# CONTRACTOR HEALTH & SAFETY INDUCTION

Welcome to AUT's Contractor Induction.
You must complete this before you start any work at AUT.
Please read every page.

At the end there is a link to some short questions - you must answer all these questions.
If you do not finish the induction and the questions you will not be allowed on site to work.

If you need help, please ask your manager or your AUT contact.

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# AUT Online Induction: **Introduction**

Auckland University of Technology (AUT) Estates has an obligation to ensure the health and safety of all their employees and contractors, including sub-contractors whilst engaged in visiting and/or working on all AUT sites.

Employees, contractors and sub-contractors have an obligation to act in a safe manner and to comply with all safety policies, procedures and instructions at all times.

The content of this induction package will provide you with important health and safety information to which you must comply.

The objective of AUT Estates Induction is to:

- Provide and maintain a safe working environment for all employees, contractors and sub-contractors.
- Reduce incidents and injuries.
- Ensure that individuals are adequately trained and understand their responsibilities.
- Reduce hazards and potential hazards.
- Ensure all legislative requirements are complied with.

# Health & Safety Induction:
# Contractor Guidelines

AUT Security 24 Hour Number: 0800 288 7233

| | Comment |
|---|---|
| Sign In Procedures | Daily Sign in and out at security offices. Must have work order number. |
| PPE Requirements | Minimum. Hi Vis, and safety shoes, Hard hats on some sites, use risk assessments. |
| Take 5, Risk Assessment | Stop, Look, Assess, Control and Monitor |
| TA, JSA, SWMS, OR SSSP'S | Is the contractor aware of his company's policies? Explain what they are doing on site. |
| Isolate the work area | Cones and Barriers, Tape, Spotters |
| Ladder Use | Low risk short duration, stand no higher than 3 rung from the top |
| RCD | Contractors must use an RCD |
| MSDS | Material Safety Data Sheets |
| Safety Observation or Audit | Expect this to happen anytime |
| Contractor Handbook | Link to follow, being reviewed at present |

# Health & Safety Induction: **High Risk Permits**

All High - Risk Permits must be signed by an AUT Permit issuer.
All relevant requirements are outlined on the Permits.

| High Risk Permits | Comments |
|---|---|
| Roof Access Permit | Roof Plans showing area of access |
| MEWP Permit | Safety Harness, MEWP Ticket, Certification |
| Rope Permit | Rescue Plan |
| Asbestos Permit | Refer Asbestos Register |
| Electrical Isolation Permit | Only Electrical PI can sign permit |
| Isolation Permit | Gas, data, water, alarms, sprinklers |
| Hot Works Permit | Hot Works, blanket daily permits only |
| Excavation Permit | beforeudig.co.nz 0800 248 344 |
| Confined Space Permit | Gas monitoring and rescue plan |
| Scaffold Permit | Inspection Reports, WorkSafe Notification |
| Crane Permit | Crane Lift Plan |
| R32 Detection Sensor Isolation Permit | |

# EMERGENCY PROCEDURES

## 0800 AUT SAFE (24/7 response)

0800 288 7233

AUT

## CRITICAL INCIDENT REPORTING
### STAFF MEMBER DISCOVERING CRITICAL/ POTENTIAL CRITICAL INCIDENT:

#### 1. ACTIVE ARMED OFFENDER

**ESCAPE**

- **Move quickly and quietly away from danger, but only if it is safe to do so.**
- Take your phone with you if you can, but do not go back to get it if it puts you in danger
- Leave other belongings behind
- Encourage others to go with you, but don't let their hesitation slow you down

**HIDE**

- **Stay out of sight and silence your phone.** If you can't escape safely, find a secure place to hide
- Secure your environment by locking doors and windows and barricading entries where possible
- Stay away from doors and be as quiet and still as possible so you do not give away your hiding place
- Note any potential exit points

**TELL**

- **Phone the police by calling 111 when it is safe.** You may be asked to provide information to the call-taker. If it is safe to do so, try to obtain the following information:
- Exact location of the incident
- Description of the offender/s and if they are moving in any particular direction
- Details of any weapons being used.
- Number of people in the area and any that have been injured.
- The intent of the offender/s (if known or apparent)

#### 2. SERIOUS HARM TO PERSONS OR DAMAGE TO PROPERTY.

**FROM A PLACE OF SAFETY**

- Phone 111
- Fire/Police/Ambulance?
- Provide critical information, follow instructions of emergency call taker
- Phone 0800 AUT SAFE **only** if safe to do so.

