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## Health and Safety Policy

### Campus Services Policy Group

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#### 1 Purpose

This Policy confirms the commitment of Victoria University of Wellington ('the University') to providing a safe and healthy environment for staff, contractors, consultants, students and visitors.

The aims of the Policy are to:

- Ensure that the management of health and safety is consistent with the University's legislative obligations, and good employer practice;
- Provide a statement of responsibilities for health and safety; and
- Outline the University's approach to managing risks in relation to health and safety.

Policy users should refer to the Health and Safety section of the University's website for further guidance where necessary.

#### 2 Organisational Scope

This Policy applies to all Staff Members (which, for the purposes of this Policy, includes contractors and consultants), Students and Visitors to the University and to all work or other activity carried out for, or on behalf of, the University, both on and off the University Precinct.

#### 3 Definitions

For purposes of this Policy, unless otherwise stated, the following definitions shall apply:

Field Work:	Any work carried out by Staff Members or Students for the purposes of teaching, research or other activities while representing the University off-site.
Hazard:	An actual or potential source of harm.
Health and Safety at Work Act 2015:	Means the Health and Safety at Work Act 2015 and includes the regulations made under that Act.
Health and Safety Representative:	Representatives from across the University's business units who participate in the on-going processes for improvement of health and safety at the University. Functions of the Health and Safety Representative are set out in the appendix to the Terms of Reference for the Victoria University Health and Safety Committee.

Health and Safety Protocols:	The framework for managing health and safety at the University including this Policy, any associated procedures and guidelines, the Health and Safety Delivery Framework and any other relevant practice, process or policy.
High Risk Activity:	An activity which involves, or has the reasonable potential to expose any individual to, a high level of danger. This may include, but is not limited to, activities involving the following: a sole worker, water (lake, river or sea), unstable environment (mines, volcano, hostile atmosphere), exposed location, extreme distance from base or medical facilities, unstable political environment (civil unrest), confined space, working at height, environmental degradation, bio-hazard (include contact with body fluid), hazardous materials (asbestos, radiation, chemicals, electricity, gasses, fire, stored energy), working with equipment where a high level of expertise is required, a risk of structural collapse, or high risk to others from the University's activities.
Incident:	Any 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").
Other Managers and Supervisors:	Any Staff Member with authority to manage, supervise, guide or control research, teaching, budget, workspace or staff, students, contractors, consultants, visiting contractors or researchers, lecturers and other visitors. To be clear, this includes lecturers, tutors, lab managers, lab supervisors and lab technicians.
Risk:	The chance that an activity, event or hazard happening will have an adverse impact on an individual's health, safety or welfare, and/or Victoria's ability to achieve its objectives in relation to health and safety.
Safety Control:	A measure taken to prevent harm by removing a hazard or eliminating or minimising the risk it presents so far as is reasonably practicable.
Staff Member:	Any employee of the University, employee of a controlled entity of the University, Council Members, independent contractors or consultants engaged by or working at the University, adjunct and visiting staff, visiting scholars and interns, emeritus professors and any other person providing services to or at the University.
Student:	Any person enrolled in a personal course of study at the University, or a person who is studying at the

	University under an exchange agreement with another institution.
University Community:	Any Staff Member, Student, Visitor or any other person who is a “Worker” (as defined in the Health and Safety at Work Act 2015) in relation to the University
University Precinct:	Any place where work is being carried out, or is customarily carried out at the University. This includes any place where a member of the University Community goes, or is likely to be, while at work and includes all premises, grounds and buildings owned by, in the possession of, or administered by the University (including halls of residence)
Victoria University Health and Safety Committee:	The committee made up of Health and Safety Representatives and specialist advisors.
Visitor:	Any person other than a Staff Member or Student present on the University Precinct

## 4 Policy Content and Guidelines

### 4.1 General

- (a) The University is committed to providing a safe and healthy environment for members of the University Community.
- (b) Health and safety is a shared responsibility. The University expects every member of the University Community to take personal responsibility and accountability for promoting the safety of themselves and those involved in, or affected by, the University’s activities.
- (c) The University is committed to ensuring that its health and safety practices reflect good practice, with legal compliance as the absolute minimum.
- (d) The University is committed to consulting and actively promoting participation and engagement by all members of the University Community in developing the skills, knowledge and resources to maintain a healthy and safe environment.
- (e) Where the University engages another organisation to work at or for the University, managers responsible for the contract must consult, cooperate and coordinate with the organisation in relation to health and safety and provide them with access to a copy of this Policy.

