

Welcome to the School of Earth and Environment Te Kura Aronukurangi **Health and Safety Induction**

3 March 2025

School Safety Officers



Suellen Knopick



Matt Cockcroft



Rob Spiers

School shared H&S email address: earthandenvironmentsafety@canterbury.ac.nz

Te Aronukurangi/School of Earth & Environment Health, Safety and Wellbeing

Health & Safety: Key links UC & SEE

UC Health & Safety contacts:

Casey Davies (Faculty of Science) casey.davies@canterbury.ac.nz

<https://www.canterbury.ac.nz/life/safety-and-security/health-and-safety>

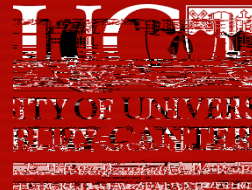
School of Earth & Environment specific H&S information:

<https://www.canterbury.ac.nz/study/academic-study/science/science-schools-and-departments/school-of-earth-and-environment/health-and-safety-at-sees>

Ergonomic checklist (staff):

[hs_chk21 - Workstation self-assessment checklist.docx \(sharepoint.com\)](#)

NOTE: All Academic Supervisors: are responsible to ensure their postgraduate students & visitors complete induction processes.





UC student support

Emergency Preparation

- Know evacuation procedures for all venues you attend.
- Read and understand the Emergency Procedures & flip chart

[Emergency information | University of Canterbury](#)



If you see a fire or smoke

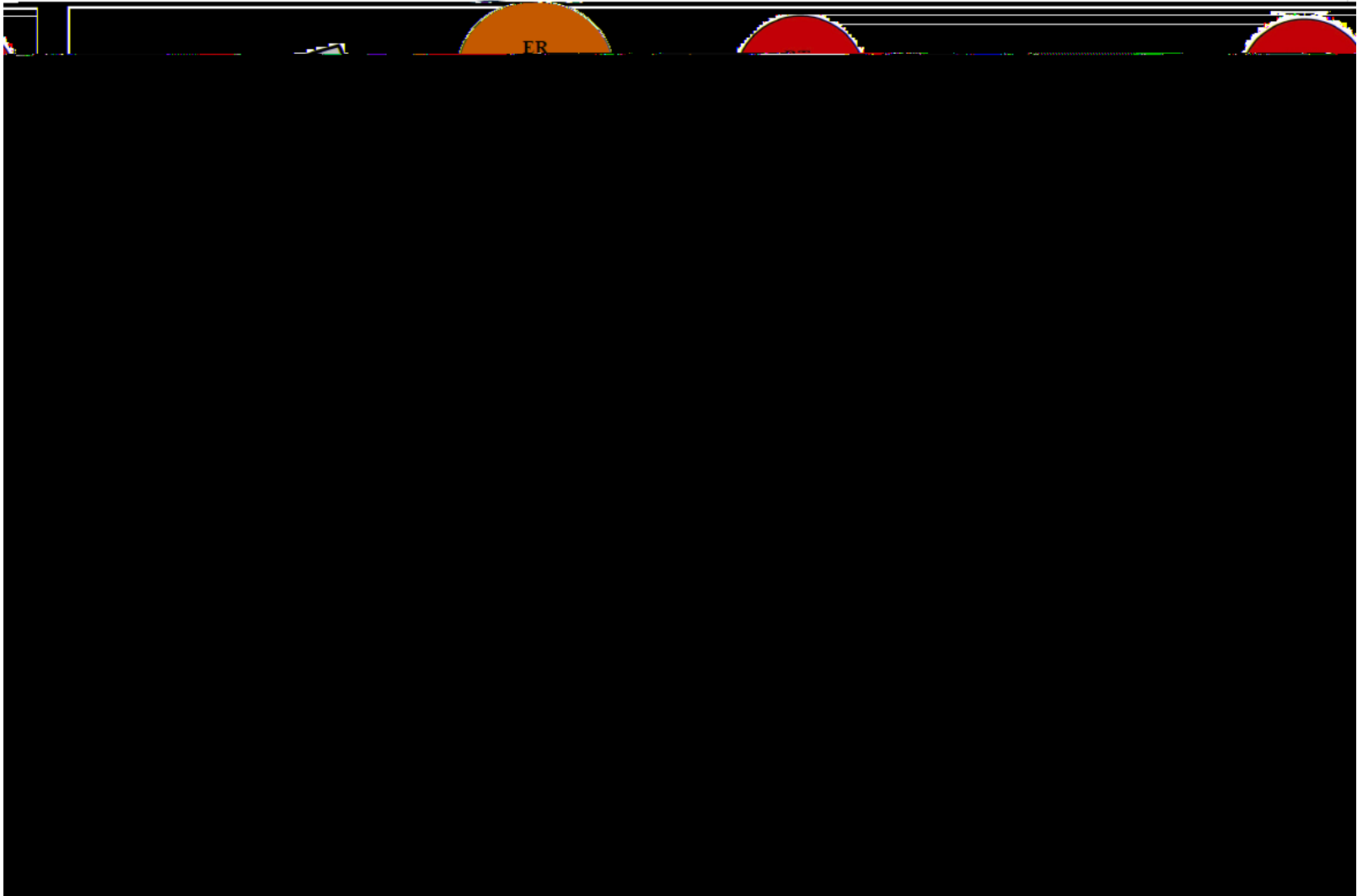
If you hear a fire alarm



1. Raise the alarm immediately by operating the nearest fire alarm.
2. Call Security on 92111 or **0800 823 637**.
3. If still concerned, notify the Fire Service by calling 111
4. Close down potentially dangerous processes or machinery (ONLY if possible to do so safely).
5. Leave immediately by the **nearest** fire exit.
6. If you are closest to armband report to floor clearing board (see map)
7. Report to your designated assembly area

NOTE: Smoke doors should not be physically restrained (NO door wedges) and fire extinguishers are only for very small fires.

