

HR Health and Safety Policy

Policy

To ensure the health and safety of all staff, students and visitors in, or moving into, new or refurbished buildings/areas, in accordance with the University of Auckland Health and Safety policies and current health and safety legislation.

Applicable Legislation

- Health and Safety in Employment Act, 1992
- Fire Safety and Evacuation of Building Regulation 1992
- Accident Compensation Corporation Act

Procedure

A Project Staff Liaison person will be nominated by the Dept/Faculty at the start of each New Building/Refurbishment project undertaken. This person will be responsible throughout the duration of the project for all communications between the Project Manager, Faculty Manager, Staff and Students who will occupy the completed premises.

Handover Protocol

- Project Managers, in consultation with contractors, will forward regular project updates to the Project Staff Liaison person. All Building/Renovation Project documentation shall include a commitment to regularly update staff on the progress of work. Information shall include start and finish dates, report on progress during the building/renovation phases and an update on health and safety matters prior to occupation.
- When the building/area is ready to be occupied, either fully or partially, the Project Manager, Contractor, Faculty Manager, Facilities Management and Project Staff Liaison person will meet at the site to discuss and review health and safety matters prior to Handover. This meeting should include: identifying and documenting all hazards and managing them by the process of elimination, isolation or minimization. Emergency egress routes will be clarified in preparation for advising staff. All unfinished and/or additional tasks will be discussed and documented at this meeting, with projected completion dates determined. A sample action plan template follows:

Item	Action Required	Finish Date	Who is responsible	Project Manager sign off

- Information from the Action Plan should be included in staff communications as part of the preparation for staff using the refurbished/new work areas. Where appropriate this information should also be supplied to contractors i.e. those used to relocate staff into these areas. The Project Manager, Contractor, Faculty Manager, Facilities Management and Project Staff Liaison person will agree on the Handover meeting minutes and sign these off as a Handover agreement.
- The Project Staff Liaison person must be informed of work and timelines in dealing with the list of defects or any other post occupancy matters that might impact on staff and student health and safety.

This process is to be repeated for further partial handovers or final handover as appropriate