### 4.2 Roles and Responsibilities for Health and Safety

- (a) Every member of the University Community has a responsibility to maintain excellent health and safety practice; this responsibility increases incrementally through the levels of the line management structure.
- (b) An identified set of responsibilities for each member of the University Community is set out in this section. These responsibilities cannot be delegated, however the actions needed to fulfil them can be delegated to other role-holders.

#### 4.2.1 Council

- (c) As the University’s governing body, the Council carries ultimate responsibility for the health and safety of all members of the University Community.

- (d) Members of Council, as officers of the University, have a duty under section 44 of the Health and Safety at Work Act to exercise due diligence to ensure that the University complies with its duties and obligations under that Act.
- (e) The Council will receive regular updates on Health and Safety matters.
- (f) The Council must be notified as soon as possible of any activities or incidents carrying a major risk to health and safety, any enforcement action taken against the University Community, and any response taken in relation to these.

#### **4.2.2 The Vice-Chancellor**

- (a) The Vice-Chancellor must ensure that the University complies with its duties under the Health and Safety at Work Act 2015.
- (b) The Vice-Chancellor will:
  - (i) Ensure this Policy is available in a form where it can be accessed by all members of the University Community;
  - (ii) Ensure that mechanisms, structures, systems, resources and procedures are in place to ensure that the University can comply with its duties under the Health and Safety at Work Act;
  - (iii) Support and ensure the implementation of the Health and Safety Protocols;
  - (iv) Ensure the University Health and Safety Committee is chaired by a member of the Senior Leadership Team (SLT), who will report back to the SLT on the proceedings of that Committee and any other health and safety concerns raised by Staff Members; and
  - (v) Ensure regular reporting on health and safety matters, including the University's health and safety performance, to Council.
- (c) The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent harm to individuals and/or to members of the University Community; in exceptional circumstances, this may include summarily closing down University buildings, campuses, operations or activities.
- (d) On a day-to-day basis, the Vice-Chancellor may delegate this executive action to relevant Staff Members.

#### **4.2.3 Senior Leadership Team, Deans, Directors of Central Service Units (CSUs), Centres, Faculties and Institutes**

- (a) SLT members, Deans and Directors of Central Service Units (CSUs), Centres, Faculties and Institutes are responsible to the Vice-Chancellor (in relation to an SLT Member) or the relevant SLT Member (in the case of a Dean or Director) for providing overall leadership in, and supervision and operational oversight of, day to day health and safety matters and ensuring that, within their relevant CSU, Centre, Faculty or Institute:
  - (i) the University complies with its duties under the Health and Safety at Work Act; and
  - (ii) appropriate mechanisms, structures, systems, resources and procedures are in place to ensure the health and safety of members of the University Community.
- (b) In particular, SLT members, Deans, and Directors of CSUs, Centres, Faculties and Institutes will:

- (i) Provide overall leadership in, and supervision and oversight of health and safety options in their area which supports the University's Health and Safety Protocols and culture;
- (ii) Define a clear health and safety management structure in their area to support the Health and Safety Protocols, including the effective completion of risk assessments and the appropriate corrective actions where necessary;
- (iii) Produce and disseminate an overall annual CSU, Centre, Faculty or Institute health and safety plan, and ensure appropriate resource allocation to meet the objectives of the plan.

