Welcome to
College of Engineering
February 2015
“Going Home Uninjured”

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

- Appropriate Personal Protective Equipment must be worn at all times.
- Do not override, remove, or interfere with any safety equipment, including guards or shields.
- All injuries and incidents must be reported.
- Everyone working in a laboratory or workshop must have authorisation of the area manager.
The following slides have information you need to know in an emergency.

- Key phone numbers
- Fire and earthquake procedures
- How to report an event or hazard
Know the evacuation procedures for all venues you attend.

Read and understand the Emergency Procedures.

Programme Security’s emergency number into your mobile phone: **0800 823 637 - please do it now!**

[www.canterbury.ac.nz/emergency/](http://www.canterbury.ac.nz/emergency/)
Emergency telephone numbers

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

2. Call Security on 6111 or 0800 823 637 and state “Medical Emergency”

3. Security will call the Ambulance Services and ensure they arrive at the correct part of campus.

4. Give first aid until the arrival of an ambulance or qualified medical expert.

5. If the emergency is a possible cardiac or respiratory arrest there are four defibrillators situated around our College.

6. These defibrillators are fully automated and will prompt an untrained user through the rescue procedure.
Location of Defibrillators

- The four defibrillators around our College are located as follows:
  1. Civil and Natural Resources Engineering Lab Wing (near Door 5)
  2. Level 4, von Haast Building.
  3. Erskine Building, Level 1 (ground floor), opposite lifts.
  4. School of Forestry Building, in foyer entrance.

Security, Health Centre and the Sports and Recreation Centre also have defibrillators.
1. Raise the alarm immediately by operating the nearest fire alarm.

2. Notify the Fire Service by calling 1-111

3. Call Security on 6111 or 0800 823 637.

4. Close down potentially dangerous processes or machinery if possible to do so safely and with no delay. Leave lights on.

5. Leave immediately by the nearest escape route.

6. Report to your designated assembly area.
As students will now be working in many different areas on campus, it is important to familiarise yourself with the relevant assembly points each time you are in a new location.

Your lecturer or lab technician can inform you of these in the different locations you will be using.

Alternatively there is the campus map showing all assembly points across both Ilam and Dovedale Campus at [http://www.canterbury.ac.nz/maps/home](http://www.canterbury.ac.nz/maps/home)
What should you do?

• Drop, Cover, Hold – take shelter under solid furniture or in doorways

• Do not try to move around while the building/facility is shaking.

• When shaking stops, evacuate the building by the nearest exit. **DO NOT USE LIFTS.**
Earthquake Procedures

What should you do?

- **Evacuate to the nearest holding area or Ilam Fields if safe** to do so (refer to Emergency Assembly Area map).

- Do not isolate yourself, stay with others.

- Be aware of potential hazards – glass, trees etc.

- Do not re-enter any building/facility unless the all clear has been given.
What should you do?

If already outside

• Stay outside.

• Take shelter clear of buildings, trees, powerlines or other potential hazards (refer to Emergency Assembly Area Map).

If emergency assistance is required, phone ext 6111 or 0800 823 637.
Emergency Assembly Areas
Emergency Assembly Areas

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

- Report any suspicious behavior to Security, no matter how minor.

- Vigilance and prompt reporting prevents incidents and it might prevent an unpleasant situation arising.

- Avoid walking alone at night and travel with a friend.

- Always use illuminated and recommended walking routes at night.

- Ensure that all vehicles are locked and valuables are in a safe place.

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

- [www.fm.canterbury.ac.nz/operational/security/security.shtml](http://www.fm.canterbury.ac.nz/operational/security/security.shtml)
Walking Route between campuses

• **SAFETY** has to be your number 1 priority, look where you are going, **not at your phone** whilst walking around and between the campuses.

• There will be many trucks and heavy machinery around the Ilam campus as our lab refurbishments(and other UC projects) take place.

• Please be extra careful when you cross Waimairi Road.
Emergency Beacons and Call Points
Shadow Me App facility

How It Works

The SHADOW ME application is simple to setup and use but is based on highly sophisticated technology:

1. Potential users must have a Smart Phone with a data package and GPS capability.
2. Users get a Shadow Me registration number from the UC Security office at 114 Liam Rd.
3. Individual inputs their contact’s / associated info (i.e. preferred call list, phone numbers, email addresses, etc.) into the Shadow Me website (http://shadowme.co.nz/).
4. The App for your mobiles are available by searching and installing on the app store or the app store equivalent for shadowme NZ, you will then need to register on the app for the system to work.
5. Once registered, individual initiates a session (by activating the Security button or by the panic button).
6. Once activated the application tracks your movements via GPS.
7. Upon emergency escalation or indication of duress (panic feature), an outbound call goes out to your specified contact list informing them of your last known position. This information will also be send via the following forms of media at the same time:
   a) Text Message
   b) Email Notification
   c) GPS / Dashboard Transmission
An event is any accident, incident, near miss, injury, harm, serious harm, mishap, feeling of pain or discomfort that occurs in your place of work or study.

Students are required to report events

Full details how to are on the Health and Safety Toolkit

https://intranet.canterbury.ac.nz/hs/toolkit/

Access available to students via log-in or refer to your Departmental Administrators for assistance.
Have a safe and successful year!

College Health & Safety Committee