



# HEALTH, SAFETY AND WELLBEING POLICY

This policy is applicable to all University staff and students.

June 2019

SUPPORTING

YOU



## **APPLICATION**

This policy is applicable to all University staff and students.

## **PURPOSE**

This policy aims to assist staff and students to understand their responsibilities with respect to health, safety and wellbeing at the University, and in turn help set their expectations of the University.

# CONTENTS

## STRUCTURE

This policy consists of 3 main sections:

### **Health, Safety and Wellbeing**

**Policy Statement**, gives an understanding of the principles and focus for health, safety and wellbeing within the University of Auckland.

### **General Management Statements**,

provide an outline of the intent and University of Auckland approach to key areas of health, safety and wellbeing.

### **Roles and Responsibilities**,

details the specific responsibilities for different roles within the organisation. Individuals should refer to the section(s) that relate to their role within the University.

For reference, appendices A, B and C provide further clarification on the overarching governance model, delegation path for approvals, and health, safety and wellbeing management system respectively.

FOREWORD	2
GOVERNANCE – Council’s Charter of Responsibilities	3
LEADERSHIP AND MANAGEMENT – Introduction	4
UNIVERSITY OF AUCKLAND – Health, Safety and Wellbeing Policy Statement	5
MANAGEMENT OF HEALTH, SAFETY AND WELLBEING – General Outline	6
STATEMENTS OF RESPONSIBILITIES FOR HEALTH, SAFETY AND WELLBEING	
1. The Vice-Chancellor	7
2. Deans of Faculties and Directors of Service Divisions	8
3. Academic Heads of Schools (Department) / Directors of Service	9
4. Directors of Faculty Operations	10
5. Line Managers and Academic Leaders	11
6. All Staff	13
7. All Students	14
8. Director of Human Resources and Associate Director of Health, Safety and Wellbeing	15
9. Director of Property Services	16
10. Health, Safety and Wellbeing Managers	17
11. Facilities and Services Managers	18
12. Deputy Vice-Chancellor (Research) – Licensed Operator	19
12.1 Hazard Containment Manager	20
12.2 Hazard Containment Advisor / Laser Safety Officer	21
13. Safety Representatives	22
14. Staff with specific health, safety and wellbeing responsibilities	23
APPENDIX A – Governance and Organisation	24
APPENDIX B – Policy and Protocol Delegation	25
APPENDIX C – Policy and Protocol Structure	26
APPENDIX D – Glossary of Terms	27
CONTACTS	28

# FOREWORD

**As a community the University must go beyond legislative compliance to a culture that is proactive in supporting the health, safety and wellbeing of all its members.**

The University places the safeguarding of the health, safety and wellbeing of its community at the heart of its Strategic Plan including it as a strategic objective, 'A safe and healthy environment'. As the governing body of the University, the Council is committed to providing a safe and healthy workplace, for staff, students and visitors, which the University will achieve by:

- Ensuring that all our leaders demonstrate a serious commitment to sound health, safety and wellbeing working practices.
- Ensuring that all our leaders, staff and students share a mutual commitment to building and maintaining healthy and safe work, research and study practices.
- Receiving regular reports of our accident and incident rates, and other performance measures, which should be at or better than appropriate sector norms.
- Ensuring that our organisational culture is characterised by attitudes to health, safety and wellbeing which are proactive, responsible and based on mutual respect and regard.

Legislation imposes statutory duties on the University, its governors, its leaders and its staff, (generally and in relation to specific health, safety and wellbeing topics), whilst civil law imposes a wider duty of care to protect staff, students and other people from harm. But as a community the University must go beyond legislative compliance to a culture that is proactive in supporting the health, safety and wellbeing of all its members.

This transformation will require commitment from each and every member of staff and students, working with our health, safety and wellbeing policy and University practices, to build a culture of 'zero work-related injury and ill-health'. I know that I can rely on your support to achieve this result, for the benefit of all.



Scott St John  
Chancellor

# GOVERNANCE

## Council's Charter of Responsibilities

As The University's governing body, the Council carries ultimate responsibility for the health, safety and wellbeing of all members of the University community.

### 1.1

As The University's governing body, the Council carries ultimate responsibility for the health, safety and wellbeing of all members of the University community (staff, students, visitors and other individuals) whilst on the institution's premises and in other places where they might be affected by the University's operations.

The Council itself is required to:

- Satisfy itself that the University has an appropriate written Statement(s) of Policy on Health, Safety and Wellbeing, along with effective arrangements to implement them.
- Ensure that an effective mechanism by which staff are consulted on health, safety and wellbeing is provided.
- Ensure that a University-level health, safety and wellbeing committee is set up and meets regularly.
- Ensure that facilities for staff to appoint Health, Safety and Wellbeing Representatives, are provided, and enable them to discharge their responsibilities.
- Receive regular reports from representatives of the University management team and via the University Health, Safety and Wellbeing Committee.
- Be notified of any incidents carrying a major risk to health, safety and wellbeing, any enforcement action taken against the University community and any response taken in relation to these.

### 1.2

In discharging these responsibilities, the Council is advised in particular by the Vice-Chancellor; the Director of Human Resources and the Associate Director of Health, Safety and Wellbeing.

The Council will:

- Receive an annual report on health, safety and wellbeing from the Health, Safety and Wellbeing Committee, and the Audit and Risk Committee.
- Be kept up to date with an overview of the key risks or dangerous activities undertaken within the University throughout the year.
- Be notified of any untoward incidents carrying a major risk to health, safety and wellbeing, of any enforcement action taken against the University by WorkSafe New Zealand, the Ministry of Primary Industries, Accident Compensation Corporation, Environmental Protection Authority, the Fire Authority or the New Zealand Police Authority and of the action taken in respect of such incidents or enforcement action.

# LEADERSHIP AND MANAGEMENT

## Introduction

**Health, safety and wellbeing has a vital role to play in supporting and enabling education, research and knowledge exchange at our University... working together we can make further improvements and sustain a safe and supportive environment in which both staff and students can flourish.**

As the University's Chief Executive and the employer of all staff, I share the Council's commitment to ensuring that the University is a community in which health, safety and wellbeing are accorded a high priority.

Health, safety and wellbeing has a vital role to play in supporting and enabling education, research and knowledge exchange at our University. We work in partnership with the health, safety and wellbeing representatives to achieve the required level of protection and compliance and develop effective health, safety and wellbeing management practices.

All members of staff are required to familiarise themselves with the Policy, which helps us to understand our health, safety and wellbeing responsibilities and how these affect our work. I would encourage you to discuss the Policy in your teams and with colleagues and ensure that good health, safety and wellbeing practices are followed at all times.