## HAZARDOUS SUBSTANCES ALERT
### IF YOU DISCOVER OR SUSPECT A GAS LEAK OR CHEMICAL SPILL

If you see, smell or suspect the release of a hazardous material that cannot be stabilised according to your displayed health and safety procedures:
Remove anyone in immediate danger **only** if safe to do so.

- Do not risk unnecessary contact with the hazardous substance
- In known hazardous areas follow site-specific instructions
- Remove yourself from the area and prevent others from entering
- Activate the nearest manual fire alarm
- Evacuate the immediate area and prevent re-entry
- Dial emergency services – 111
- Phone AUT Security – 0800 AUT SAFE

## UTILITY FAILURE / OUTAGE
### LOSS OF POWER, WATER OR NETWORK

### ASSESS THE EXTENT AND IMPACT OF THE FAILURE

**MAJOR FAILURE**

Major disruption to routine:

- Contact Security on 0800 AUT SAFE
- State the nature of the problem and your location. If the telephones are not working, send someone to report the situation to Security
- Seek instruction from the building warden or if after hours, Security
- Lift failure – press emergency button in lift for assistance or call AUT Security on 0800 AUT SAFE

**MINOR FAILURE**

Minor disruption to routine:

- Contact 0800 AUT SAFE
- Advise your immediate manager

## FIRE

**REMOVE ANYONE**

- From immediate danger
- Close doors behind you as you leave

**RAISE THE ALARM**

- Activate the nearest manual fire alarm
- **Dial 111**
  - STATE FIRE
  - State where the fire is (street address) and what is burning

**EXTINGUISH THE FIRE**

- Only if it is safe to do so without taking unnecessary risks
- Use correct appliance for type of fire (follow instructions on extinguishers)

**EVACUATE – TO NEAREST ASSEMBLY AREA**

**DO**

- Leave your work area immediately
- Proceed to assembly point through nearest fire exit
- Follow instructions given by your Floor Wardens
- Escape from hot or smoke-filled areas by keeping low
- Familiarise yourself with the evacuation safe areas in your building
- If you require assistance to evacuate a building, wait in the designated safe areas or stair landing

**DO NOT**

- Use lifts
- Run
- Stand and watch
- Carry any item in your hand, including hot drinks
- Lift any person downstairs
- Pause to post online or make unnecessary calls

When the fire alarm stops, it does **not** mean the emergency is over.
Remain at the assembly area until the **all clear** is announced by the Building Warden.

**RESUME NORMAL ROUTINE ONCE ALL CLEAR IS RECEIVED**

## HAZARDS

### EARTHQUAKE

**During the shaking**

**IF INSIDE, STAY INSIDE**

- Instruct others to do the same
- Do not use lifts
- Avoid stairs
- Take cover
- Drop, cover and hold
- Move away from windows and anything that could fall on you

**IF OUTSIDE, STAY OUTSIDE**

- Instruct others to do the same
- Keep clear of buildings, trees, power lines and anything that could fall on you

**When the shaking stops**

- Expect after-shocks – more things may fall
- Look out for live electric wires and other hazards
- Follow instructions given by Wardens or Security

### VOLCANIC ERUPTION

**IF INSIDE, STAY INSIDE, IF OUTSIDE SEEK SOLID SHELTER**

- Instruct others to do the same
- Remove anyone in immediate danger to a place of safety
- Protect yourself and others from inhaling volcanic dust
- Take extra care of people with respiratory problems (asthma)

### SEVERE WEATHER

**STORM/TORNADO/CYCLONE**

**BEFORE**

- Tape windows to prevent flying glass
- Move people and equipment away from exposed rooms and windows

**DURING**

- Stay indoors
- Shelter in the strongest part of building
- Open windows on sheltered side of building if roof begins to lift

**FLOOD**

**BEFORE**

- Keep valuables, documents and equipment above possible flood level

**DURING**

- Remove anyone in danger to a place of safety
- Move any chemicals to a safe place to avoid spillage or contamination, if qualified to do so

