

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0403.04
Title:	Hazard Management	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Chief Executive Approval:	Approval Date: 17 Apr 12	Effective Date: 17 Apr 12
Previous Policy Number:	na	Review Date: 17 Apr 13
Contact Authority:	Director: Organisational Development	Status: Current

- Purpose** To prevent harm by identifying and controlling potential hazards.
- Background** Otago Polytechnic is required by the Health and Safety in Employment Act to ensure that its workplaces are safe and healthy, and that all staff, contractors, students and visitors are not harmed.
- Statutory Compliance** Health and Safety in Employment Act 1992 and Amendment Act 2002, associated Regulations and Amendments.
- National Guidelines** Department of Labour, Occupational Safety and Health, provide best practice guidelines – refer to www.osh.dol.govt.nz
ACC Hazard Management – refer to www.acc.co.nz
- Policy and Procedures**
1. **Hazard Management**
 - 1.1 Hazards will be systematically identified within the Polytechnic and all practicable steps will be taken to:
 - eliminate the significant hazard,
 - or where this is impracticable, to isolate the significant hazard,
 - or where this is impracticable, to minimise the significant hazard.
In any event all practicable steps will be taken to protect all persons from harm.
 - 1.2 It is the responsibility of all Heads of School/Managers to ensure hazards in their areas of work are identified, risks assessed and controlled and hazard identification form is available.
 - 1.3 Assistance with hazard identification, risk evaluation, and control measures is available from the area Health and Safety Representative and the Health and Safety Advisor.
 - 1.4 Health and Safety Audits – this process must be systematic and ongoing, and include:
 - an annual health and safety audit in each school /service area. This reviews health and safety systems and processes within the school/service area and includes a physical inspection.
 - a comprehensive checklist is tailored for each area. The Head of School /Manager may delegate this to the Health and Safety representative and staff who have local knowledge.
 - the use of the Hazard Identification form (refer to Appendix 1).
 2. **Hazard Identification**
 - 2.1 Hazards are best identified by dividing a work place into areas and using a team approach, systematically identifying all hazards within the area. As well as the physical aspects of the area eg space utilisation and



machinery, include consideration of the processes undertaken eg manual handling activities.

- 2.2 Common types of hazards include, but are not limited to: chemical, noise, radiation, electrical, lighting, vibration, temperature, mechanical, biological, ergonomic, physical, physiological and behavioural.
- 2.3 Hazard Identification processes must be considered and reviewed whenever purchasing any new plant or equipment to control any new hazards that may be introduced with new plant or processes.
- 2.4 The process of hazard identification is:
 1. identify specific hazards in the defined area; and
 2. establish and define the exact location of the hazard; and
 3. determine who would come into contact with the hazard; and
 4. determine when they are most likely to come into contact with the hazard and how often; and
 5. determine the consequences of coming in contact with the hazard.
 6. if the hazard may cause serious harm, under the Health and Safety in Employment Act, it is therefore a “significant hazard”. The “serious harm” criteria is also defined in the Health and Safety Act – see Appendix 3.

3. Risk Evaluation

- 3.1 Using the above information, from the hazard identification, the risk for each hazard needs to be evaluated using the following factors:
 - frequency of exposure - how many and how often are people exposed to the hazard? (hourly/daily/weekly/occasionally/ rarely)
 - severity of effect - what is the consequence of people coming into contact with the hazard? (serious harm/moderate harm/discomfort)
- 3.2 Those hazards that represent a high risk are then given priority for elimination/control over those of a lesser risk.

4. Control Measures

- 4.1 Those hazards that have been evaluated as significant risk need to be eliminated/controlled to ensure people do not come into contact with them, or that the consequences of the contact are minimised.
- 4.2 Principles of control are as follows:
 - significant hazards to employees, students and others are to be eliminated where practicable, as the first consideration;
 - if this is impracticable, those hazards are to be isolated;
 - if this is also impracticable, all practicable steps must be taken to minimise the likelihood that the hazard will be a source of harm to employees, students and others.
- 4.3 If minimisation is the only practicable control mechanism, it must include:
 - 4.3.1 Training
 - The following should be documented:
 - a) a written ‘safe method of use’ eg for operating a machine, chemical handling or biological processes, etc

b) a record of the training given

4.3.2 Supervision while learning and until competent

4.3.3 Where appropriate, the provision and wearing of approved personal protective equipment (PPE)

4.3.4 Where appropriate, signage relating to hazards and controls eg at the entry to a hazardous work area; beside dangerous machinery.

