles vaccinations in New Zealand
- If an international student has not been immunised against measles, an appointment should be made to have the vaccinations
- The vaccine may not be free for international students
- If an international student is required to pay for their vaccination, we suggest they contact their insurance provider to check if their policy covers the cost of vaccination and/or treatment if they come down with measles
- If you purchase insurance on behalf of your international students, we recommend you contact the insurance provider to clarify what is covered and then inform your students of their response

If you suspect that you have measles, or might have been exposed to measles and are not immune:

- You should contact your GP by phone immediately.
- Do not simply turn up to the doctor’s surgery, as even being present in the waiting room can further spread the disease. The clinic nurse is likely to see you in your vehicle in the surgery carpark if you phone ahead.
- **Please do not come to campus. This is an important step in containing any spread of measles.**
- **You should notify your Line Manager or tutor immediately.**
- Call **Healthline** for measles advice on 0800 611 116. This service is available in languages other than English. Healthline has interpreters – when the call is answered, say you would like an interpreter and the language required.
- It may take up to 14 days for an unprotected individual to develop the disease after exposure to an infectious person. Please watch out for the symptoms as outlined above.

See HS14 Pandemic Planning, Policy & Procedure - Appendix 8: In the Event of a Covid-19 or Measles Outbreak, for further detail on how to prepare and respond for, and recover from, a measles outbreak.

10.FIRST AID

The Head of Operations is responsible for ensuring that there are enough trained first aid representatives in the workplace and that they have a current first aid certificate.

Maximum number of Employees/ students on site at any one time	Minimum number of first aiders, including when employees are on leave.
1-50	Minimum 1
51-100	Minimum 2
Over 100	At least 3

The Head of Operations is responsible for ensuring that there are First Aid Kits on each floor and separate First Aid kits for EOTC use. The first aid kit for everyday use and is sufficiently stocked and refilled when necessary.

10.1 SUGGESTED FIRST AID SUPPLIES

Kits should contain basic equipment for attending to injuries, such as:

- cuts, scratches, punctures, grazes and splinters
- soft tissue sprains and strains
- minor burns
- broken bones
- eye injuries, and
- shock

What you put in the kit should be based on the risks of the work carried out at your workplace.

A manual giving general guidance on first aid

- Individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Two individually wrapped triangular bandages (sterile)
- Clasps or safety pins to tie bandages
- Two stretch bandages
- Six medium sized, individually wrapped unmedicated wound dressings – approx. 12cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings – approx. 18cm x 18cm
- Two pairs of disposable gloves
- One resuscitation mask.

We may also want to include:

- Scissors
- Adhesive strips or band-aids for minor wound dressing
- Non-allergic adhesive tape
- Forceps or tweezers to remove foreign bodies
- Individually wrapped moist wipes or saline solution
- Plastic bags for waste disposal
- A small notebook and pen to record things such as dates, times, observations, equipment used.
- Hand sanitiser

11. HAZARD IDENTIFICATION and MANAGEMENT

Hazard identification and management is a responsibility of UP International College and its staff, as prescribed by the Health & Safety at Work Act 2016.

Employees must be informed of the hazards that have been identified and a risk/ hazard register must be maintained to monitor hazards and the effectiveness of their controls.

Head of Operations is responsible for hazard identification and management which should be done formally twice a year (as part of the workplace audit and review of the site Risk/ hazard register) and informally as part of daily observations or through a reactive process such as an accident investigation.

When examining the worksite during a planned inspection, it is important to consider immediate physical hazards as well as those that may be hidden and have a long-term effect. For example, immediate physical hazards may arise in a particular work area, such as cords on the floor obstructing walkways, uplifted carpet or faulty machinery, or hidden hazards such as asbestos which may not present an immediate or tangible threat, but may present itself if major structural work occurred where walls, ceilings or floors were ripped out.

These hazards can be identified using a Workplace Audit Checklist. Daily activities should also be assessed for less obvious hazards that may have long term effects. An example of an indirect hazard with low short-term risk, but severe long-term negative effects is a workstation with poor ergonomic standards.

Once hazards have been assessed, control methods for serious hazards must be actioned first. To meet this requirement, each hazard should be classified according to its potential harm and likelihood of persons or property being exposed to that harm.

This enables line managers, employees and safety and health committees to prioritise their response to the hazards and identify the resources that must be utilised in the hazard management process.

The types of hazards you need to consider are as follows in section 11.1 below.

11.1 Hazardous Substances

- What chemicals are used in the workplace that may affect employees?
- What do the chemicals contain?
- What are the short and long term effects of the chemicals?

Note: You must have a **Safety Data Sheet (SDS)** on hand for all chemical substances that you have on site. By law, these should be provided by your supplier or manufacturer.

Users of chemical substances should be familiar with the contents of the SDS, particularly the information regarding potential harm, first aid/ medical treatment, personal protective equipment, storage requirements and a contact number for the National Poisons Centre.

Your site should also maintain an inventory of hazardous substances kept on site. This should include:

- The name of the substance
- The hazard classification,
- Supplier
- Confirmation that an SDS has been obtained and is available to users
- Quantity

Note that household quantities of cleaning products do not require SDS' or an inventory to be maintained.