## FIRST AID, ACCIDENT OR COLLAPSE

- Quickly assess the scene. Is it safe for you to help (are there electrical or other hazards?)
- Quickly assess the victim. Unconscious? Breathing? Accident?
- Do not move the victim unless for their immediate safety

| | |
|---|---|
| For emergency dial 111 | State ambulance<br>Advise building location and floor.<br>Say what appears to be wrong.<br>Call Security on 0800 AUT SAFE |

**WHILE WAITING FOR HELP TO ARRIVE:**

- Reassure the individual that help is on the way
- Send someone to guide responders (ambulance/first aiders) to the location

**GIVE IMMEDIATE FIRST AID**

1. Tilt head, lift chin, check breathing
2. If not breathing give two breaths
3. Check pulse for 7 seconds. If no pulse, begin CPR, Cardio-Pulmonary Resuscitation, if trained/proficient in this

| | |
|---|---|
| **Bleeding** | Stop the bleeding by applying direct pressure with a dressing/pad and elevate if possible |
| **Burns** | Cool by gently pouring over water |
| **Breaks** | Gently support the fracture to prevent movement |
| **Heart attack** | Dial 111 and request ambulance<br>(send someone to meet ambulance)<br>Request First Aider assistance and call Security for a defibrillator on 0800 AUT SAFE |
| **Seizure/Fit** | Remain calm and request for a first aider.<br>Protect head, remove dangerous objects, loosen clothing.<br>Remove anything around the mouth.<br>After seizure: place on side in recovery position, reassure, and monitor. |
| **Unconscious** | Request First Aider assistance<br>Place in the recovery position<br>Cover with blanket or clothing |

## MENTAL HEALTH & WELLBEING

**IN AN EMERGENCY**

- Call 111 if anyone is at risk of harm to themselves or others
- Notify AUT Security right away
- Remain calm, stay with the person, and offer reassurance until help arrives until help arrives if it is safe to do so

**WHAT TO WATCH FOR**

- Sudden withdrawal or distress
- Aggressive or unusual behaviour
- Talk of hopelessness or self-harm

**NEED SUPPORT?**

- Free call or text 1737 any time for support from a trained counsellor
- Access wellbeing resources on Tuia
- Staff can contact EAP Services for five free confidential sessions
- Leaders: Arrange a team debrief and contact Health, Safety & Wellbeing for support

**FOR NON-EMERGENCIES CONSIDER CALLING YOUR FIRST AID REP OR THE STUDENT MEDICAL CENTRE**

(09 921 9992 during office hours*)

*NB: Centres are closed 8am–10am on Thursdays

**After hours phone Healthline 0800 611 116 to speak to a registered nurse**

**AUT MEDICAL CENTRE LOCATIONS**

| City Campus | North Campus | South Campus |
|---|---|---|
| 921 9992 | 921 9998 | 921 9992 |
| WQ4 | AE107 | MB109 |
| Hikuwai Plaza | AE Block | MB Building |

## CYBER SECURITY

For suspected incidents involving AUT devices and/or services, report to:

**STAFF:**

Contact the ICT Staff Service Desk:
Ext 9888 | 09 921 9888 | ithelp.aut.ac.nz

**STUDENTS:**

Contact the ICT Student Service Desk:
0800 288 428 or visit us at a Tech Central location

## NORTH CAMPUS



**AUT security help phones**

AA Main entry
AA Lower carpark
AF107 Internal phone level 1
AH Next to carpark 3

Assembly Points

## CITY CAMPUS



**AUT security help phones**

WA Level 2 left of main doors
WA Level 4 Hikuwai Plaza entrance
WC Level 1 by AATM machine
WC Level 2 Gate 1 main doors
WC/WD by Hub Café
WF Level 1 right of main doors
WE North Wall Boeing Learning Centre

Assembly Points

## SOUTH CAMPUS



Assembly Points

# HEALTH & SAFETY INFORMATION FOR VISITORS

We hope you enjoy your time on campus. In case you need any health and safety information while you are on campus, the following could be helpful.