*Note: Faculties may choose whether to produce one plan for the entire Faculty, or individual plans for each school within the Faculty;*

- (iv) Work in partnership with the Campus Operations Health and Safety team to ensure that mechanisms, structures, systems, resources and procedures to ensure the health and safety of members of the University Community, as well as the Health and Safety Protocols, are implemented within the relevant CSU, Centre, Faculty or Institute;
- (v) Ensure that Health and Safety Representatives are elected and consulted in relation to health and safety matters;
- (vi) Ensure that appropriate Staff Members are appointed to fulfil specific health and safety functions or responsibilities;
- (vii) Ensure that risk assessments for all activities and equipment are completed, reviewed and approved by a person with appropriate specialist knowledge, expertise and authority. Risk assessments must identify Safety Controls to eliminate risks or to minimise risks if elimination is not reasonably practicable;
- (viii) Ensure that all Staff Members (including themselves) and Students undertaking activities at the University, either within or outside the University Precinct (including Field Work and external events):
  - receive training and induction (with appropriate records maintained)
  - are competent to undertake the activity safely, with adequate time, resources and support;
  - have the appropriate level of supervision, information and personal protective equipment; and
  - participate in and promote active and constructive communication relating to health and safety.
- (ix) Promote the importance of reporting accidents (including ill-health), incidents (including near misses) and any suspected non-conformance with safe work practices in accordance with Health and Safety Protocols;
- (x) Ensure that all Staff Members cooperate with the Campus Operations Health and Safety team to investigate incidents which occur in their faculty school, institute or CSU. Refer to clause 4.3.4. (v) of this policy;
- (xi) Monitor and review health and safety performance within their CSU, Centre, Faculty or Institute and ensure health and safety is a regular agenda item for all leadership meetings;
- (xii) Receive regular health and safety summary reports within their CSU, Centre, Faculty or Institute, or from the Director Campus Services and analyse trends; and

- (xiii) Ensure processes are in place to address breaches of the Health and Safety Protocols.

#### 4.2.4 Heads of Schools, Faculty Managers, Deputy and Associate Directors of CSUs

- (a) Heads of Schools, Faculty Managers, Deputy and Associate Directors of CSUs are responsible to the relevant SLT Member, Dean or Director for health and safety leadership and ensuring that, within the relevant School, Faculty or CSU:
  - (i) the University complies with its duties under the Health and Safety at Work Act 2015; and
  - (ii) mechanisms, structures, systems, resources and procedures that ensure the health and safety of members of the University Community are implemented.
- (b) In particular Heads of Schools, Faculty Managers, Deputy and Associate Directors of CSUs will:
  - (i) Work in partnership with the Campus Operations Health and Safety team to ensure implementation of Health and Safety Protocols;
  - (ii) Be aware of health and safety performance in their School, Faculty office or CSU and ensure health and safety is a regular agenda item for all relevant meetings;
  - (iii) Produce and disseminate an annual School, Faculty office or CSU health and safety plan, and include appropriate resource allocation to meet the objectives of the plan.

*Note: Faculties may choose whether to produce one plan for the entire Faculty, or individual school plans for each school within the Faculty*
  - (iv) Give effect to improvements in the management of workplace health with support from the Manager Staff Wellness;
  - (v) Ensure that risk assessments for all activities, equipment, and hazards (including those associated with field work, external events, internships, student and staff exchanges and other similar activities) are completed, documented, reviewed and approved by a person with appropriate specialist knowledge, expertise and authority. Risk assessments must identify Safety Controls to eliminate risks or to minimise risks if elimination is not reasonably practicable;
  - (vi) Ensure that all Staff Members (including themselves) and Students undertaking activities at the University, either within or outside the University Precinct (including Field Work and external events):
    - receive training and induction (with appropriate records maintained)
    - are competent to undertake the activity safely, with adequate time, resources and support;
    - have the appropriate level of supervision, information and personal protective equipment; and
    - participate in and promote active and constructive communication relating to health and safety.
  - (vii) Report regularly to their relevant SLT Member, Dean or Director on compliance with the Health and Safety Protocols and on any health and safety performance issues and achievements;
  - (viii) Ensure processes are in place to address breaches of the Health and Safety Protocols;

- (ix) Appoint Staff Members to fulfil specific roles such as First Aiders, Building Wardens, Fire Wardens, Radiation Safety Officer and Fieldwork Leaders as required in the Health and Safety Protocols;
- (x) Ensure that all Staff Members cooperate with the Campus Operations Health and Safety team to investigate incidents which occur in their faculty school, institute or CSU; and
- (xi) Maintain a register of all Field Work in their area.