Are there other hazardous substances, such as asbestos or biological agents that need to be considered?

11.2 Electrical

Common sense should apply to use of electrical appliances and equipment. Consider the following:

- The electrical appliances, equipment and cords that you are using have a current Portable Appliance Test tag on them.
- Electrical appliances, equipment and electrical extension cords are in good condition, with no cracked casings, worn leads or exposed wiring.
- Multiplugs and/ or power boards are not back up on each other.
- Electrical extension cords are not lying across walkways or any other area that people are likely to walk through.

11.3 ERGONOMICS

All managers and employees should ensure that they organise their workstations according to ergonomic "best practice" and exercise during the natural pauses of work to relieve muscular tension and stress.

The following questions should be asked when assessing the risk of ergonomic hazards: Are workstations easily adjustable? For example:

- Can visual display units be positioned according to the employees' line of sight?
- Do chairs have back support?
- Can chairs be levered up and down to match the employees' height?
- Are footrests available if shorter employees need them?

Are the work practices ergonomically designed? For example:

- Are the things used the most in the working day in easy reach of employees?
- How often do employees need to stretch or bend to obtain something to do their job?
- How much variation is there in the posture of employees throughout the day?

What procedures are in place to ensure that muscle strain injuries are not developed? For example:

- Have employees been trained on ergonomics and exercises to avoid muscle strain?
- How often are employees doing micro-pause exercises?
- Are employees reporting work-related pain and injury to their Line Manager?
- If employees are having difficulties with their workstations and suffering from gradual process injuries, has their line manager arranged for a workstation assessment by a qualified person?

11.4 LIGHTING

Lighting in your work area and at your workstation should be adequate for you to conduct your work. Consider things such as:

- Availability of natural light, where possible.
- Effectiveness of artificial light.
- Glare on your computer screen.
- Have you had a recent eye check?

11.5 NOISE

Noise levels should be tolerable in your general work environment. Consider the following:

- WorkSafe guidelines are that noise should not exceed 85db for a period longer than 15 minutes
- Consider action such as removing yourself or the source of the noise.
- Wear hearing protection.
- Ensure headsets are not set to loud.

11.6 PHYSICAL HAZARDS

Physical hazards are those hazards that have a physical effect on people within the workplace. For example, uplifted carpet may cause a person to trip and fall or stacked boxes may fall and hit someone.

Consideration of physical hazards should include, but not be limited to the following:

- Walkways clear of objects and cords.
- Carpets and lino not lifting, torn or cracked.
- Shelving and taller items of furniture secure affixed to walls where possible.
- Manual handling hazards reduced through:
 - Asking for assistance, use of trolleys, sack barrows and/ or other lifting equipment.
 - Not attempting to lift items beyond your individual capability.
 - Items properly stored with heavier items stacked on shelving between waist and chest height for ease of picking up/ putting down, where possible.
 - Commonly used items being stored nearby.
- Stair steps and risers being secure and anti-slip, with no lifting treads or carpets.
- Adequate lighting both within your building and externally in carparks.
- Not working on your own offsite where possible. If required to do so, take a colleague and always let your line manager know your location and expected time of return.

11.7 STUDENTS

While students are on site they are covered under the Health & Safety Manual of UP International College.

Induction

Students are made aware of issues relating to Health & Safety such as evacuation and assembly areas in the student handbook which they receive on Day One. Evacuation drills are practised at least twice a year.

Visiting classes of students are verbally informed of this information on arrival, as part of their induction.

Moving & Handling

Students may be asked to move desks and chairs around from time to time but nothing heavier than this unless it is part of the course curriculum.

11.8 TENANTS

If there is a tenant who sub leases space from UP International College then at least twice a year (when the checklist is completed) we will ask them to confirm that they are making sure their employees are aware of:

- Evacuation procedures and assembly points.
- Location of fire extinguishers and first aid kits
- The responsibility to report any hazards or potential hazards immediately to management

Any tenant who sub leases space from UP International College must participate in the planned trial evacuation with the UP International College lead tenant.

11.9 Security

Building Security

- Where possible, UP International College sites are to minimise the number of entrances and exits available for general use during business hours.
- Building security must be established at close of business each day.
 - This includes knowing the whereabouts of students who may have remained after general business hours.
 - General access throughout the building should also be limited to staff only after close of business hours. Students should only be able to access areas that are required for their work.

See HS6 Up Education Security Policy & Procedure for further detail

<https://myacg.sharepoint.com/:b:/r/sites/PeopleAndCulture/HealthAndSafety/HS6%20UP%20Education%20Policy%20Procedure>

Aggression & Violence

- Escalation When an Event of Aggression & Violence Occurs

In the event of an event of aggression & violence occurring at any UP International College site, processes for rapid escalation and response are implemented. This includes contacting emergency services where required and additional UP International College management and staff being available to provide the necessary support.

Counselling for staff and students will also be offered where required.

- Reporting of aggression & violence events or concerns for the potential of.

UP Education Ltd has established processes for reporting of aggression and violence events, concerns regarding the potential of aggression and violence from any internal or external source. These processes must be followed. The necessary support to Managers and staff will be provided. See section HS7 for further detail on these processes.