The University of Auckland is responsible for the health, safety and wellbeing of its staff, students and visitors whilst working and studying. This is achieved by managing health, safety and wellbeing through risk assessment and risk control.

This policy can be encapsulated in the following "things that you should know" about health, safety and wellbeing, to which all members of our community must be committed:

- Ensure your own health, safety and wellbeing and that of others that may be affected by your work.
- To cooperate with the University on matters of health, safety and wellbeing.
- To be aware of emergency procedures.
- Be aware of both University and local standards and procedures.
- Be aware of local hazards in your area.
- To report any concerns you may have regarding health, safety and wellbeing.
- To carry out/be involved, as appropriate, in the risk assessments associated with your work.

We all have a role to play and by continuing to be vigilant and working together we can make further improvements and sustain a safe and supportive environment in which both staff and students can flourish.



A handwritten signature in black ink, appearing to read 'Stuart N. McCutcheon', is written over a horizontal line.

Stuart N. McCutcheon  
Vice-Chancellor

# UNIVERSITY OF AUCKLAND

## Health, Safety and Wellbeing Policy Statement

The effective delivery of the policy requires everyone to accept a personal responsibility for health, safety and wellbeing.

We will provide professional and competent support and advice to all members of our community.

The University of Auckland believes that the health, safety and wellbeing of all members of its community is among its highest priorities. The University is committed to the highest standards of health, safety and wellbeing through continual improvement and the control of risk whilst ensuring the continued delivery of world-class education and research. To achieve this, the University will ensure effective management of risk by setting and reviewing a quality-based occupational health, safety and wellbeing management system, and by allocating the resources necessary to attain these objectives. The University will also define clear management systems and ensure the engagement of all of our staff through consultation with them and their representatives, when considering the actions necessary to meet this policy.

It is the Policy of this University to:

1. Demonstrate excellent health, safety and wellbeing practices, with a view to adopting a sector leading approach
2. Recognise that a healthy, safe and supportive working environment can positively affect the mental health of staff and students
3. Develop a culture of mutual accountability based upon clearly defined roles, responsibilities, and taking action
4. Provide effective leadership and support to help staff and students know what they need to do, how their work contributes to the University and communicates and discuss change effectively
5. Implement the Health, Safety and Wellbeing Policy via topic protocols that define University specific good practice standards, procedures, guidance, and competency requirements
6. Define health, safety and wellbeing responsibilities for role-holders (as articulated later in this document and in topic protocols)
7. Consult and actively promote participation with staff, students and contractors to ensure they have the commitment, training, skills, knowledge and resources to maintain a healthy and safe environment
8. Implement effective communication and consultation systems for health, safety and wellbeing
9. Establish risk management systems to prevent injury and ill health
10. Commit to pursuing and delivering the best rehabilitation practices following a work or non-work injury or illness
11. Implement effective systems to measure, appraise and report on health, safety and wellbeing performance in partnership with staff and their representatives
12. Put in place mechanisms to continuously improve health, safety and wellbeing performance, and learn from our incidents by encouraging staff to report accidents (including ill-health), incidents (including near misses) and non-conformity
13. Have a University level Health, Safety and Wellbeing Committee that meets quarterly
14. Develop processes whereby health, safety and wellbeing is considered during the design, planning and conduct of all activities at the University
15. Develop and continue to improve an occupational health, safety and wellbeing management framework based upon the requirements of the ACC scheme, AS / NZ 4801, OHSAS 18001, ISO 45001, and World Health Organisation models or other standards considered to lead to good practice.

To be effective, delivery of the policy necessitates everyone to accept a personal responsibility for health, safety and wellbeing. The University will provide professional and competent support and advice to all members of its community.



Scott St John  
Chancellor



Stuart N. McCutcheon  
Vice-Chancellor

# MANAGEMENT OF HEALTH, SAFETY & WELLBEING

## General Outline Statement of Responsibilities for Health, Safety and Wellbeing by Role

Every member of the University community has a responsibility to maintain excellent health, safety and wellbeing practice; this responsibility increases incrementally through the levels of the line management structure.

Every member of the University community has a responsibility to maintain excellent health, safety and wellbeing practice; this responsibility increases incrementally through the levels of the line management structure.

To enable staff and students to understand what is expected of them, the Council and senior management formally translates the duties laid upon it through legislation, civil law and its own expectations in three ways:

As the Health, Safety and Wellbeing Policy Statement (see page 5) which sets out the University's commitment to health, safety and wellbeing.

As an identified set of responsibilities for each staff member's role, set out in this section. These responsibilities cannot be delegated, however the actions needed to fulfil them can be delegated to other role-holders. In addition all members of staff and students have shared responsibilities.

In a series of documented standards which set out what the University expects to be achieved for each individual health, safety and wellbeing topic.

The responsibility to achieve each standard is aligned through the recognised line management structure as set out below. Standards are written and produced by the University Health, Safety and Wellbeing Service, acting as the designated competent person(s) as authorised by the Vice-Chancellor.

They follow a comprehensive consultation process, with the University community, and the approved versions can be found at; [www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html](http://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html)

Each standard must be attained by all faculties and service divisions across the University community. Sometimes a topic requires a specific Health, Safety and Wellbeing procedure to be followed, a particular Form to be completed and/or a certain Level of Training to be achieved, to protect people from harm; if this is the case the health, safety and wellbeing procedure, University-approved form and/or training matrix will be identified in the standard.

Extra guidance is also provided centrally to suggest ways in which a standard could be attained. This includes guidance for Heads of School (Department) / Directors of Service with suggested actions for relevant roles, proposed templates, information sheets etc. and where necessary can be translated operationally at a local level with support from the Health, Safety and Wellbeing Managers.

Together, these documents (standard, health, safety and wellbeing procedure, training matrix, guidance, forms, monitoring documents, etc.) form what the University terms a "health, safety and wellbeing protocol" and should be read in conjunction with the responsibilities set out in this policy.



## 1.0 THE VICE-CHANCELLOR

As the Employer of all staff, the Vice-Chancellor has a legal responsibility, alongside the Council, for ensuring that the University Community complies with relevant health, safety and wellbeing legislation.

### 1.1

As the Employer of all staff, the Vice-Chancellor has a legal responsibility, alongside the Council, for ensuring that the University Community complies with relevant health, safety and wellbeing legislation and, in particular, will:

- Ensure the University has a policy on the management of health, safety and wellbeing and that this policy is communicated to all staff.
- Ensure that structures, systems, resources and procedures are in place to secure implementation of this policy and associated protocols.
- Either personally chair or arrange for a Deputy Vice-Chancellor to chair the University Health, Safety and Wellbeing Committee to ensure consultation with staff both directly and via their representatives.
- Ensure the policy is reviewed on a biennial basis.