#### 4.2.5 Managers and Supervisors

- (a) Aside from those Staff Members with specific health and safety responsibilities which are articulated in other clauses within this Policy, Managers and Supervisors have an important role in ensuring:
  - (i) that the University complies with its duties under the Health and Safety At Work Act 2015; and
  - (ii) that risk assessments are completed, that Staff Members are aware of risk assessments and adhere to Health and Safety Protocols and use/wear equipment provided for their health and safety.
- (b) In particular Managers and Supervisors will:
  - (i) Apply and implement Health and Safety Protocols;
  - (ii) Ensure that any identified Safety Controls are implemented, monitored and maintained;
  - (iii) Ensure that risk assessments are recorded, reviewed regularly, and updated in consultation with affected people;
  - (iv) Ensure that all Staff Members (including themselves) and Students within the relevant Faculty, School or CSU:
    - receive training and induction (with appropriate records maintained)
    - are competent to undertake the activity safely, with adequate time, resources and support;
    - have the appropriate level of supervision, information and personal protective equipment; and
    - participate in and promote active and constructive communication relating to health and safety.
  - (v) Raise any issues of identified or suspected non-compliance through their line management;
  - (vi) Ensure that where the need for health surveillance is identified in a risk assessment, Staff Members are referred to the Manager Staff Wellness; and
  - (vii) Ensure that all Staff Members and Students have the appropriate personal protective equipment and use/wear it.

#### 4.2.6 All Staff Members

- (a) All Staff Members have a responsibility for their own health and safety, and that of others who may be affected by their work, research or study and their acts or omissions.
- (b) In particular, all Staff Members will:

- (i) Take reasonable care of themselves and others, cooperate with the University on health and safety matters, and ensure that their acts or omissions do not adversely affect others;
- (ii) Carry out their work, research and study safely and in accordance with the Health and Safety Protocols;
- (iii) Not interfere with or misuse any health and safety resources or equipment;
- (iv) Not undertake activities or bring in to work items that may create a health and safety issue (for example: weapons, machinery, tools and equipment) without prior written agreement from Campus Services;
- (v) Make themselves aware and follow the contents of this Policy and the material on the Health and Safety section of the University's website;
- (vi) Report, as soon as possible, to their line manager, contract supervisor and/or the Campus Services Health and Safety Team any matter that may be, or may create, a health and safety issue. This includes, for example any:
  - breach of the Health and Safety Protocols;
  - work related death, illness, injury or incident (including near misses);
  - unsafe or unhealthy working conditions; and
  - faulty equipment or building defects;
- (vii) Follow the requirements of risk assessments and any requirements or instructions aimed at managing the safety of themselves and others;
- (viii) Familiarise themselves with and adhere to emergency procedures (including how to raise an alarm, call for first aid and notify a line manager);
- (ix) Undertake any health and safety induction and training required by the University;
- (x) Ensure all appropriate personal protective equipment and other items provided for their safety are worn or used as required;
- (xi) Cooperate with the Campus Operations Health and Safety team to investigate incidents which occur in their faculty, school, institute or CSU. Refer to clause 4.3.4. (a) (v) of this policy; and
- (xii) Not disturb an accident scene until clearance is authorised except in exceptional circumstances, such as when persons or property are at serious risk.

