



AUT

CONTRACTOR HEALTH & SAFETY INDUCTION

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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 RDC
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)

AUT

☎ 0800 288 7234

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

1. ACTIVE ARMED OFFENDER

- FLIGHT** → Get to a safe place
- HIDE** → Find a place to hide, stay low away from doors and windows
→ Block/lock doors
→ Remain quiet, silence phone/electronic devices
→ If possible/safe phone 111 – follow police instructions

- TELL** → Phone 111 or utilise emergency services' 111 text services as applicable
→ Don't risk your own safety or the safety of others
→ Phone 0800 AUT SAFE **only** if safe to do so

2. SERIOUS HARM OR DAMAGE TO PERSONS OR 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 known health and safety procedures:
Remove anyone in immediate danger **only** if safe to do so.

- Do not risk unnecessary contact with the gas or chemical
- Follow area-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 1-111 or 0800 AUT SAFE and inform Security of the situation

ESSENTIAL UTILITY FAILURE LOSS OF POWER, LIGHTING, COMMUNICATION, WATER OR COMPUTER NETWORK

ASSESS THE EXTENT AND IMPACT OF THE FAILURE

MAJOR FAILURE

- Major disruption to routine:
- Contact Security on 0800 AUT SAFE who will alert the Director of Operations
 - 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
 - Power cuts – wait for instructions from Emergency Wardens
 - Lift failure – press emergency button in lift for assistance

MINOR FAILURE

- Minor disruption to routine:
- Contact 0800 AUT SAFE
 - Advise your immediate manager

EVENT ESCALATION

- In the event of any situation that disrupts normal business operations the Emergency Management Team (EMT) will be activated.
- To inform/activate the EMT phone 0800 AUT SAFE and provide the details.
- These details will be passed to the Director of Operations (DOO)
- The DOO will determine if the EMT framework will be activated.

ALERT LEVELS

- Level 1: High impact
- Level 2: Medium impact
- Level 3: Low impact

FIRE

- REMOVE ANYONE** → From immediate danger
→ Close doors behind you as you leave

- RAISE THE ALARM** → Activate the nearest manual fire alarm
→ **Dial 1-111**

- 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 crawling on hands and knees
→ Wait in the smoke stop lobby or stair landing if you require assistance to evacuate

- 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

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

NATURAL DISASTER

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 Emergency Wardens or Civil Defence Officers

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 and gaseous fallout
→ Take extra care of people with respiratory problems (asthma)

STORM / TORNADO

- BEFORE**
→ Tape windows with tape 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

TSUNAMI

- BEFORE**
→ If told to evacuate, do so immediately!

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 (electrical or other hazards)?
- Quickly assess the victim. Unconscious? Breathing? Accident?
- Do not move the victim unless for their immediate safety

For emergency dial 1-111	State ambulance Say what appears to be wrong Advise building location and floor Call Security on 0800 AUT SAFE
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WHILE WAITING FOR HELP TO ARRIVE:

- Request assistance from a First Aider
- Send someone for your first aid box
- 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 jugs of cold water
Breaks	Gently support the fracture to prevent movement
Heart attack	Dial 1-111 and request ambulance (send someone to meet ambulance) Request First Aider assistance and call Security for a defibrillator on 0800 AUT SAFE
Unconscious	Request First Aider assistance Place in the recovery position Cover with blanket or clothing

POSSIBLE HEART ATTACK

SIGNS

- Heavy pressure, tightness, pain or unusual discomfort in the centre of the chest
- It may spread to the shoulder, neck, jaws or down one or both arms
- The pain may go away, lessen and then return – it usually lasts more than 15 minutes
- There may be sweating, nausea, vomiting, breathlessness or faintness
- Sharp stabbing twinges in the left side of the chest are not usually signs of a heart attack

WHAT TO DO

- Call ambulance on 1-111 and Security for a defibrillator
- Request a First Aider
- Get person to rest quietly sitting or lying
- Get them to sit up if breathless or lie flat if faint
- If person has own medication encourage them to use it
- Reassure