### 1.2

The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals and/or to the University Community; in exceptional circumstances, this may include summarily closing down University buildings, sites, operations or activities.

### 1.3

On a day-to-day basis, the Vice-Chancellor delegates this executive action to members of the Senior Leadership Team. In the absence of the Vice-Chancellor an 'acting' Vice-Chancellor is always nominated.

# 2.0 DEANS OF FACULTIES AND DIRECTORS OF SERVICE DIVISIONS

Deans of Faculties and Directors of Service Divisions are responsible for ensuring compliance with health, safety and wellbeing matters on a day-to-day basis.

### 2.1

Deans of Faculties and Directors of Service Divisions are responsible for ensuring compliance with health, safety and wellbeing matters on a day-to-day basis. They are therefore responsible through the Vice-Chancellor to the Council for ensuring compliance with the requirements of the University's Health, Safety and Wellbeing Policy, and generally for ensuring, in the areas for which they are responsible, that there are satisfactory standards, procedures, mechanisms and guidelines in place to provide a health, safety and wellbeing environment for staff, students and visitors (including contractors).

### 2.2

In particular, Deans of Faculties and Directors of Service Divisions will:

- Provide leadership and governance which supports and strengthens our health, safety and wellbeing culture.
- Define a clear health, safety and wellbeing management structure in their area to support the implementation of University policy and protocols, including the effective completion of risk assessments and the appropriate corrective actions.
- Produce and disseminate a faculty or service division health, safety and wellbeing plan and resource it.
- Work in partnership with the Health, Safety and Wellbeing Service, including their Health, Safety and Wellbeing Managers and other specialists, to ensure implementation of University health, safety and wellbeing protocols.
- Put in place mechanisms (e.g. health, safety and wellbeing committee) to assure and monitor the implementation of the policy and protocols.
- Chair their faculty/ service division health, safety and wellbeing committee.
- Ensure that Health, Safety and Wellbeing Representatives are fully consulted as equal partners in inspections and meetings and with the formulation of local arrangements.
- Ensure that appropriate staff are nominated to fulfil specific health, safety and wellbeing functions including Health, Safety and Wellbeing Coordinators and any other roles identified within the protocols.
- Identify people responsible for health, safety and wellbeing management for any visiting staff and contract workers within their remit.
- Ensure that risk assessments identify where health surveillance is required and that staff are then referred to the appropriate occupational health provider.
- Ensure that staff and students receive training and induction (and records are kept), and are competent to undertake tasks safely, with adequate time, resources and support.
- Ensure that all staff and students have the appropriate level of supervision, information and personal protective equipment.
- Ensure that all staff are involved by promoting two-way communication relating to health, safety and wellbeing.
- Ensure that faculty and service division engaged contractors receive induction (and records are kept), and are competent to undertake tasks safely, with adequate time, resources and supervision.
- Promote the importance of reporting accidents (including ill-health), incidents (including near misses) and non-conformities affecting work and be involved with investigations.
- Monitor and review health, safety and wellbeing performance within their remit.
- Ensure processes are in place to address breaches of this policy or its associated protocols.

### 3.0 ACADEMIC HEADS OF SCHOOLS (DEPARTMENT)/DIRECTORS OF SERVICE

Academic Heads of School (Department) / Directors of Service have an important role in providing leadership with regard to health, safety and wellbeing.

While the Dean of Faculty/Director of Service Division remains ultimately responsible for health, safety and wellbeing, in practice the day-to-day management responsibilities for implementing health, safety and wellbeing policies and procedures rest with Academic Heads of School (Department)/Directors of Service. Academic Heads of School (Department)/Directors of Service are therefore responsible in their area for the detailed implementation of the points listed in 2.2 on page 8. Notwithstanding this, Academic Heads of School (Department)/Directors of Service also have an important role in providing leadership with regard to health, safety and wellbeing, and will:

- Work in partnership with the Health, Safety and Wellbeing Managers and other specialists from the Health, Safety and Wellbeing Service.
- Provide leadership within their school (department)/service for health, safety and wellbeing by being aware of the current performance in their area and ensuring health, safety and wellbeing is a regular agenda item in leadership meetings.
- Adopt and implement this policy and protocols, and set up local arrangements to manage the hazards in their area via the risk assessment process.
- Ensure that significant hazards and people who could be harmed, are identified and recorded in risk assessments.
- Ensure that these risk assessments are regularly reviewed and that the controls identified are implemented and communicated to affected people.

- Put in place improvements in the management of workplace health with support from the occupational health practitioner.
- Ensure that all staff and students have the appropriate level of induction, training and supervision, are deemed capable (competent), and that this is recorded.
- Ensure that all staff and students have the appropriate personal protective equipment and wear/use it.
- Chair their school (department)/service health, safety and wellbeing committee.
- Inform the Dean of Faculty or Director of Service Division of any health, safety and wellbeing performance issues and achievements.
- Formally address any breaches of this policy or its associated protocols following locally agreed processes.
- Appoint staff to fulfil specific health, safety and wellbeing roles as identified within the protocols. These could include First Aiders, Fire Wardens, Radiation Safety Coordinators, Laser Safety Officers, and Field Activity Coordinators.

In particular it is important at school (department)/service level to ensure that risk assessments are completed and are:

- Written to a consistent and reasonable standard.
- Maintained (so that they relate to current work in progress).
- Properly documented.
- Retained, as appropriate, for future reference and any significant issues referred to the Dean of Faculty, Director of Service Division etc.

### 4.0 DIRECTORS OF FACULTY OPERATIONS

Director of Faculty Operations have an important role in providing a leadership and an operational support role with regard to health, safety and wellbeing in the Faculty.

Directors of Faculty Operations will:

- Provide a leadership and an operational support role with regards to the implementation of the University health, safety and wellbeing strategy in the faculty.
- Integrate health, safety and wellbeing policy and protocols into plans and objectives for their areas of responsibility.
- Work in partnership with the Associate Director of Health, Safety and Wellbeing, including Health, Safety and Wellbeing Managers and other specialists, to ensure that support and where appropriate resources are in place to enable line managers to monitor, review and report on health, safety and wellbeing performance in their areas of responsibility.
- Provide leadership and resources to the implementation and continuous improvement of health, safety and wellbeing in the faculty.
- Ensure professional staff in their faculty are provided with health, safety and wellbeing induction, training and supervision relevant to their work environment.
- Undertake risk assessments and reviews in their areas of responsibility and assist line managers with their reviews and hazard controls/plans. Refer any significant health, safety and wellbeing issues to the Dean of Faculty.
- Ensure through the faculty Facilities and Services Manager:
  - Specific health, safety and wellbeing roles are assigned across the faculty in areas such as first aid and fire wardens.
  - Contractors commissioned by the faculty complete an induction.
  - Health, safety and wellbeing records and reports are maintained.
  - Health, safety and wellbeing audits are completed on faculty facilities, plant and equipment pre and post commissioning, pre and post purchase, and pre and post installation.
- Participate in faculty investigations of reported accidents, incidents and non-conformity as well as hazard and risk assessments and reviews.