### Helpful contact numbers

**AUT main reception:** (09) 921 9999

**Security:** 0800 AUT SAFE

**Your AUT hosts:** .....

**Emergency contact numbers:**
For ambulance, fire, police **dial 111**

**Website:** www.aut.ac.nz



## SMOKING

AUT is proudly smoke free. This includes AUT buildings, carparks, open outdoor areas or other areas designated smoke free.

## ACCIDENTS / INCIDENTS

Should you happen to have an accident or incident at AUT, report it to your AUT host or organiser immediately.

## SECURITY

**Phone 0800 AUT SAFE**

Simple security tips

- Look after your valuables – don't leave wallets, bags or other items unattended or unsecured
- Avoid unlit and isolated routes at night
- If you need an AUT Security help phone, you can find the nearest phone on the map on the back

## BUILDING CODES

Each room has a three level code, eg **WF214**

The first letter indicates the campus
(**W**=City Campus, A=North Campus, M=South Campus)

The second letter indicates the building
(**F** Block)

The first numbers indicate the floor level
(WF**2**14 = level 2)

The last numbers indicate the specific room number
(WF2**14**, room 14)

So WF214= **City** Campus, **F** Building, Level **2**, Room **14**

# EMERGENCY PROCEDURES

## CALLING FOR HELP

If there is a life threatening emergency dial 111

## FIRE EVACUATION

- If there is a fire alarm, immediately exit the building via the nearest fire exit
  Alert the fire service if there are any people with disabilities waiting in the stairwell. Don't lift anyone down the stairs
- Don't carry or go back for bags or personal items
- Don't run or push – walk calmly
- Don't use the lifts
- Follow fire warden instructions
- Go to the designated assembly points
- Don't re-enter the building until given the all clear by the fire service and building warden

## POWER CUTS

- Follow the instructions of your AUT host or staff member
- Evacuate the building you are in. Take care around stairwells that may be dark or poorly lit after the power cut

## BOMB THREAT

- Follow the instructions of your AUT host or AUT Security team
- Take all personal belongings with you
- Switch off mobile phones until clear of the scene

# CONTRACTOR PARKING AT AUT

In line with AUT's policy, users are required to pay for their parking.

Parking is limited and on a first in first served basis.

We have dedicated spaces for contractors. You will need to apply to use these as they are discounted and only available to approved AUT contractors.

## How to apply for a carpark

1. To register for the first time, scan the QR code below and fill out all the necessary details.

2. Your request will be sent to AUT Parking. You will not be able to book parking until the request is approved. The approval is a one-time process that can take up to 24 hours. If you need to park prior to being approved please pay at the meter in the casual carparks.

   Please send an email to **parking@aut.ac.nz** if you need urgent approval.

3. Once approved you can book, park and pay by using the UbiPark platform (either on the app or via the web).

## DOWNLOAD THE UBIPARK APP

UbiPark

ANDROID APP ON Google play

Download on the App Store



# AUT CITY CAMPUS

55 Wellesley Street East, Auckland




## SCHOOLS

**Art & Design** – Level 3, WE building
**Business** – Level 1, WF building
**Communication Studies** – Level 12, WG building
**Engineering, Computer & Mathematical Sciences** – Level 3, WZ building
**Future Environments** – Level 11, WG building
**Hospitality & Tourism Reception** – Level 3, WH building
**Law** – Level 3, WY building
**Science** – Level 1, WS building
**Social Sciences & Humanities Reception** – Level 3, WB building
**Te Ara Poutama Reception**– Level 3, WB building

## STUDENT HUB

Level 2, WA building

## SERVICES AND FACILITIES

**AUT International** – Level 16, WO building
**AUT Security** – Corner St Paul & Wakefield St, WO building
**AUT Shop** – WH102, WH building
**AUT Student Association** (AUTSA) – Level 2, WC building
**Library** – Level 4, WA building
**PinkLime** (print services) – Level 3, WA building
**Student Accommodation & Recreation Centre** – WQ building
**Mōwai Student Health & Counselling** – Level 4, WQ building
**Rainbow Student Support** – Level 4, WQ building
**Tech Central** – Level 4, WA building