See HS7 Up Education Ltd Aggression Violence Policy Procedure for further [detail](#)

11.10 Risk/ Hazard Register

- Ensure all employees are aware of the Health and Safety at Work Act 2015 and their obligations and responsibilities under the HSWA.
- Each staff member must be trained and given the opportunity to identify, report and recorded all hazards they encounter in their workplace.
- Hazards and their associated risk(s) are to be assessed.
- Once all known hazards are assessed, the “significant hazards” should be apparent SLT and employees can then prioritise the significant hazards and commence action to implement control methods using the Hazard Control Hierarchy [Health & Safety (General Risk & Workplace Management) Regulations 2016, s6].

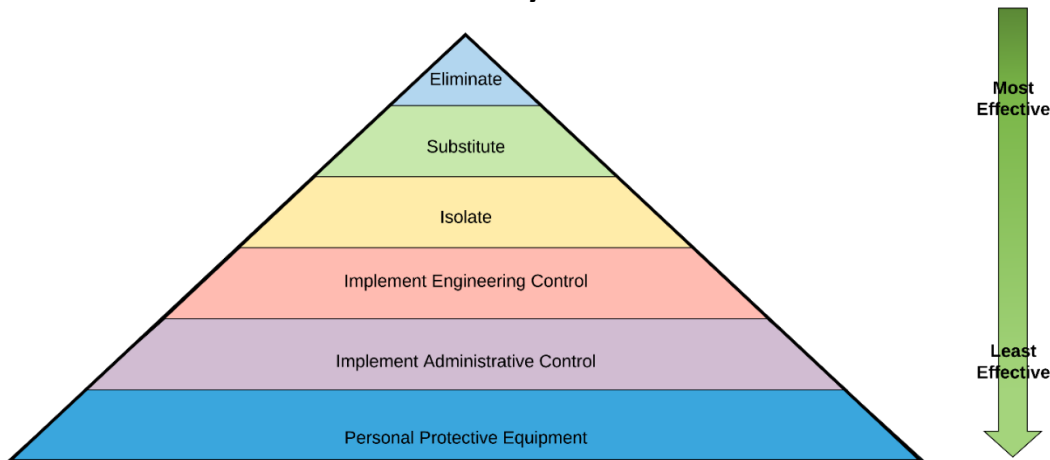
11.11 Overview: The Steps involved in Managing Hazards

The steps required in assessing/ managing a hazard and its associated risk are:

- Step 1 Identify the hazard(s)
- Step 2 Assign the level of harm for the hazard
- Step 3 Assign the likelihood of the hazard
- Step 4 Calculate the **inherent** risk rating
- Step 5 Implement the **control methods** using the hazard control hierarchy (see below)
- Step 6 Calculate the **residual** risk (using steps 2-4 above)
- Step 7 Review and Manage the Risk: Monitor hazards and review & maintain hazard controls.

All the above 7 steps are to be recorded in the Risk/ Hazard Register for each new hazard identified.

11.12 The Hazard Control Hierarchy²



²The hazard Control Hierarchy is per the Health & Safety General Risk & Workplace Management) Regulations 2016, s6 to be considered in the following order:

1. Eliminate, 2. Substitute, 3. Isolate; 4. implement machine/ engineering controls, 5. Implement administrative controls or 6. PPE.
- Note that it is preferred that a combination of the above controls should be implemented where possible to ensure there is backup should one control fail. The logic for applying the control in the above order is that the further down the hierarchy one goes, the less effective the controls are.

12. INCIDENT REPORTING & INVESTIGATION

All incidents that occur must be written and recorded. These include but are not limited to;

- An accident
- A near miss
- Damage to goods and/or property
- Once a copy of the accident/ incident form has been completed, forward a copy to the Head of Operations or other nominated person.

12.1 Medical Emergencies

- Check for any life-threatening situation and control it if safe to do so
- Remain with the injured/ affected person (unless there is no other option) and provide appropriate support
- Do not move the injured/ affected person unless it is life threatening to stay there
- Call for first aid assistance
- Notify the emergency services 111 ambulance
- Provide support to first aid person or ambulance if necessary
- Notify the Head of Operations.

An incident reporting form is to be completed by the first responding staff member and emailed to the Head of Operations who will retain a copy in a file which forms part of the incident/ accident register.

The affected employee (or the first employee on the scene if the affected employee is incapacitated) is responsible for informing the Head of Operations of the accident, incident or near miss. If offsite medical treatment is required, employees will also need to:

- Keep his/her Line Manager informed of medical progress, and
- Provide his/her Line Manager with copies of medical treatment certificates and the ACC claim form.

The Line Manager is required to follow-up on an employee's condition if an employee has received medical treatment.

When a notifiable event occurs, WorkSafe must be informed within 24 hours by the UP Education Health & Safety Advisor. He

See HS2 Up Education Ltd Incident and Accident Reporting and Investigation Policy
& [https://myacg.sharepoint.com/:b:/r/sites/PeopleAndCulture/Health](https://myacg.sharepoint.com/:b:/r/sites/PeopleAndCulture/HealthAndSafety/Forms/Incident%20Reporting%20Form)

12.2 Staff Welfare

UP EDUCATION EMPLOYEE ASSISTANCE SCHEME

Up Education offer a free counselling service to all employees (flyer attached) and should be included in new staff induction packs.