# 5.0 LINE MANAGERS AND ACADEMIC LEADERS

including Academic Supervisors, Research Supervisors, Research Group or Institute Leaders and Principal Investigators

All staff with line management responsibilities have an important role in setting performance standards for their specific area of responsibility and of monitoring these standards on an on-going basis.

### 5.1

Aside from those staff with specific health, safety and wellbeing responsibilities, all staff with line management responsibilities including research group, programme and course/module leaders, have an important role in setting performance standards for their specific area of responsibility and of monitoring these standards on an on-going basis. They should ensure that risk assessments in their area are completed, that staff are aware of them and that staff are aware of and adhere to all relevant safety policies and arrangements.

### 5.2

For the purposes of health, safety and wellbeing:

- The term 'line manager' refers to anyone working at the University of Auckland and who guides or controls research, teaching, budget, workspace or people (staff, visiting researchers or contractors).
- The term 'academic leader' refers to anyone who is in charge of a student or group of students on behalf of the University of Auckland at any given time. This term is not location-specific and includes all elements of a teaching or supervision programme.

### 5.3

In practice, to ensure effective management of health, safety and wellbeing within their remit, Academic Heads of School (Department)/Directors of Service delegate the implementation of the following day-to-day tasks to academic leaders and line managers. This is assumed unless an alternative arrangement is agreed with the Academic Heads of School (Department)/Directors of Service and written down as part of the teaching and/or research documentation.

### 5.4

Line Managers and Academic Leaders in particular, will:

- Ensure that risk assessments in their area are carried out (the actual writing can be delegated as detailed in the risk assessment protocol).
- Approve the risk assessments.
- Ensure that identified control measures are implemented and continue to be effective.
- Ensure that the risk assessment is recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident (including ill-health), incident (including near misses) or non-conformity occurs, the risk assessment should be reviewed immediately.
- Ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent.
- Raise any issues of non-compliance through their line management structure.
- Apply and implement our Health, Safety and Wellbeing Policy, protocols and local arrangements.
- Ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the occupational health provider and, where required, attend appointments.
- Ensure a risk assessment is carried out using appropriate confidentiality if staff or students approach them regarding a condition affecting health.
- Ensure that all staff and students have the appropriate personal protective equipment and wear/use it.

## 5.0 LINE MANAGERS AND ACADEMIC LEADERS (CONT.)

### 5.5

Line Managers and Academic Leaders in charge of research projects and other research-related activities will:

- Ensure that risk assessments take place at the planning stage of any research proposal, are regularly reviewed, kept up-to-date as the research proceeds, and any changes are shared with all involved.
- Ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent.
- Raise any issues of non-compliance through their line management structure.
- Apply and implement our Health, Safety and Wellbeing Policy, protocols and local arrangements.
- Ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the occupational health provider and, where required, will attend the referral meetings.
- Ensure that when students (graduate and postgraduate) undertake paid 'work' for the University (e.g. demonstrations/ tutorials) they are classed as staff, and are managed rather than supervised and given extra support and training.
- Ensure a risk assessment is carried out using appropriate confidentiality if staff or students approach them regarding a condition affecting health.
- Ensure that all staff and students have the appropriate personal protective equipment and wear/use it.

## 6.0 ALL STAFF

### 6.1

All staff have a responsibility for their own health, safety and wellbeing, and that of others who may be affected by their work, research or study and their acts or omissions. All staff have the right not to proceed with any activity if they feel, on reasonable and objective grounds, it poses a danger to their safety or that of others and they must immediately raise their concerns with their line manager.

All staff have a responsibility for their own health, safety and wellbeing, and that of others who may be affected by their work or study and their acts or omissions.

### 6.2

Staff contributions on Health, Safety and Wellbeing matters are encouraged as they inform current practice and on-going improvements and developments.

### 6.3

Staff will:

- Take reasonable care of themselves and others, cooperate with the University on health, safety and wellbeing matters, and ensure that their acts or omissions do not adversely affect others.
- Carry out their work, research and study safely and in accordance with this policy, protocols, local arrangements and any relevant legislation.
- Not interfere with or misuse anything provided for health, safety and wellbeing.
- Not undertake activities or bring in plant or equipment that may affect the fabric or services of the building or the estate in any way, without prior written agreement from Property Services.
- Make themselves aware and follow the contents of this policy and the protocols on the website:  
[www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html](http://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html)
- Bring any breaches of this policy or the protocols to the attention of their line manager and/or Health, Safety and Wellbeing Manager.
- Follow the requirements of the risk assessment and any arrangements set out locally.
- Familiarise themselves with and adhere to local emergency procedures including how to raise the alarm.
- If emergency alarms sound, guide people to the nearest emergency exit and tell them to leave the building taking notice of the fire wardens, and not re-enter until instructed to do so.
- If someone becomes unwell or has an accident, call a first aider and/or notify a line manager.
- Use local arrangements to report work-related accidents (including ill-health), incidents (including near misses), non-conformities or fires as soon as possible using the systems in place.
- Notify their line manager to ensure suitable controls to protect them are put in place (e.g. Assistance Register) if they have a condition affecting health which may be caused by, or made worse by, work activities. Alternatively they may notify the Associate Director, Health, Safety and Wellbeing (this information will be treated with appropriate confidentiality).
- Undertake health, safety and wellbeing training and induction, as required.
- Ensure that all appropriate personal protective equipment is worn/used, as required.
- Report any unsafe or unhealthy working conditions or any faults in any equipment to the Academic Heads of School (Department)/Directors of Service (or their delegated nominee).
- Report any faults concerning health, safety and wellbeing in buildings or building fabric, to the Staff Service Centre Ext: 86000 without delay.
- Not disturb an accident scene until clearance is authorised except in certain situations, including when persons or property are at risk.

### 7.0 ALL STUDENTS

---

All students have the right not to proceed with any activity if they feel it poses a danger to their health, safety and wellbeing or that of others.

#### 7.1

It is a condition of enrolment for students that they cooperate with the University with respect to health, safety and wellbeing. All students have the right not to proceed with any activity if they feel, on reasonable and objective grounds, it poses a danger to their health, safety and wellbeing or that of others and raise their concerns immediately with their academic leader or health, safety and wellbeing staff.