#### 4.2.7 All Students

- (a) All Students agree upon enrolment to comply with the policies of the University including the Health and Safety Policy.
- (b) In particular, Students will:
  - (i) Take reasonable care of themselves and others, cooperate with the University on health and safety matters and ensure that their acts or omissions do not adversely affect others;
  - (ii) Carry out their work, research and study safely and in accordance with the Health and Safety Protocols;
  - (iii) Not interfere with or misuse any health and safety resources or equipment;
  - (iv) Not undertake activities or bring in to the University any items that may create plant or equipment that may create a health and safety issue (for example:

weapons, machinery, tools and equipment) without prior written agreement from Campus Services;

- (v) Make themselves aware and follow the contents of this Policy and the material on the Health and Safety section of the University's website;
- (vi) Report, as soon as possible, to the University (by speaking to any Staff Member or by phoning the campus emergency number (8888)) any matter that may be, or may create, a health and safety issue. This includes, for example any:
  - breach of the Health and Safety Protocols;
  - work related death, illness, injury or incident (including near misses);
  - unsafe or unhealthy working conditions; and
  - faulty equipment or building defects.
- (vii) Follow the requirements of risk assessments and any arrangements set out in their school, which are aimed at managing the safety of themselves and others;
- (viii) Familiarise themselves with and adhere to emergency procedures (including how to raise an alarm, call for first aid and notify the University);
- (ix) Notify the University to ensure suitable controls to protect them are in place if they have a condition affecting their health which may be caused by or made worse by study activities;
- (x) Ensure that all appropriate personal protective equipment and other items provided for their health and safety are worn or used as required;
- (xi) Undertake any health and safety induction and training required by the University; and
- (xii) Not disturb an accident scene until clearance is authorised except in certain situations such as when persons or property are at serious risk.

### **4.3 Specific Staff Members with Additional Responsibilities for Health and Safety**

#### **4.3.1 Chief Operating Officer**

- (a) In support of the Vice-Chancellor, the Chief Operating Officer is authorised to take appropriate executive action to prevent harm to individuals and/or to the broader community, and will:
  - (i) Act as the lead SLT member with responsibility for the Health and Safety Protocols as well as auditing, monitoring and reporting on health and safety performance;
  - (ii) Ensure that measures are taken to promote and enhance the health and safety culture;
  - (iii) Ensure that there are processes in place to identify and address the root cause(s) of accidents, incidents, near miss events and non-compliance with Health and Safety Protocols; and
  - (iv) Ensure that any corrective actions identified are implemented where required.

#### **4.3.2 Director Campus Services**

- (a) The Director Campus Services reports to the Chief Operating Officer and is responsible for the work of the Campus Services unit.
- (b) In particular, the Director Campus Services will:

- (i) Lead the unit to ensure integrated service delivery for health and safety;
- (ii) Ensure that systems for strategic policy development and management, communication, training and support, audit and monitoring are in place;
- (iii) Provide regular reporting of Health and Safety performance to the Vice-Chancellor, members of SLT and Council;
- (iv) Oversee the development of the Health and Safety Protocols;
- (v) Ensure that a service delivery strategy is developed and aligned with the University strategy;
- (vi) Ensure management systems and responsibilities are clearly defined for the provision of a safe property infrastructure, including plant, life safety systems, fabric of buildings, roads footpaths and external areas;
- (vii) Ensure that written agreements which identify statutory obligations, roles and responsibilities are in place and complied with for University-owned premises which are let or leased out;
- (viii) Ensure management systems are in place to monitor or evidence statutory compliance in premises not owned by the University but which house University staff or students;
- (ix) Ensure safety in design of the built environment and fabric of buildings in liaison with other services such as disability services; and
- (x) Ensure that there are processes in place to identify and address the root cause(s) of accidents, incidents, near miss events and non-conformance with safe work practices; and
- (xi) Ensure that any corrective actions identified are implemented where required.
- (xii) Take executive action where necessary to prevent harm to individuals and/or the wider University community;

