

## Health and Safety: Management Responsibilities

### HR Policy

#### **PURPOSE**

This document sets out the overall management responsibilities for health and safety at the University

#### **1.0 POLICY**

The Vice-Chancellor has overall responsibility for health and safety within the University. Deans and Directors are responsible for health and safety management within their areas and may further sub-delegate this responsibility to Academic Heads and Managers.

#### **2.0 AUDIENCE**

This policy applies to all Deans, Heads, Directors, Managers, and UniServices Managers. It also applies to all contractors and visitors to The University

#### **3.0 RELEVANT LEGISLATION**

Health and Safety in Employment Act 1992 (as amended by the Amendment Act 2002)  
Health & Safety in Employment Regulations 1995

#### **4.0 RELATED PROCEDURES/DOCUMENTS**

The University Occupational Environmental, Safety and Health Advisory Committee (OESHAC) meets regularly to consider policy issues, to monitor the effectiveness of the University's health and safety management and level of statutory compliance. In addition this committee will conduct an annual review of this policy. The terms of reference of OESHAC are available at:  
<https://www.staff.auckland.ac.nz/uoahome/staff-intranet/human-resources/health-safety-and-wellness/resources-2/occupational-and-environmental-safety-and-health-advisory-committee>

Human Resources provides a central source for information, systems, and advice on health and safety management. Human Resources is the University's point of contact with outside agencies such as the Department of Labour Workplace Health and Safety Service, The Accident Compensation Corporation, and The New Zealand Fire Service.

Faculties, Service Divisions and where appropriate Departments, shall establish health and safety committees as a means of involving staff and unions in the management of health and safety and to provide a forum for staff, unions and students to raise relevant matters. These committees are advisory only - executive responsibility resides with Deans and Directors. Departments may nominate appropriate persons as Departmental Safety Officers

to act as a point of contact for staff, unions and students and as advisers to Academic Heads and Managers on health and safety matters.

Minimum requirements:

In all parts of the University there must be:

- Approved emergency evacuation plans
- Accessible and adequately stocked first aid cabinets
- Effective accident/incident and hazard reporting procedures
- Effective management of hazards (including training where necessary)
- Regular (at least annual) workplace inspections, hazard reviews, and staff briefings.

### **DOCUMENT MANAGEMENT AND CONTROL**

Prepared by: Health, Safety and Wellness Manager  
Owned by: Director, Human Resources  
Authorised by: The Vice-Chancellor  
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