#### 7.2

Students will:

- Take reasonable care of themselves and others, cooperate with the University on health, safety and wellbeing matters, and ensure that their acts or omissions do not adversely affect others.
- Not interfere with or misuse anything provided for health, safety and wellbeing.
- Report any accidents (including ill-health), incidents (including near misses), non-conformities and damage to buildings or equipment as soon as possible to their academic leader, administration staff or health, safety and wellbeing staff.
- Notify their academic leader (lecturer/tutor/supervisor) and/or contact appropriate support services to ensure suitable controls to protect them are put in place (e.g. Personal Emergency Evacuation Plan) if they have a condition affecting health which may be caused by or made worse by study activities. This information will be treated with appropriate confidentiality. If unsure who to notify, visit AskAuckland on [www.askauckland.ac.nz](http://www.askauckland.ac.nz).
- Undertake any health, safety and wellbeing training and induction required by University.
- Follow the requirements of risk assessments and any arrangements set out locally.
- Not disturb an accident scene until clearance is authorised except in certain situations, including when persons or property are at risk.
- Ensure that all appropriate personal protective equipment is worn/used, as required.



# 8.0 DIRECTOR OF HUMAN RESOURCES AND ASSOCIATE DIRECTOR OF HEALTH, SAFETY AND WELLBEING

Ensures that measures are taken to promote and enhance the health, safety and wellbeing culture through effective strategic partnerships at faculty, school (department) and service level.

### 8.1

In support of the Vice-Chancellor, the Director of Human Resources is authorised to take appropriate executive action to prevent serious harm to individuals and/or to the broader University Community and will:

- Act as the lead Senior Leadership Team (SLT) Director with responsibility for health, safety and wellbeing.
- Ensure that measures are taken to promote and enhance the health, safety and wellbeing culture through effective strategic partnerships at faculty, school (department) and service level.
- Take executive action where necessary to prevent serious harm to individuals and/or the broader University community.
- Ensure implementation, monitoring and evaluation of this policy and protocols.
- Lead on the achievement of the accreditation process of health, safety and wellbeing management systems.
- Ensure that a service delivery strategy is developed and aligned with the University strategy.
- Ensure that reviews of the policy, protocols and accredited health, safety and wellbeing management systems are carried out regularly.
- Ensure systems are in place to respond to emergency situations and/or major incidents.
- Take executive action where necessary to prevent serious harm to individuals and/or the broader University community.

### 8.2

The Associate Director of Health, Safety and Wellbeing reports to the Director of Human Resources and is responsible for the work of the Health, Safety and Wellbeing Services, and will:

- Lead the overall team to ensure integrated service delivery for health, safety and wellbeing.
- Ensure that systems for strategic policy development and management, communication, training and support, audit and monitoring are in place.
- Ensure that specialist support is available (in particular regarding fire safety, biological safety, laser safety and chemical safety).
- Oversee the development of University Health, Safety and Wellbeing Policy.
- Oversee the progress of protocols through the approved consultation process and approve them on behalf of the Health, Safety and Wellbeing Committee.
- Work in partnership with Deans/Directors, Vice-Chancellor's SLT leads and Academic Heads of School (Department)/Directors of Service.
- Ensure involvement of staff health, safety and wellbeing representatives as equal partners in delivering and implementing our health, safety and wellbeing objectives.
- Act as the representative of the University to external enforcement agencies and be the principal contact for these bodies.
- Ensure investigation of incidents and accidents, identifying root causes and remedial action.
- Ensure that monitoring processes are in place to ensure compliance with protocols.

# 9.0 DIRECTOR OF PROPERTY SERVICES

Ensure management systems and responsibilities are clearly defined for the provision of a safe estate infrastructure.

The Director of Property Services will:

- Ensure management systems and responsibilities are clearly defined for the provision of a safe estate infrastructure, including plant, life safety systems, fabric of buildings, roads, footways and external areas.
- Ensure that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with for University-owned premises which are let or leased out.
- Ensure management systems are in place to monitor/evidence statutory compliance in premises not owned by the University but which house university staff or students.
- Work in partnership with the Associate Director of Health, Safety and Wellbeing to ensure that management arrangements are in place to meet landlord statutory duties and compliance testing for owner/occupier buildings.
- Consider safety in design of the built environment and fabric of buildings in liaison with other services, such as disability services and equity office.
- Act as the Duty Holder as required by specific Protocols, e.g. Asbestos, Legionella, etc.
- Nominate and appoint specialist roles as required by specific Protocols.

# 10.0 HEALTH, SAFETY AND WELLBEING MANAGERS

Health, Safety and Wellbeing Managers will deliver health, safety and wellbeing leadership and problem-solving skills.

Health, Safety and Wellbeing Managers will:

- Provide proactive strategic and operational day-to-day support to Deans/ Directors and Academic Heads of School (Department)/Directors of Service through partnership working.
- Deliver health, safety and wellbeing leadership and problem-solving skills to ensure consistent development, translation and implementation of University health, safety and wellbeing protocols at faculty, school (department)/ service level.
- Develop faculty/service division action plans in partnership with the Dean/ Director, Academic Heads of School (Department)/Director of Service and Associate Director of Health, Safety and Wellbeing to ensure targets for improvement in health, safety and wellbeing management are achieved.
- Develop faculty/service division-level health, safety and wellbeing quality management systems and strategic coordination of risk assessment processes.
- Lead on local audits, training and the production of protocols as part of the central University team.
- Support effective faculty/service division-level consultation on new University protocols in partnership with the Health, Safety and Wellbeing Representative(s).
- Lead and support the school (department)/service in the attainment of accreditation for the health, safety and wellbeing management system.

## 11.0 FACILITIES AND SERVICES MANAGERS

Facilities and Services Managers provide an operational support role with regards to health, safety and wellbeing in the Faculty.

Facilities and Services Managers will:

- Establish faculty health, safety and wellbeing procedures and guidelines that align to the University Health, Safety and Wellbeing Policy and protocols. Ensure that these local provisions are communicated within the faculty.
- Coordinate health, safety and wellbeing compliance checks and fire evacuation drills.
- Provide health, safety and wellbeing reports and information to inform the faculty and as required University Health, Safety and Wellbeing Committees in an ex officio role.
- Responsible for managing health, safety and wellbeing and for the implementation and continuous improvement of health, safety and wellbeing for the Facilities and Services Team in the faculty.
- Provide local support and guidance on implementation and translation of University health, safety and wellbeing policy and protocols in the faculty.

