

LATEST NEWS

- [Welcome To Our New Manager, Mike Impey](#)
- [Speak-Up](#)
- [Health & Safety Advisors Allocated To Directorates](#)

UPDATES & REMINDERS

- [Local Health & Safety Induction Compliance Process](#)
- [‘6 Monthly Workplace Checklist’ Reminder For August 2017](#)

H&S CLINIC NEWS

- [Occupational Health Advice For Individual Employees \(Process Change\)](#)

THIS MONTH’S SAFETY TOPIC

- [Ergonomics](#)

TRAINING

- [Managing Safely Training for 2017 \(Manager’s Training\)](#)
- [Health & Safety Rep \(HSR\) Training \(including NZQA HSR Training\)](#)
- [Working with Hazardous Substances \(Managers & H&S Reps Training\)](#)

ADHB WELLNESS NEWS

LINKS

- [Helpful Links/Contacts](#)

HEALTH & SAFETY COMMITTEES

[Reports Available For June \(click here\)](#)



LATEST NEWS

Welcome To Our New Manager, Mike Impey



It is with great pleasure that we welcome Mike Impey (replacing Denise Johnson) to our Health and Safety Department.

Originally qualified as a licensed aircraft engineer, Mike spent many years managing engineering support in a multitude of countries around the world, followed by several years back in London managing the technical training of pilots for the largest and most successful British airline.

Mike holds a Masters Degree in Occupational Safety and Health. He also holds a Bachelor of Science degree, a Bachelor of Engineering (honours) degree, a Post Graduate Diploma (distinction), a Professional Certificate in Management and a Post Graduate Certificate in Safety and Accident Investigation.

Hobbies include diving (PADI Divemaster) and Formula 1 motor racing.

Speak Up

Everyone should feel safe to speak up if they experience or witness harassment, discrimination or bullying. *Kaua ē patu wairua* (do not offend my spirit or my soul) captures the essence of Speak Up.

Harassment, discrimination and bullying affects staff and patients. Unprofessional behaviour between employees has a measureable impact on patient outcomes and experience. By preventing harassment, discrimination and bullying we help each other work in a safe, healthy environment where we can do the best work of our lives. Arend Merrie, Director Surgical Services led the team that developed Speak Up.

There are staff members who have volunteered to provide support for anyone experiencing bullying, harassment or discrimination. They can be a sounding board if you want to check what you are experiencing is unacceptable. They can also provide you with information about the Speak Up programme and support you through the reporting process. However, they can't attend meetings as your representative, or approach other staff or managers on your behalf.

If you are unsure if what you are experiencing or observing is unreasonable, check the bullying, harassment and discrimination definitions on the 'Speak Up' landing page ([by clicking here](#)). Sound out your experience by talking to someone you trust like a manager, leader, or a friend. You can also speak to anyone of the people below, who can also help you to Speak Up:

- Call the Employee Assistance Programme (EAP) on 0800 735 343. Someone is available 24/7
- Speak to one of the Speak Up supporters
- Speak to your manager or a trusted colleague who can help you speak up.

More information can be found by clicking on the link below:

<https://adhb.hanz.health.nz/Pages/Speak-Up.aspx#>

Health & Safety Advisors Allocated To Directorates

Each Directorate now has a Health & Safety Advisor allocated to it. The table below shows who is the nominated Health & Safety Advisor for your Directorate. To seek support, please email the Health & Safety Help Desk on OHSAdvisor@adhb.govt.nz.

| Directorates | Health & Safety Advisor Allocated | Phone Extensions |
|----------------------------|-----------------------------------|------------------|
| Adult Medical Services | John Myers | Ext: 27943 |
| Cancer & Blood | Shona Arms | Ext: 26428 |
| Cardiac Services | Brian Griffiths | Ext: 27035 |
| Children's Health | Shona Arms | Ext: 26428 |
| Clinical Support | Brian Griffiths | Ext: 27035 |
| Community & LTC | John Myers | Ext: 27943 |
| Corporate | Sophia Tennyson | Ext: 27144 |
| Mental Health & Addictions | Sophia Tennyson | Ext: 27144 |
| Non Clinical Support | Ken White | Ext: 29820 |
| Perioperative Services | Sophia Tennyson | Ext: 27144 |
| Surgical Services | Shona Arms | Ext: 26428 |
| Women's Health | Sophia Tennyson | Ext: 27144 |