- Student Hub
- Student lounge & study space
- Café
- Library
- Gym
- Conference facility
- City Campus–South Campus shuttle bus stop
- Baby feeding rooms
- Mobility parks
- Defibrillator

**WA4** Hikuwai Plaza, outside library
**WF01** Lift lobby
**WG1** Help desk in the atrium
**WH209** Piko restaurant
**WO2** Security reception
**WS01** Lift lobby
**WY1** Mayoral Drive – lift lobby
**WQ3** Reception area
**WQ4** Mōwai Student Health & Counselling

**For more details, use MazeMaps - mazemap.aut.ac.nz**

# AUT NORTH CAMPUS

90 Akoranga Drive, Northcote, Auckland




## FACULTIES & SCHOOLS

**Education Reception –** AG129, AG building
**Health & Environmental Sciences**
Office of the Dean – Level 3, AF building
**School of Allied Health** – AA124, AA building
**School of Nursing** – AA124, AA building
**School of Community & Public Health** – Level 4, AZ building
**School of Sport, Exercise & Health** – Level 2, AF building
**Health & Environmental Sciences Postgraduate & Research Office** – Level 2, AF building

## STUDENT HUB

Level 1, AF building

## CAMPUS CARPARKS

Carparks 2 and 7 (Pay by Plate)

## SERVICES & FACILITIES

**AUT Integrated Health** –
Physiotherapy-Musculoskeletal Clinic – Level 2, AH building
Physiotherapy-Neuro Rehab Clinic – AA building
Podiatry Clinic – Level 2, AH building
Psychotherapy Clinic – AN building
**AUT Medical Centre** – AE107, AE building
**AUT Student Counselling** – AE112, AE building
**AUT Security** – AG building
**AUT Student Association (AUTSA)** – AS building
**Learning Lab** – AS building
**Library** – AS building
**Sports Stadium** – AH building
**Tech Central** – AS building
**Visitor enquiries (students)** – Student Hub, Level 1, AF building
**Visitor enquiries (general)** – Security Office, AG building

- Student Hub
- Student lounge & study space
- Café
- Early Childhood Centre
- Baby feeding rooms
- Conference facility
- Public transport
- Pedestrian access
- Mobility parks
- Scooter and motorbike parking
- Covered pedestrian motorway overbridge
- Defibrillator
  **AA124** Lobby
  **AH01** Reception
  **AS102** Lift lobby
  **AZ100** Beside the Kōkihi Café counter

For more details, use MazeMaps – mazemap.aut.ac.nz

# AUT SOUTH CAMPUS

640 Great South Road, Manukau, Auckland




## SERVICES AND FACILITIES

**AUT Student Association (AUTSA)** – ME building
**Boardroom** – Level 3, MB building
**Café** – Level 2, MD building and level 1, MH building
**AUT Security** – MF building
**Fitness Centre** – Level 1, MD building
**Learning Lab** – Level 1, MA building
**Library** – Level 1, MA building
**Student Counselling & Mental Health** – Level 1, MB building
**Student Medical Centre** – Level 1, MB building
**Tech Central** – Level 2, MA building

## STUDENT HUB & RECEPTION

Level 1, MB building

- Student Hub
- Student lounge & study space
- Café
- Conference facility
- Intercampus shuttle bus stop
- P Public transport
- Pedestrian access
- Baby feeding room
- Mobility parks
- Scooter and motorbike parking
- Defibrillator
  **MA1** Main lobby
  **MB101** Corridor
  **MD100** Corridor
  **MH101** Kiosk near main lift

For more details, use MazeMaps– **mazemap.aut.ac.nz**

# IMPORTANT CONTACT NUMBERS:

| | |
|---|---|
| ► AUT SECURITY | ► 0800 288 7233 |
| ► Estates Service Centre | ► 09 921 9999 ext. 94449 |
| ► Emergency Services | ► Internal AUT line – 1 then 111 |

# STANDARD RESTRICTIONS AT ALL AUT SITES:

- No Smoking
- No Vaping
- No Pets
- No Children
- No Alcohol
- No Drugs
- No Harassment

# THANK YOU

Please complete the following to confirm your understanding and acknowledgment of AUT Induction information:

Click the link below to start the quiz

► INDUCTION QUIZ & ACKNOWLEDGEMENT ◄