## 12.0 DEPUTY VICE-CHANCELLOR (RESEARCH)

Act as the Licensed Operator for the University's Hazards Containment and Transitional Facilities.

Deputy Vice-Chancellor (Research) will:

- Assume overall legal responsibility for the University's containment/transitional facilities (as the licensed operator).
- Provide leadership and governance that supports and strengthens the adoption of the Biological Risk Management and Containment Protocol.
- Ensure sufficient resourcing and funding to support the service delivery model.
- Formally sign off the annual programme of internal inspection and review.
- Recognise exemplars of good practice and high performance levels.

### 12.1 HAZARD CONTAINMENT MANAGER

Act as the appointed Qualified Expert to advise the University for biological, chemical, genetically modified organisms and ionising radiation protection.

The Hazard Containment Manager will:

- Act as the appointed Qualified Expert to advise the University for biological, chemical, genetically modified organisms and radiation protection.
- Lead on local audits, training and the production of protocols, as part of the central University team, for biological, chemical, genetically modified organisms and radiation protection.
- Ensure implementation of protocols for the use, authorisation, monitoring and disposal of sources of ionising radiation, genetically modified organisms and chemicals.
- Ensure investigation of ionising and non-ionising radiation, biological, chemical, genetically modified organisms, incidents (including near misses), accidents (including ill health) and nonconformities, identifying root causes and remedial action.
- With the authority of the Associate Director Health, Safety and Wellbeing, act as the representative of the University to external enforcement agencies (Work Safe New Zealand, Ministry of Primary Industries, Environmental Protection Authority) and be the principal contact for these bodies.

## 12.2 HAZARD CONTAINMENT ADVISOR / LASER SAFETY OFFICER

Act as the appointed Qualified Expert to advise the University for non-ionising radiation protection.

The Hazard Containment Advisor will:

- Deputise for the Hazard Containment Manager and act as a Qualified Expert to advise the University for biological, and genetically modified organisms – see previous.

The Laser Safety Officer (LSO) is a competent person who is appointed by the Associate Director, Health, Safety and Wellbeing, on behalf of the University. This person is required to be knowledgeable in the evaluation and control of laser hazards, and is responsible for overseeing the control of laser hazards at the University. Duties of the LSO include, but are not limited to, the following:

- Approve laser laboratories and other workplaces where restricted lasers are being used.
- Maintaining a register (inventory) of all restricted lasers at the University.
- Approving the acquisition of any restricted laser for the University (regardless of whether the laser is purchased, hired, borrowed, gifted, manufactured, converted, etc.).
- Providing information and specialist advice on laser management and operation as requested or required.
- Conducting periodic inspections of laser laboratories and other workplaces where restricted lasers are being used to verify compliance with the laser safety standard.
- Coordinating and conducting investigations of laser incidents involving serious harm or notifiable events (including serious eye injuries, serious burns, and fires).

### 13.0 SAFETY REPRESENTATIVES

---

We work in partnership with the health, safety and wellbeing representatives to achieve the required level of protection and compliance and to develop effective health, safety and wellbeing management practices.

The health, safety and wellbeing representatives play a crucial role in representing all staff at the University of Auckland to help create a positive health, safety and wellbeing culture. This includes the development of the Health, Safety and Wellbeing Management System, consultation on policy, standards and procedures, actively participating in Health, Safety and Wellbeing Committees, and offering feedback.

They have a number of statutory functions including representing staff:

- In discussions with the University on safety or workplace health.
- In discussions with WorkSafe New Zealand or other enforcing authorities.
- Investigating hazards and dangerous occurrences; investigating complaints.
- Carrying out inspections of the workplace and inspecting relevant documents.



## 14.0 STAFF WITH SPECIFIC HEALTH , SAFETY AND WELLBEING RESPONSIBILITIES



In practice, certain detailed duties may be delegated to officers who have the authority to act on behalf of the Dean of Faculty, Director of Service Division and/or Academic Head of School (Department) / Director of Service in specific capacities, namely:

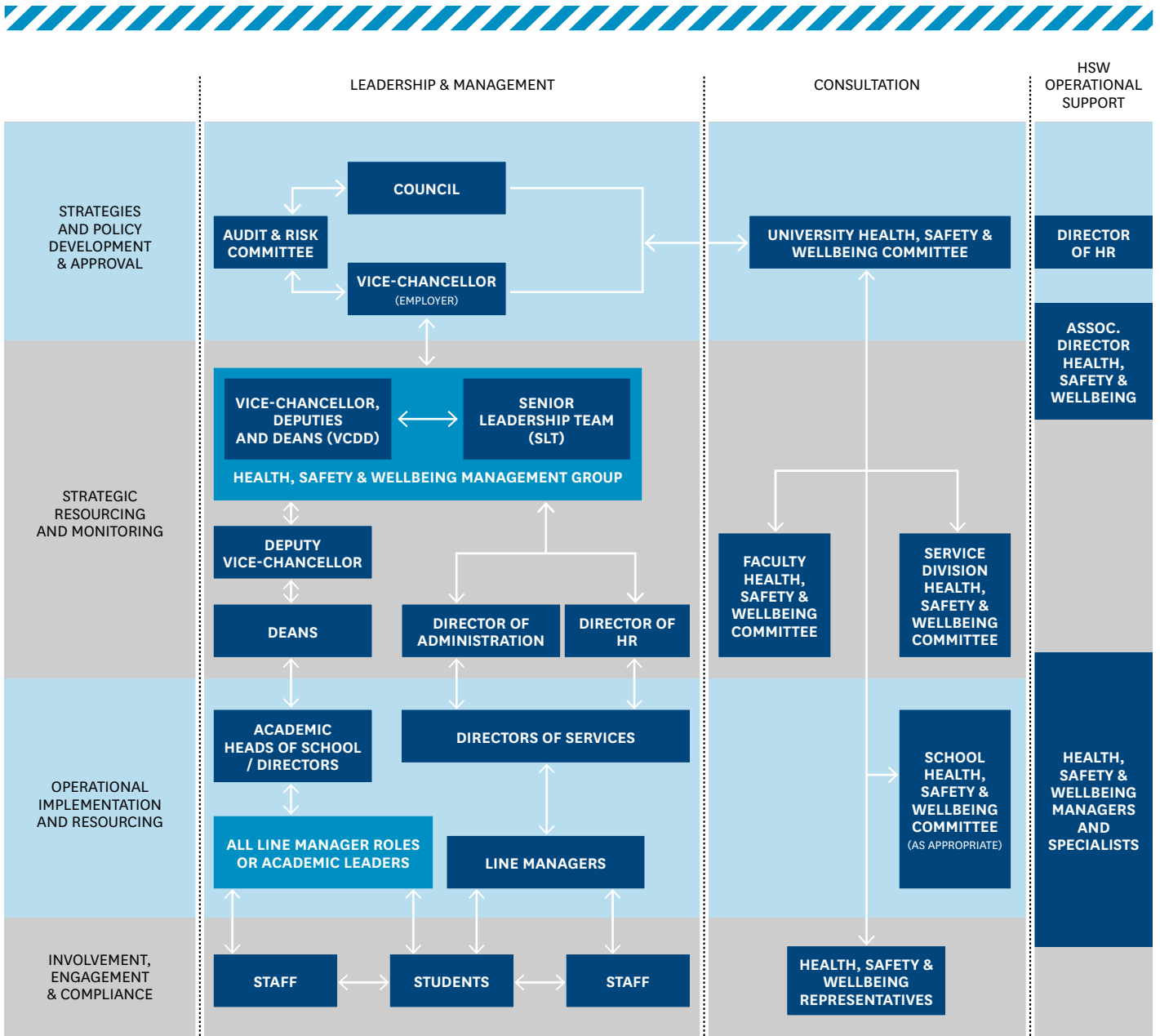
- Health, Safety and Wellbeing Manager
- Hazard Containment Manager
- Laser Safety Officer
- Fire Wardens
- Event Management Compliance Officers
- First Aiders
- Building Wardens