UPDATES & REMINDERS

Local Health & Safety Induction Compliance Process

Local H&S Induction compliance appears to be quite low due to inconsistent notification to H&S when inductions are completed. A simplified system has now been developed to capture and track the departmental inductions. Health & Safety will continue sending reminders to managers when we do not receive notification of local H&S induction of new staff.

Please [click here](#) to review the requirement for local H&S Inductions.

'6 Monthly Workplace Checklist' Reminder For August 2017

The '6 Monthly Workplace Checklist' for August 2017 now needs to be organised and completed by the end of this month. The February'17 Checklist compliance rate is only 65%. We need HSRs of all Workgroups (or manager in the absence of a HSR) to complete this checklist to get 100% compliance for Auckland DHB.

Once the HSR completes the checklist, managers are then required to submit an on-line declaration, by [clicking here](#), to access the Health & Safety Forms page, then under "Online Forms" selecting "Register Workplace Checklist Completion". On receipt of this online form, we will update our database. If there is no Health & Safety Rep currently elected, the duty of completing the 6 monthly checklist falls on the manager of the Workgroup/ Area.

The purpose of the checklist is for the manager to be able to demonstrate that they are managing health & safety in their areas to a suitable and sufficient level in compliance with legislative and Auckland DHB requirements.

H&S CLINIC NEWS

Occupational Health Advice for Individual Employees (process change)

Managers can request Occupational Health's advice for situations in their area where an employee's personal health issue appears to be affecting their ability to be fully productive. Please note that we have updated the request form for this OH advice. This is now a one-step request (no more Part A/Part B) and consent from the employee needs to be obtained before the request is sent to H&S. Requests are reviewed by the Vocational Wellbeing team and an appropriate referral or advice will be provided.

Please [click here](#) to access this form on the intranet site. The form leads you through the process and if you need assistance please call the Vocational Wellbeing Advisor on 28786. **PLEASE DISCARD ALL OLD FORMS!!!**

THIS MONTH'S SAFETY TOPIC

Ergonomics

Correct set-up and use of a computer workstation helps to reduce the likelihood of musculo-skeletal pain and discomfort. In addition, computer users will find that a well set up and properly used workstation is much more efficient.

Please [click here](#) to access information on Workstations & VDUs (Hippo site)

Please [click here](#) to access the Team Safety Briefing on Ergonomics.

TRAINING

Managing Safely Courses: 2017

This course is designed to provide managers with a greater understanding of the health & safety responsibilities required by the Health & Safety at Work Act (HSWA) and ADHB requirements and is a mandatory course for all managers responsible for a work area.

On completion of the course, participants will have a greater understanding of the duties of employers and employees and policy matters.

Participants should be able to undertake general risk assessment and understand health and safety topics such as incident investigation, hazardous substances management, violence and aggression, moving and handling, slips trips and falls, and rehabilitation.

This course is listed in **KIOSK** under Leadership & Management Courses (L&M – Managing Safely)

Managing Safely Training for 2017

| Date | Day & Time | Site | Venue |
|------------|----------------------------|------|--|
| 16/08/2017 | Wednesday (08:30-16:30) | GCC | Marie Hoskin Room, Building 14, L7 – Greenlane Clinical Centre |
| 20/09/2017 | Wednesday (08:30-16:30) | GCC | Marie Hoskin Room, Building 14, L7 – Greenlane Clinical Centre |
| 18/10/2017 | Wednesday (08:30-16:30) | GCC | Marie Hoskin Room, Building 14, L7 – Greenlane Clinical Centre |
| 23/11/2017 | Thursday (08:30-16:30) | GCC | Marie Hoskin Room, Building 14, L7 – Greenlane Clinical Centre |

| | | | |
|------------|----------------------------|-----|---|
| 20/12/2017 | Wednesday (08:30-16:30) | GCC | Marie Hoskin Room, Building 14, L7 – Greenlane Clinical Centre |
|------------|----------------------------|-----|---|

Health & Safety Rep (HSR) Training

The contribution made by H&S Reps at Auckland DHB results in a safer workplace for everyone and is greatly appreciated.