Staff can either phone 0505 664 981 or complete an online referral form at www.vitae.co.nz

In terms of other support UP Education has a Family Violence Employee Protection Policy – You could include an exert and link to the UP Policy about this;

UP FAMILY VIOLENCE EMPLOYEE PROTECTION

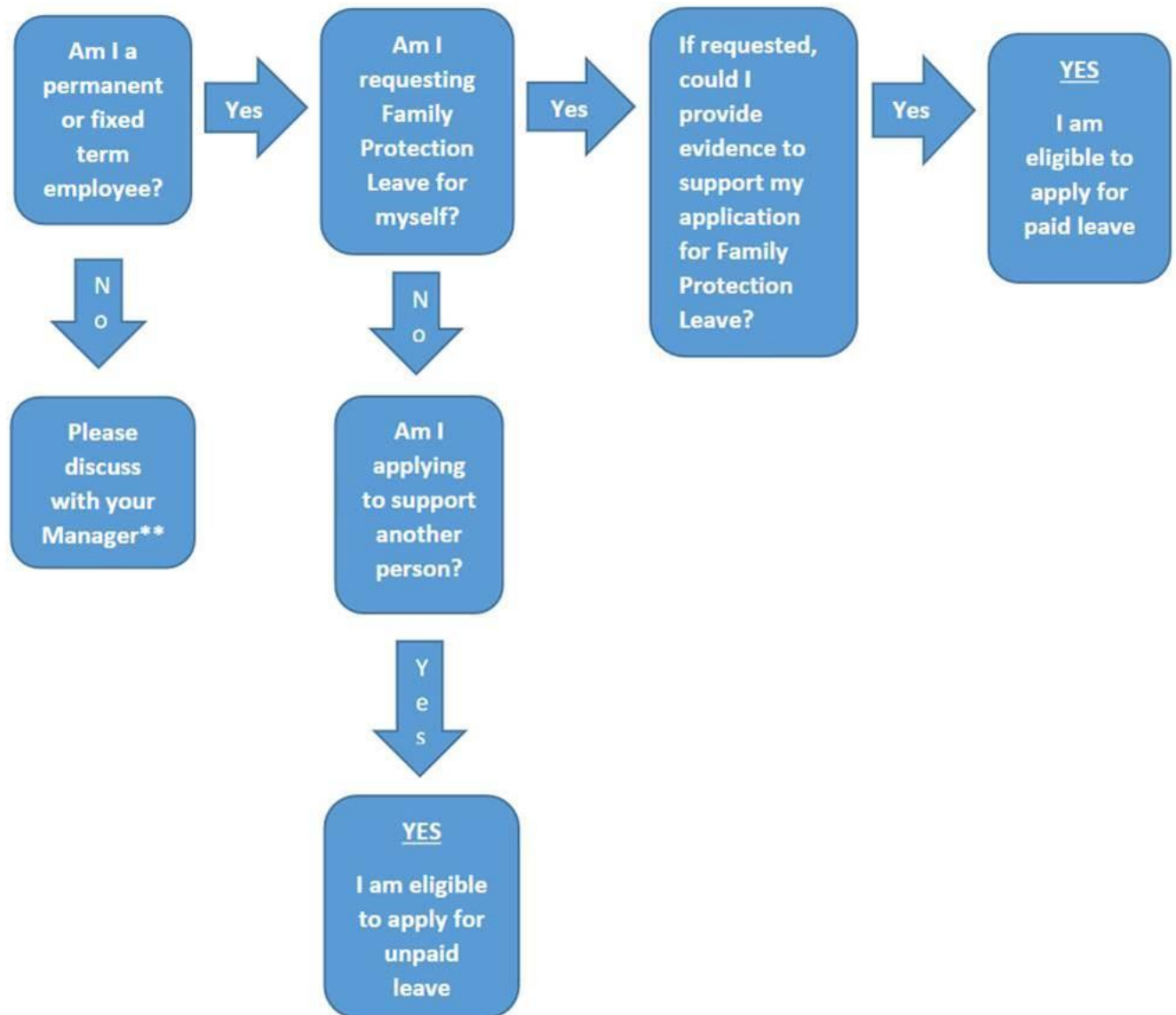
UP will support employees who may be victims of family violence by:

- a. Providing employees with an allocation of up to 10 days additional paid leave in each 12-month period in order to deal with the effects and impacts of family violence.
- b. This leave is on top of leave you are already entitled to and may be taken as consecutive days, single days or as a fraction of a day.
- c. Employees may take family protection leave regardless of how long ago the family violence occurred and even if the family violence occurred before the person became an employee of UP.

- Family protection leave does not accumulate and carry over into the next 12-month period nor is any balance paid out when employment ends.
- Employees are to request leave for approval as early as possible by completing the Family Protection Leave request form on the People & Culture portal before they are due to start work on the day that it is intended to be taken as family violence leave or, as soon as is possible after the leave has been taken.
- Family protection leave, once approved by the employees Manager, must be submitted via the Payroll system by selecting leave type ‘Family Protection Leave’.
- Family protection Leave is taken by mutual agreement.
- The employee will receive an amount equivalent to their relevant daily pay for each day of absence on family violence leave that would otherwise have been a working day for them.
- Payment for family protection leave will be made with the normal pay for the period during which the leave is taken.