**Note:** This is an indicative, versus definitive, list of roles.

# A

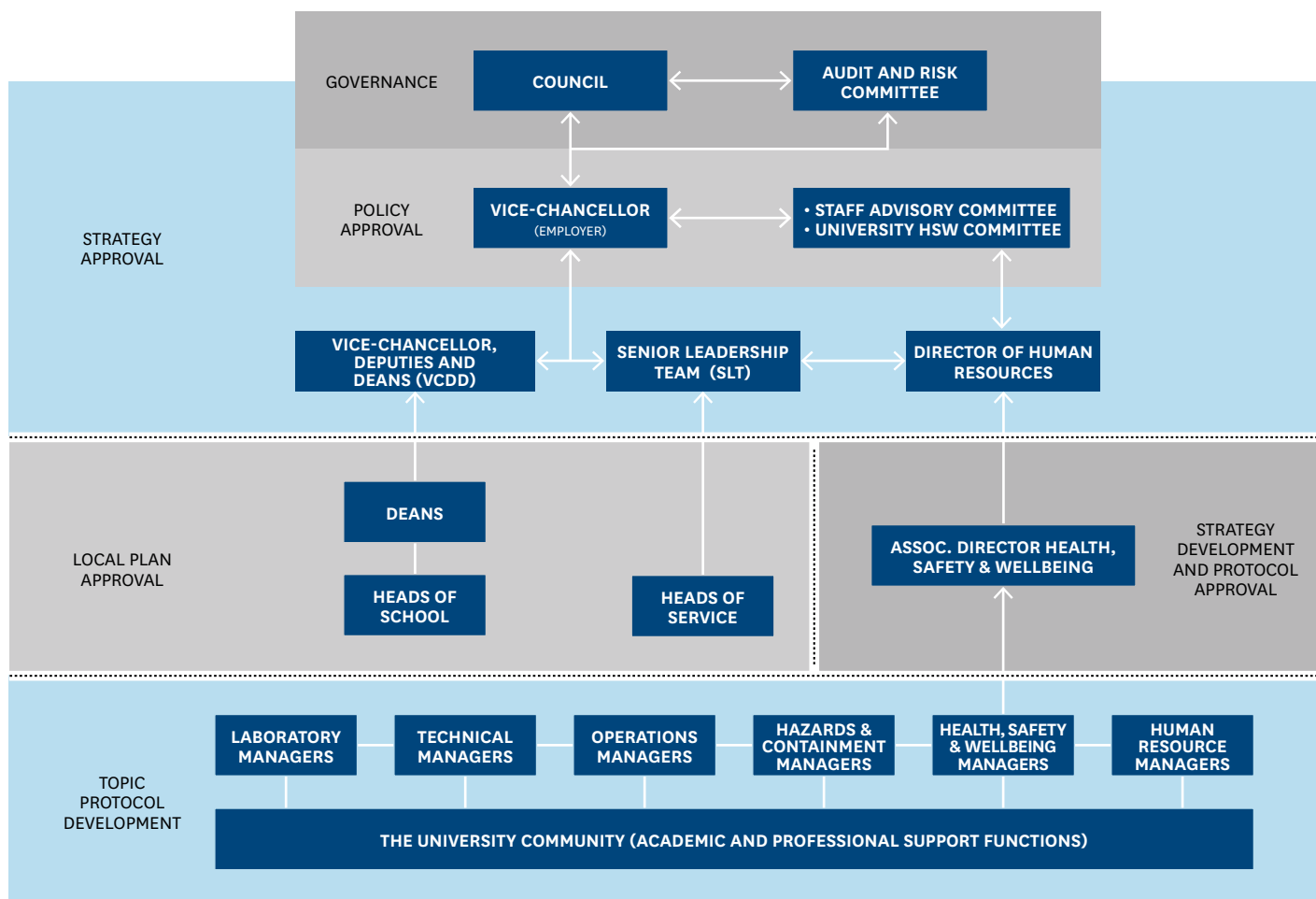
## GOVERNANCE AND ORGANISATION

### Outline Diagram of Health, Safety and Wellbeing Governance and Organisation



# POLICY AND PROTOCOL DELEGATION

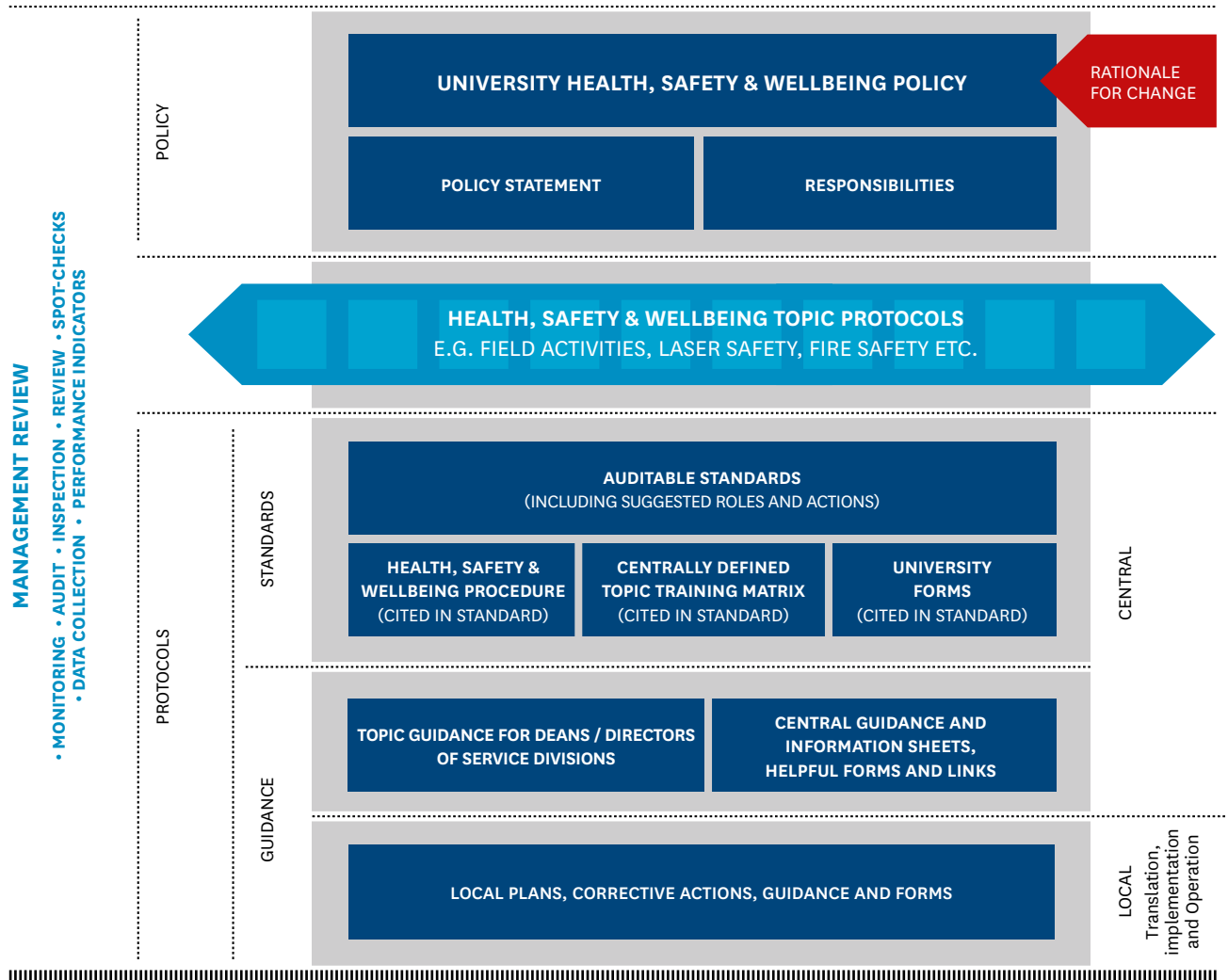
## Outline Diagram of Delegation for the Development and Approval of Health, Safety and Wellbeing Policy, Protocol, Strategy and Plans



C

# POLICY AND PROTOCOL STRUCTURE

Outline Diagram of the Health, Safety and Wellbeing Management System  
(Based upon AS/NZS 4801; OHSAS 18001; AS/NZS ISO 45001)



## GLOSSARY OF TERMS

TERM	MEANING
<b>ACCIDENT</b>	An incident which has given rise to injury, ill health or fatality.
<b>CONTROL</b>	An item or action designed to remove a hazard or reduce the risk from it.
<b>CORRECTIVE ACTION</b>	The steps that are taken to remove the cause or causes of an existing non-conformity or other undesirable situation. Corrective actions address actual problems. In general, the corrective action process can be thought of as a problem solving process.
<b>HAZARD</b>	Anything that has the potential to cause harm (injury or ill-health) or damage to property or equipment in connection with a work activity.
<b>HEALTH, SAFETY AND WELLBEING MANAGEMENT SYSTEM</b>	<p>A set of plans, actions and procedures to systematically manage health, safety and wellbeing at the university. i.e.</p> <ul style="list-style-type: none"> <li>• Provision of a health, safety and wellbeing workplace and the prevention/reduction of illness and injury equally for employees and contractors.</li> <li>• Identification of workplace hazards, assessment and control of all risks.</li> <li>• Active involvement in health, safety and wellbeing matters by managers, staff, students and their representatives.</li> <li>• Provision of information and training for staff at all levels, so they can work safely.</li> <li>• Monitor, measure and review of the implementation of the HSMS.</li> </ul>
<b>INCIDENT</b>	Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss. (An incident may also be termed a “near-miss”, “close call” or “dangerous occurrence”).