WHAT training should you register for?

1. Any HSR who successfully completed the Transition Training before the end of June 2016 will now need to do either refresher training or hazardous substances training (listed below).
2. If you are a “New” H&S Rep, book yourself on H&S Rep Orientation Training via Kiosk, which is the initial training for new H&S Reps (see below for details) **AND see #3 as well.**
3. NZQA HSR Training required under the New Legislation is for new Reps or re-elected Reps who **did not** complete or pass Transition Training before the end of June 2016. See NZQA training dates below for 2017 (**3 new sessions added**)

HSR Orientation Training Details for 2017

Booking on Kiosk (Intranet Home Page → click on “K” at the A-Z Index → Kiosk – login (including CPE and WRE Activities) → My Info → Training → Book Course → Booking Course → Select ‘OH&S HSR Orientation Course’

| Date | Day & Time | Site | Venue |
|------------|---------------------------|------|------------------------------|
| 09/08/2017 | Wednesday (8.00-12.30) | GCC | Building 4, L5, Lecture Room |
| 10/10/2017 | Tuesday (8.00-12.30) | ACH | CEC – Henley Room |
| 06/12/2017 | Wednesday (8.00-12.30) | GCC | Building 4, L5, Lecture Room |

NZQA HSR Training (For Elected HSR) (two consecutive days)

Booking on Kiosk (Intranet Home Page → click on “K” at the A-Z Index → Kiosk – login (including CPE and WRE Activities) → My Info → Training → Book Course → Booking Course → Select ‘OH&S HSR Training (For Elected Reps)’

| Date | Day & Time | Site | Venue |
|---|--------------------------------------|------|---|
| 23 rd & 24 th August | Wednesday & Thursday (8:30-16:30) | GCC | Sir Barratt Boyes Room, Level 7, Building 14, Greenlane Clinical Centre |
| 11 th & 12 th October | Wednesday & Thursday (8:30-16:30) | GCC | Sir Barratt Boyes Room, Level 7, Building 14, Greenlane Clinical Centre |
| 29 th & 30 th November | Wednesday & Thursday (8:30-16:30) | GCC | Sir Barratt Boyes Room, Level 7, Building 14, Greenlane Clinical Centre |

Hazardous Substances Training for 2017

This provides both managers and H&S Reps with the information to safely management hazardous substances within their areas. It provides information on creating and maintaining a hazardous substances inventory and what training managers are required to deliver to their staff.

Booking on Kiosk (Intranet Home Page → click on "K" at the A-Z Index → Kiosk – login (including CPE and WRE Activities) → My Info → Training → Book Course → Booking Course → Select 'OH&S – Hazardous Substances-Managers and H&S Reps Only'

| Date | Day & Time | Site | Venue |
|------------|------------------------------|------|-----------------------------------|
| 17/08/2017 | Thursday (1.30pm-16.00) | GCC | Building 4, Level 5, Lecture Room |
| 19/10/2017 | Thursday (9.00am – 11.30) | GCC | Building 4, Level 5, Lecture Room |
| 07/12/2017 | Thursday (1.30pm – 16.00) | GCC | Building 4, Level 5, Lecture Room |

ADHB WELLNESS NEWS



Click on this picture to access the Wellbeing Page on our intranet site

HELPFUL LINKS/CONTACTS

- [H&S Intranet site](#)
- **Quick Contacts: Ext 27800**
 - **Option 1 - H&S Advisor Help Desk** for H&S and Hazard advice
 - **Option 2 - Occupational Health Clinic** for Clinic Bookings, BBFA and Pre-Employment Screening
 - **Option 3 - Occupational Health Nurse on Duty** - If your personal health has been affected by an exposure at work