To check if you are eligible to apply for Family Protection Leave under the Family Violence – Employee Protection Policy please refer to the eligibility table below:

2. Table



** Please refer to the Family Violence Employee Protection Policy. Line Managers should discuss all applications with their Human Resources Business Partner in the first instance.

13. Return to Work

- UP Education Ltd acknowledges its responsibilities regarding rehabilitation of injured employees as per the Accident Compensation Act 2001[s71(2)].
- The injured person is responsible for his or her own rehabilitation to the extent practicable having regard to the consequences of his or her personal injury Accident Compensation Act 2001[s70(b)].
- It is the responsibility of ACC, UP International College and the injured person to work together to facilitate the injured persons return to work.
- UP International College will engage with the injured person to facilitate their safe return to work.
- UP International College will engage with ACC and any other third parties where necessary, to facilitate the injured persons return to work.

- UP International College will protect and manage the injured persons personal information at all times, as required by the Privacy Act 1993 [s6, Information Privacy Principles] and the Health & Safety at Work Act 2015 (s11).

See HS11 Up Education Ltd Return to Work Policy & Procedure for further [detail](#).

14. Offsite Activities

UP International College and its subsidiaries will, where reasonably practicable, ensure that acceptable safety standards are implemented when students participate in planned offsite activities as part of their teaching and learning programme through the following actions:

- Appropriate planning must occur to ensure all reasonable and practical steps have been taken to ensure safety of staff, students and other persons where reasonably practicable.
- Risk assessment must be documented with sufficient detail to identify and manage hazards and risks that may occur as part of the planned activity.
- Appropriate UP International College management authorisation must be obtained for an offsite activity to proceed.
- Ensure that third party providers implement acceptable risk management and safety standards; and that they provide evidence of this.
- Adequate supervision of an appropriate level is to occur for any activity. This includes supervision and consent for U18 students as required by the Children’s Act 2014.
- This applies not only when students under 18 years of age are participating, but that supervision is adequate for the level of risk inherent in the activity, regardless of the age of participants.
- Consent will be obtained from parents/ caregivers or legal guardians for all students who are under 18 years of age.
- Ensure emergency procedures are implemented prior to any offsite activity and that staff, students and other persons (including third party providers) are trained in them.

See HS12 Up Education Off-site Activities for further detail.

15. Transport

- The Manager at any UP International College site with company vehicles as responsible for ensuring shared vehicles have a current WOF, are clean, regularly serviced, roadworthy, with any required repairs carried out in a timely manner.
- UP International College employees are responsible for: making their own bookings for a company vehicle, completing the logbook at the conclusion of each journey, complying with all traffic laws and regulations, and for driving in a safe and responsible manner.

- Any person taking passengers on UP International College business must have a full New Zealand Driver's license. Drivers with a restricted only are not to take passengers on any UP International College business.

See HS13 Up Education Group Transport Policy & Procedure for further detail.

16. VISITORS/ CONTRACTORS TO THE CAMPUS

While any visitors such as guest speakers, couriers, industry or contractor such as an electrician is on site then they we will take all practicable steps to ensure that no individual contractor or subcontractor is harmed while carrying out the work they were engaged to do.

16.1 VISITORS ON SITE

Guidelines for visits visiting campuses:

Forms can be found in APPENDIX C

Prior to contractors coming on site (including cleaners, maintenance people, first aid providers etc.): give them the contractor management forms (including permit forms if required) and the code of practice to read, sign and send back to you.

Please see your UP Education Property, Facilities or Project Manager, if significant refurbishment or construction work is to occur, to confirm that any contractors that that the contractor(s) concerned have completed the health & safety management documentation for the work that they are to carry out. The documentation will be provided by the UP Education Property Team for any significant works.

Examples of significant works are:

- Work taking longer than two days
- High risk work, e.g. if walls are being removed or working at height, etc.

If none of the above apply, please contact your UP Education Property or Head of Operations for advice on how to manage the situation.

- The '**safety and wellbeing information for visitors**' document should be near the visitor's book for visitors to read (we suggest laminating and putting in front of book so campus administrator can get those visitors required to read it before signing in.
- The **Health and Safety induction** that you need to go through with various groups is as follows:
 1. **Visitor induction:**
 - For all **short-term visitors who may be walking freely around the campus** including guest speakers or visiting internal staff
 - **BRIEF THEM ON EMERGENCY EVACUATION DOORS/POINTS, TELL THEM TO LET US KNOW IF THEY SEE ANY H&S ISSUES, SIGN THE VISITORS BOOK/SIGN OUT WHEN THEY LEAVE.**
 - For all **short-term visitors who will be with a staff member the entire time** (e.g. prospective students, meetings with the manager etc)

- **RUN THROUGH THE SAFETY AND WELLBEING INFORMATION FOR VISITORS SHEET AND GET THEM TO SIGN IN/OUT OF VISITOR BOOK**
2. **Contractor induction:** for all people who are doing work on our campus including first aid trainers
- **GET THEM TO READ/SIGN THE CONTRACTOR INDUCTION FORM AS WELL AS THE SAFETY/WELLBEING INFORMATION FOR VISITORS AND SIGN IN/OUT**
 - Sign in & out of site
 - Read the UP Education Group H&S Policy Statement
 - Emergency evacuation procedure
 - Be shown staff facilities (kitchen, toilets, etc)
 - Review the site risk register
 - Communicate the risks of their work with their UP International College site contact person.