<b>NON-CONFORMITY</b>	A deviation from a procedure, a standard, specification or an expectation (A non-conformity may also be termed a “Defect”). Non-conformities are classified as critical, major, or minor.
<b>POLICY</b>	Policies establish key principles and values that govern decision-making at the University. They define the University’s position relative to a broad topic. Policies are mandatory, implementable and applicable across the University.
<b>PROCEDURE</b>	Procedures give detailed mandatory guidance on how a policy is to be implemented.
<b>PROTOCOL</b>	Refer to Topic Protocol.
<b>RISK</b>	The likelihood a hazard will cause harm (injury or ill health) and the degree of harm (consequence).
<b>RISK ASSESSMENT</b>	The process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.
<b>STANDARD</b>	Standards are specific to a particular technology or topic area. Standards are mandatory, implementable and applicable across the University.
<b>TOPIC PROTOCOL</b>	<p>A system that explains how to manage a Health, Safety and Wellbeing subject, consisting of a set of formal documents; standards, procedures, training matrices, guidance, forms, monitoring documents, frequently asked questions.</p> <p>Each topic protocol supports the Health, Safety and Wellbeing Policy, and provides more detail on a specific subject. See “Health, Safety and Wellbeing Topic Protocol” as indicated in Appendix C.</p>
<b>WORKPLACE</b>	Any physical location in which work related activities are performed under the control of the organisation.

# CONTACTS

## List of Support and Advisory Services

### STUDENTS

For advice on support and advisory services, visit AskAuckland at [www.askauckland.ac.nz](http://www.askauckland.ac.nz)

Alternatively contact the Student Contact Centre:

<b>Undergraduate:</b>	<b>Postgraduate:</b>
0800 61 62 63	0800 61 62 65

**Relevant services:**

- Student Disability Services
- Student Health Counselling

### STAFF

For work injury claims contact WorkAon on: 0800 185 100

For access to independent, confidential counselling services contact the Employee Assistance Programme: 0800 327 669

### Health, Safety and Wellbeing

Any member of staff or student may contact Health, Safety and Wellbeing for advice and guidance on: +64 9 923 4896 ext. 84896 [hsw@auckland.ac.nz](mailto:hsw@auckland.ac.nz)