School of Earth and Environment Evacuation Map



Room warden

- If you are teaching in a space (lab, lecture, tutorial, etc) you are responsible to direct the occupants to the exits and evacuation area.

First to armband process (help evacuate a floor or floor zone)

- Anyone can and should act as a warden – if the alarm sounds, get to the oundsn ()

Earthquake



If inside :

- Drop, cover or hold tight in your immediate space
- Do not try to move around the space while the building/facility is shaking.

If it is necessary to leave the building/facility when the shaking has stopped:

- **Evacuate to the nearest assembly area or Ilam Fields if safe** to do so (take no more than a minute to grab your belongings if you can on the way).
- Be aware of potential hazards as you exit – glass, roof tiles, trees etc.
- **Do not re-enter** any building/facility unless the all clear has been given.
- Offer assistance to any walking injured but refer serious injuries to security in the event of a major quake to coordinate rescue services.

Earthquake



If outside

- Stay outside until the all clear is given.
- Gather and rest, clear of buildings, trees, power lines or other potential hazards (refer to Emergency Assembly Area Map).
- **If in the field**, look for rock fall (don't run aimlessly), move away from rocky outcrops, rivers or snowy slopes. Inform your UC emergency contact person of your situation asap.
- If at a coastal location, follow the guideline 'if it is long or strong, get gone' and follow tsunami evacuation warnings.

<https://www.civildefence.govt.nz/get-ready/get-tsunami-ready/>

Lockdown

- Active shooter scenarios are extremely rare in NZ, but as a remote possibility, it is best to be prepared.
- Plan your best safe zones in your typical work area(s) ahead of time
 - Think of a good hide and seek spot
 - Ideally out of sight from windows, under furniture, behind as many locked doors as possible.
- If a lockdown is initiated, go to your nearest 'safe zone' – lock doors behind you and turn off lights (if possible).
- Turn your phone to silent but keep watch on updates via the UC Go app, emergency text alerts, email and news.
- Try to stay in good spirits but remain vigilant

Field Work for research and teaching

Check SEE H&S web page for up-to-date Field Activity information

<https://www.canterbury.ac.nz/study/academic-study/science/science-schools-and-departments/school-of-earth-and-environment/health-and-safety-at-sees>

Trip leaders are responsible for:

- Filling in Field Activity Plan ([link](#)) & submit for approval early
- Doing Field activity training
- Having current first aid certificate
- Obtaining participant consent and information.
- Briefing all participants prior to departure (*link to doc*)
- Actively managing risks during trip
- Having a detailed emergency plan

If planning a group student field trip – contact Sacha Baldwin ASAP to help with logistics.

Send field activity plans to:

Lab inductions – no induction, no access

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

Every Laboratory / Workshop should have a specific Induction for their area that covers

- Evacuation
- Hazards
- Emergency Equipment
- Equipment Training Requirements
- Processes for new work

Stop the spread of bugs!

- Please **stay home if sick** to avoid getting others sick who may have other health conditions that may lead to serious problems
- Planning ahead helps in this regard – consider who may be able to step in and cover for you, consider what online content may be used, consider postponement options, consider online presentation/meeting from home (eg via skype, zoom, etc).
- Make use of the free flu vaccination offered by UC to staff
- Make **good hygiene** a lifelong habit – wash hands regularly, cough and sneeze into your elbow
- Remind others to follow these good practices.



No event is insignificant. All events should be reported immediately to a School Safety Officer (confidentiality is important to us).

Assura is used to report any event (accident, injury, or near miss) which involves an employee, student, visitor, contractor, volunteer, or a person

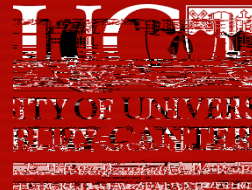
First Aiders

- Many staff in the school have first aid training
- A central list is available if needed All academics and TAs on field trips should have first aid cert (paid by school)
- First aid boxes are available on most floors and in Labs

Defibrillators

- There are 19 defibrillators located around the campus
- Early defibrillation is a key to survival
- AED units talk people step by step through their use and will not shock a person who does not need it.

<https://www.canterbury.ac.nz/about-uc/our-campus-and-environment/maps>



Summary



You are responsible for your own safety & the safety of those around you, so:

Think first, be kind, speak up
and let's all get home safe and well.

As a requirement to complete your SEE induction please participate in this short [quiz](#).