**See HS8 Up Education Ltd Contractor Management Policy & Procedure
for further detail**

16.2 CHILDREN IN THE WORKPLACE

Occasionally an employee might want to bring children into the workplace for a visit. Parents must accept that once their children are in the workplace, they are solely responsible for the welfare and behaviour of their children.

17. Induction: for all staff

- New Staff must be inducted into health & safety within 2 weeks of their commencement of employment. A visitor induction should be conducted on the first day for new staff if a full health & safety induction cannot be conducted immediately. This is to ensure that new staff have knowledge of the necessary health & safety basics such as emergency evacuation, hazards, incident reporting and first aid.
- Staff must be inducted once at their 'home campus/school/college' or office. Every subsequent time they visit a non-home campus, no induction is required unless the environment has changed (E.g. a smoke machine is being used that day, fire exit has been moved, contractor is carrying out work in the building), which then would be a very short verbal conversation informing the staff member of these changes (E.g. "Don't go into Classroom 2 today, the electricians are doing work").
- Staff must sign in and out each time they visit a non-home campus. (Other Up Education staff also sign in and out each time they visit a site that is not their usual place of work)

See HS9 Up Education Limited Employee Health & Safety Induction

18. Critical Incident Management

In any event that results in a Critical Incident, is to be managed according to the guidance provided in HS5 Up

Education Ltd Critical Incident Management Policy & Procedure. A Critical Incident is broadly defined as an unplanned or out of the ordinary event that could:

- Significantly disrupt regular operations,
- Affect a student or students which has an impact on the institution the student attends; its staff, its students and the wider community; or
- Exceed the resources and expertise ordinarily available to the organisation.

Critical Incident Management planning, roles and the duties within those roles are further explained in the templates included in HS5 Up Education Ltd Critical Incident Management Policy & Procedure. Use of the templates will be appropriate to the level of risk involved with the incident.

18.1 Examples of Critical Incidents:

- *Death*
- *Serious illness*
- *Serious injury*
- *Any other event that is notifiable to WorkSafe*
- *Assault*
- *Sexual Harassment*
- *Acute Mental Health incident*
- *Abduction / Kidnapping / Extortion*
- *Arrest*
- *Threats of Violence*
- *Armed offender or Terrorism*
- *Criminal activity*
- *Demonstration*
- *Pandemic*
- *Natural disasters (e.g. earthquake)*
- *Manmade disasters (e.g. gas leak)*
- *Civil Unrest*
- *Fire*
- *Critical infrastructure failure (e.g. power outage)*
- *Education Outside of the Classroom Incident*

Note: The above list is not exhaustive. If you are in doubt as to whether an incident is critical in nature, contact your site manager &/ or the UP Education Health & Safety Advisor.

18.2 Process: Six stages of Critical Incident Management

- Identify Hazards & their Associated Risks
- Implement Hazard Control Methods: Reduce the risk
- Readiness: Ensure procedures are communicated and incident management resources are available
- Response: Test response procedure. Ensure key personnel are familiar with the response and escalation protocol (See flowchart at section 3. Declaration of a Critical Incident).
- Recovery: Establish processes for return to normal operations.
- Review: Following any test or real-life scenario, review process and update for any failures or unplanned conditions.

Please see HS5 Up Education Ltd Critical Incident Management Policy & Procedure for further detail, including the Critical Incident Management checklist.

Appendix A: Workplace Health & Safety Audit

Completed by		Date
School/Campus name		
School/Campus Address		

Chief Building Warden	
Fire Wardens	Floor/ Area of Responsibility

Emergency & First Aid

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Have all staff been inducted in Health & Safety, including identity of first aiders and location of first aid kits?					
Are all first aid kits sufficiently stocked, with no expired contents?					
Easily accessible to employees and they know the location? <i>Evidence:</i>					
Is the emergency contact list up to date and available to all staff? Note: This should include 111 emergency number, nearest medical clinic, as well as key staff.					
Incident reporting sheets in folder with first aid kit					
Has your site emergency lighting been tested at the required frequency? Note: This should be tested monthly as per the UP Education Building Warrant of Fitness Checklist.					
If your site has a back-up generator, has this been serviced at the required frequency?					

Staff who hold a current first aid certificate.

The target is 1 first aider for every 50 persons at all times. This includes sufficient first aiders to cover annual leave.

<i>Staff name</i>	<i>Date of issue</i>	<i>Expiry</i>	<i>Issued by</i>

What accident/incidents took place since the last audit? Give details (name and incident) and attach incident sheet)

What changes have been made as a result?

Fire Protection

Trial fire evacuations must be practiced every six months.