4.3.5 Where appropriate, monitoring for potential exposure, by environmental and health monitoring. Health monitoring is carried out with the consent of employees, students and others.

5. Monitoring

5.1 The Head of School /Manager will:

a) review and sign off the School/Service Area's annual audit

b) regularly review the action list for progress

5.2 Hazard Identification forms (HR031) are reviewed by the Health and Safety Advisor, and tracked for completion or progress by the appropriate parties (eg Systems and Services Team Leader, Campus Services /Head of School/Manager)

6. Hazard Identification Awards

6.1 Each year, a Health and Safety representative, a Union representative, and a senior manager review the nominations for Health and Safety reward and recognition programme and select one overall winner for the year

6.2 The overall winner receives an award certificate and prize from the Chief Executive Officer at the beginning of the year at the annual Staff Meeting.

Referral Documents

Otago Polytechnic Hazard Identification Form (Appendix 1)
MP0408 Protective Clothing and Equipment

Delegation of Procedures

Health and Safety Representatives contribute to hazard management in their school/programme/service area(s), reporting to the Head of School/ Manager of the relevant school/programme/service area.

Approved by Chief Executive

Date: 17 April 2012





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HR031 Hazard Identification Form

LOCATION	Physical Site	Building and Room Number	Date:
DESCRIPTION OF HAZARD			
RISK	How <u>frequently</u> is someone exposed to this hazard? Frequently / Daily / Weekly / Monthly / Occasionally / Rarely		
	What <u>severity</u> of harm might it cause? Serious Harm / Moderate Harm / Discomfort		
CONTROL METHOD(S)	How the hazard is currently controlled?		
	How do you suggest the hazard be controlled? Consider Elimination / Isolation / Minimisation:		
COMPLETED BY	Name(s):	Staff / Student / Contractor	
		Department:	
HoS/Manager to complete:			
Results of investigation:			
Actions to date control hazard: e.g. logged a job with CES, Job number _____ e.g. replaced / equipment purchased		By Whom:	Completed Date:
HoS/Manager Signature		Reference Number (office use):	

On completion of form, please photocopy and give to:

1. HoS/Manager
2. H&S Representative
3. Send completed (to date) original to H&S Advisor



Appendix 2: Risk Assessment Tool

		Severity of Effect				
		1	2	3	4	5
		Minor Discomfort Eg.		Moderate Eg. stitches required for laceration		Severe Eg. permanent disfigurement, death
Frequency of Exposure	1 Rarely					
	2 Occasionally					
	3 Weekly/Monthly					
	4 Daily					
	5 Hourly					

Example:

A risk is identified at the exit of a building, where the doorway opens straight onto the shared path/driveway of the adjacent car park.

If the pedestrian does not stop and look left and right (ie he/she is moving quickly, is unaware or distracted), he/she may be injured by colliding with a moving vehicle.

The vehicle should not be moving fast in the parking area, however there are no physical speed controls (such as speed humps).

During term, pedestrian movements are high, vehicular movements occur approximately 20-40 times a day

		Multiplied	Severity				
			1	2	3	4	5
Frequency	1						
	2						
	3						
	4						
	5						
	TOTAL			15		25	

The risk is calculated as a range in this case. The worst/highest risk should be used when deciding controls and priority. This issue should be addressed before another issue with a risk profile of a say, 9. This is because the injury could be a bruise and abrasions, or possibly a permanent disability or death.

Appendix 3: Serious Harm Definition

“Serious Harm” is defined in the Health and Safety in Employment Act as:

- death
- any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot metal burn of the eye, penetrating wound of the eye, bone fracture, laceration or crushing;
- amputation of body part;
- burns requiring referral to a specialist registered medical practitioner or specialist out-patient clinic;
- loss of consciousness from lack of oxygen;
- loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance;
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm’s occurrence.

Note: As at January 2010, this definition is currently under review by the Department of Labour, and an amendment is expected in the near future. Please go to www.osh.govt.nz or contact the Health and Safety Advisor for updated information