#### **4.3.3 Associate Director Campus Operations**

- (a) The Associate Director Campus Operations reports to the Director Campus Services and is responsible for the work of the Campus Operations services.
- (b) In particular the Associate Director Campus Operations will:
  - (i) Ensure implementation, monitoring and evaluation of the Health and Safety Protocols;
  - (ii) Prepare regular reports on Health and Safety performance;
  - (iii) Manage the coordination of the ACC Workplace Safety Management accreditation process;
  - (iv) Ensure that reviews of the Health and Safety Protocols are carried out regularly;
  - (v) Ensure systems are in place to respond to emergency situations and or major incidents;
  - (vi) Ensure fire evacuation drills are conducted as required by law;
  - (vii) Ensure specialist support is available where necessary or desirable (in particular regarding fire safety, biological safety, laser safety, and hazardous substances);
  - (viii) Take executive action where necessary to prevent harm to individuals and/or the wider University community;

- (ix) Ensure health and safety representatives are consulted and engaged in identifying, delivering and implementing the University's health and safety objectives;
- (x) Act as representative of the University to external enforcement and regulating agencies and be the principal contact for these bodies;
- (xi) Ensure that there are processes in place to identify and address the root cause(s) of accidents, incidents, near miss events and non-conformance with safe work practices;
- (xii) Ensure that the corrective action identified is implemented where required; and
- (xiii) Ensure that monitoring processes are in place to ensure compliance with guidelines and processes.

#### **4.3.4 Campus Operations Health and Safety team**

- (a) The Health and Safety team report to the Associate Director, Campus Operations and will:
  - (i) Work collaboratively to provide proactive, strategic and operational day-to-day support and to improve health and safety targets;
  - (ii) Provide health and safety leadership and problem solving skills to ensure consistent development, translation and implementation of the Health and Safety Protocols;
  - (iii) Develop quality management systems and strategic coordination of risk assessments and processes;
  - (iv) Undertake local audits and training;
  - (v) Undertake investigations of accidents, incidents, near miss events and non-conformance with safe work practices to determine the cause(s) and ensure that corrective action is identified and implemented where required.
  - (vi) Support the University Health and Safety Committee.

#### **4.3.5 Health and Safety Committee**

- (a) The University Health and Safety Committee is made up of Staff Members representing Schools, Faculties and CSUs.
- (b) The Committee operates under a Terms of Reference which is reviewed regularly.
- (c) The primary purpose of the Health and Safety Committee is to represent the views of Victoria staff about health and safety issues.
- (d) The Terms of Reference and the minutes of all meetings are located on the Health and Safety section of the University's website.
- (e) The Chair of the Health and Safety Committee is a member of SLT.
- (f) The Chair will report health and safety matters raised by staff to the SLT.

#### **4.3.6 Health and Safety Representatives**

- (a) Health and Safety representatives have a number of statutory functions:
  - (i) Representing staff in discussions with the University;
  - (ii) Representing staff in investigations of hazards and accidents/incidents;
  - (iii) Carrying out assessments of the workplace and inspecting relevant documents; and

- (iv) Representing staff in discussions with WorkSafe New Zealand.

#### **4.3.7 Local Safety Committees**

- (a) Business Units and schools may establish a Local Safety Committee. These committees are a mechanism for providing employee engagement and participation in Health and Safety and assurance and monitoring safety risks where there is a higher degree of risk because of the nature of the activities undertaken in or by that business unit or school. The Local Safety Committee is responsible to the relevant Dean or Director. They should be chaired by the Head of School, Faculty Manager, Deputy or Associate Directors.

## **5 Legislative Compliance**

The University is required to manage its policy documentation within a legislative framework. The legislation directing this Policy is the [Health and Safe at Work Act 2015](#) and associated Regulations that have been made pursuant to that Act.

## **6 References**

[The University Health and Safety website](#)

[Victoria Risk Management – a Guideline for Managers](#)

[Risk Management Policy](#)

[Business Continuity Management Policy](#)

Previous Version: [Health and Safety Policy](#)

## **7 Appendices**

None

## **8 Approval Agency**

Vice-Chancellor

## **9 Approval Dates**

This Policy was approved on: 4 April 2016

This Policy takes effect on: 4 April 2016

## **10 Policy Sponsor**

Director Campus Services

## **11 Contact Person**

The following person may be approached on a routine basis in relation to this Policy:

Associate Director, Campus Operations

Ext: 6713