The date of the last trial fire evacuation..... (date)

.....
Staff signature

.....
Staff signature

Fire Drills need to be practiced every six months. The date they were last practised
..... (date)

These were initiated by (fire department / us)

.....
Staff signature

.....
Staff signature

Fire Extinguishers & Hose Reels

Fire extinguishers & hose reels must be checked every 12 months, with the yellow metal/ plastic tag hole-punched at the month it was last checked.

Floor Located

..... Date of last check

Floor Located

..... Date of last check

Floor Located

..... Date of last check

Floor Located

..... Date of last check

Fire Compliance

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Have all staff been inducted in emergency management, including identity of fire wardens, procedures for lockdown, fire, earthquake, tsunami and others emergency evacuation types?					
Are the fire alarms tested monthly?					
If there is a sprinkler system, has this been checked at the required frequency?					
Is there a current Building WoF posted in a location visible to all building occupants and visitors?					
Have all fire extinguishers, hose reels and other fire equipment, such as but not limited to fire blankets, been serviced within the last 12 months?					
Is the site emergency evacuation plan posted in all relevant locations?					

Are all fire exits clearly marked					
Fire exits not locked from the inside					
Are all emergency egresses kept clear, with at least one metre width clearance the entire length of the egress from any point within the building?					
Are all emergency exits kept clear at all times, with a minimum of two metres clear in all directions?					
What fire exit arrangements exist in secure areas					
Are all electrical distribution boards kept clear with no items stored in front or around to achieve at least one metre clearance in all directions?					
Is signage in place for the outside emergency evacuation assembly area?					
Emergency and/or after hours lighting					
There is a procedure for people with disabilities to be evacuated					

ELECTRICAL

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Have all electrical appliances on site been tested and tagged according to UP Education Test & Tag policy & procedure?					
Are there any sources of water, such as drinks on desks or plants being watered, that are in proximity to electrical equipment?					
Are all electrical appliances, cords and leads in good repair with no cracked casings/ covers, worn leads or exposed wires?					
Is there a fire extinguisher (preferably CO2 or alternatively dry powder – not water!!) in proximity in the event of an electrical fire?					
Is there a back-up system in place in the event of an electrical power failure?					
There are no instances of plugs or multi-boxes being piggy backed on each other?					
Are electrical leads and cords tidily arranged, not across walkways or mats, with no risk of tripping?					

LIGHTING

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Is the lighting at a comfortable level for working?					
Do any employees complain of sore eyes and headaches from poor lighting or glare?					
Have appropriate measures have been taken to minimise glare on computer screens, including for individuals with workstations in positions that are affected by glare?					
Are there blinds on the windows that can be opened and closed to minimise glare and optimise light conditions when needed? If not, what other systems are in place?					

Noise

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Do the audio levels on headsets meet health and safety guidelines (85db for more than 15 minutes)?					
Do any of the employees within the workplace complain of headaches and earaches due to noise levels?					
Has the health-screening program identified any issues with noise and hearing loss?					
Are there situations where noise exceeds more than 85db for a period of 15 minutes or more (WorkSafe guidelines)?					

Kitchen areas

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Tabletops/benches etc. maintained and clean					
Tea Towels changed regularly					
Oven/appliances cleaned after use					
Floors maintained clean / non slip					
Sink/Bench suitable for washing dishes					
Refrigerator for storing milk/clean					
Waste disposal – bins emptied regularly					
Are storage facilities clean, tidy and well organised, with adequate shelving where required?					

Covers kept on foodstuffs in storage					
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Toilets

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Toilets cleaned at an acceptable frequency.					
Hand drying facilities – clean towels					
Floors maintained – clean/non slip					
Women’s sanitary napkin disposal facilities available and maintained					
Hand basins – soap/hot/cold water provided					
Ventilation appropriate					

Storage Areas. In our campus this relates to:

_____ (list area/s)

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Lighting adequate to enable safe access					
Adequate space					
Substances correctly labelled					
No flammable materials are stored near sources of potential ignition, such as electrical switchboards and appliances.					
Large heavy items stored at lower levels					
Appropriate firefighting equipment is nearby					
Rubbish not permitted to accumulate					
Drawers/cupboard doors kept closed					
Floor areas/aisles kept clear					
Exclusion of ignition sources					

Office/Workplace Design

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Adequate space (nothing stored which blocks any passage or exit routes)					
Are all walkways and flooring surfaces slip free, with no obstacles, no loose carpet/ lino edges, mats, etc.					
Is all flooring in good repair, no holes or weakened floorboards?					
Are workstations suitably arranged for the task					
Is there an adequate ventilation system					
Is the workplace designed to prevent slips and falls – floors uneven/sloping					
Are all decorations, light fittings and paintings secure?					
Are shelving and storage units sturdy and secure?					
Are all windows in good condition, secure when closed, with no cracks in glass and opening/ closing correctly?					
Are stairs treads and risers in good condition, with no loose surfaces?					
Are elevators, and if applicable, escalators, serviced every 12 months and operating smoothly?					
Are ceiling tiles all in place, clean/ stain free and without scorching (possible indicator of leaks and/ or overheating light and power fittings)?					
Are your buildings leak free?					
Are all locks and security chains secure?					