SEIZURE OR FIT

STAY CALM

- Safety of person:
- Request First Aider assistance
 - Protect head
 - Remove dangerous objects
 - Loosen clothing

DO NOT PUT ANYTHING IN MOUTH WHEN SEIZURE HAS STOPPED, PUT PERSON IN A RECOVERY POSITION

- Be reassuring
- Help to resting place
- Observe while resting

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

(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

City Campus 921 9992 WB219 Hikuwai Plaza	North Campus 921 9998 AX100 3 Akoranga Drive	South Campus Family Doctors, Accident & Medical 277 5777
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Download the AUT Safe app from Google Play and iTunes, to ensure you are prepared for any emergency.

Features include:

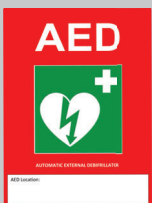
- Emergency contacts
- Friend Walk
- Safety Toolbox
- Campus maps
- Emergency plans
- Support resources
- Safety notifications

GET THE APP



DEFIBRILLATOR LOCATIONS

NORTH CAMPUS	CITY CAMPUS	SOUTH CAMPUS
AA124 Lobby (alarmed box)	WA4 Hikuwai Plaza, outside library (alarmed box)	MA100 Foyer
AH01 Reception	WB222 Health & Counselling Centre	MB101C Corridor 3
AL01 Library foyer (alarmed box)	WF01 Lift lobby (alarmed box)	MD100 Corridor on wall next to MD117 door
AR01 Stairwell of south block, beside carpark 6 (alarmed box)	WG1 Help desk in the atrium (alarmed box)	MH101 Kiosk
AX01 AUT Health / Northmed reception, 3 Akoranga Drive	WH209 Piko restaurant	
	W03 Wakefield Street – lift lobby (alarmed box)	
	WS01 Lift lobby (alarmed box)	
	WT8 Lift lobby	
	WY1 Mayoral Drive – lift lobby (alarmed box)	





SMOKING

AUT is proudly smoke free. This includes AUT buildings, car parks, 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
(WF214 = level 2)

The last numbers indicate the specific room number
(WF214, room 14)

So WF214= **C**ity 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.

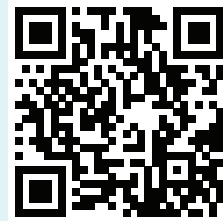
Please send an email to parking@aut.ac.nz if you need urgent approval.

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



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
- Student Counselling & Mental Health** – WB204, WB building
- Student Medical Centre** – WB219, WB 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
- WB222** Health & Counselling Centre
- 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

AUT NORTH CAMPUS

90 Akoranga Drive, Northcote, Auckland



FACULTIES & SCHOOLS

Clinical Sciences Reception – AA124, AA building

Education Reception – AG129, AG building

Faculty of Health & Environmental Sciences Postgraduate & Research Office – Level 2, AF building

Health & Environmental Sciences – Level 3, AZ building

Occupational Health, Psychology, & Psychotherapy – Level 4, AF building

Public Health & Interdisciplinary Studies Reception – Level 4, AZ building

Sport & Recreation – Level 2, AF building

STUDENT HUB

Level 1, AF building

CAMPUS CARPARKS

Carparks 2 and 7 (Pay by Plate)

SERVICES & FACILITIES

AUT Integrated Health – AX building / Northmed, 3 Akoranga Drive (800m from campus)

AUT Medical Centre – AE107, AE building

AUT Security – AT101, AT building

AUT Student Association (AUTSA) – AS building

Learning Lab – AL building













Library – AL building

Sports Stadium – AH building

Tech Central – AL building

Visitor enquiries (students) – Student Hub, Level 1, AF building

Visitor enquiries (general) – Security Office, AT 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
 - AL01 Library foyer
 - AX01 AUT Health / Northmed reception, 3 Akoranga Drive (not shown on map)
 - AZ100 Beside the Kōkihi Café counter

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
- 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

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



AUT

THANK YOU

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

▶ INDUCTION QUIZ & ACKNOWLEDGEMENT ◀