Hazardous Substances

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Are gas bottles stored away from any other flammable sources					
Hazardous substances, including cleaning chemicals, are correctly labelled and NOT decanted into another container that may cause the substance to be mistaken for something else?					
Do you have an inventory for any hazardous substances on site, where required?					
If in doubt regarding an inventory to be taken, refer					

to the WorkSafe Hazardous Substances Calculator: http://www.hazardoussubstances.govt.nz/calculator					
Note: this requirement does not include cleaning chemicals kept in household quantities.					
Are safety data sheets kept with any hazardous substances used at the site?					
Have users of hazardous substances read the relevant safety data sheets and understand the requirements for first aid, medical treatment and PPE?					
Do all persons using hazardous substances have access to and use the PPE correctly?					
Is the appropriate hazchem signage legible, unobstructed and firmly affixed in all locations where hazardous substances are stored?					

Structure/Fittings/ Ventilation

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Partition walls secure					
Ceiling tiles/panels secure					
Light fittings/covers secure					
Walls/cavities containing asbestos clearly marked					
Windows able to be secured					
Air conditioning system regularly maintained					
Room temperature acceptable and adjustable					
Room humidity acceptable					
Cleanliness of Workplace maintained					

Furnishings

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Decorations, pictures, etc. secured					
Plants not likely to fall and injure					

Lockers, storage shelving and high cupboards fixed to walls					
Desk and cupboard doors don't swing open by themselves due to uneven surface					
No broken furniture or poor carpentry providing sharp/rough edges					
Unsafe desks/chairs – hydraulics failing on chairs					

Workstations

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Workstation – Sufficient room and space					
Workstation – Stable and firm seating					
Workstation – Adjustable keyboard height					
Workstation – Sufficient leg room					
Workstation – Adjustable copy holder					
Workstation – Footrest provided					
Workstation – Adequate lighting					
Screen – Clear images					
Breaks – Exercises					
Training – Visual and Postural					
Training – Micro pauses					

Incident Reporting

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Incident reporting procedure is in place and staff are aware of it					
All incidents that are notifiable to WorkSafe are communicated to the CEO in the first instance.					
Incident reports are available					
Incident reports that have resulted in an investigation have been completed					

Corrective action has been taken and completed					
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Students on site

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Student handbook includes evacuation information and assembly points					
Any students onsite visiting are told about evacuation and assembly points					
Students have not been asked to lift or move objects that are heavier than a desk or chair					

Tenants on site

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Tenants who may have students on site confirm they are making their students aware of evacuation procedures and assembly points					
Tenants confirm they know the location of fire extinguishers and first aid kits					
Tenants confirm they understand the need to report an hazards or potential hazards immediately to management					

Training

How have you involved staff in Health and Safety this last six months?

How confident are you that they are aware of all the policies in this book?

Hazard Management

ITEM	N/A	Satisfactory	Unsatisfactory	Hazardous	Comments
Does your site have a risk hazard register posted in a location that is available to all staff?					
Is the risk hazard register up to date?					
Are hazards related to incident/ accidents identified and investigated?					
Are control methods implemented for all hazards that are identified as the cause of an incident/ accident?					
How many new hazards been identified since this checklist was previously completed?					
Have all new hazards, including those identified during this audit, been added to your site risk hazard register and communicated to the UP Health & Safety Advisor?					

Appendix B: Risk/ Hazard Register

[Add Link](#)

Appendix C: Visitors/Contractors on site

Safety and Wellbeing Information for Visitors

Under the Health and Safety at Work Act 2015 and its subsequent amendments, UP International College as a Person Conducting a Business or Undertaking (PCBU) is responsible for ensuring that all persons on any UP Education workplace are informed about hazards within their work environment and have received training in emergency procedures and injury prevention.

1. Duties of all Visitors:

You are required to take all practical steps to ensure;

- Your own safety at our workplace
- That you take reasonable care to ensure your action or inaction while at our workplace causes no harm to any other person or does not adversely affect the health and safety of any other persons
- That you will comply with any reasonable instruction that is given by your UP International College representative, to enable UP International College to comply with the Health and Safety at Work Act (2015) and any regulations

This responsibility includes;

- Bringing any concerns to your UP International College representative's attention
- Putting the Health and Safety training you have received into practice
- Using any personal protective equipment, you have been supplied with – that is appropriate to the job you are completing.

2. Incident Reporting:

In order to allow UP International College to effectively manage any onsite hazards, you are required to report to the UP International College representative any incidents involving people, environment or property, with or without injury, that occur while you are on-site, including any close calls or near misses.

3. Emergency Preparedness:

You are required to:

Be aware of the emergency procedures and first aid arrangements at the site

- Have you been advised of the closest evacuation route to the nearest assembly point if the fire alarm sounds
- Should you require first aid see your UP International College representative to assist in the event of an incident.

4. Security:

UP International College holds sensitive and confidential information on site. We require all visitors to understand their confidentiality responsibilities – as you may see confidential information while completing your jobs/tasks.

5. Hazards:

You are required to advise an UP International College representative if you create any hazards while on site (e.g. extension cords across walkways).

We appreciate your co-operation as your safety is our priority whilst you are on our premises. If you have any queries, please direct these to reception.

By signing into our reception, you are acknowledging that you have read and understood this information.

