

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0400.06
Title:	Occupational Health and Safety - Commitments and Responsibilities	
Baldrige Criteria:	5 Workforce	
Chief Executive Approval:	Approval Date: 1 May 2018	Effective Date: 1 May 2018
Previous Policy Number:	na	Review Date: 1 May 2020
Contact Authority:	Deputy Chief Executive: People, Performance and Development	Status: Current

Purpose

This policy outlines Health and Safety responsibilities for staff, managers, students and contractors at Otago Polytechnic to ensure that its workplaces are safe and healthy and that all staff, contractors, students and visitors are not harmed. In addition, best practice guidelines and ACC expectations for work place safety management programmes seek a statement of commitment, such as this policy, in regard to the management of safety and health at Otago Polytechnic.

Compliance

Health and Safety at Work Act 2015 and all subsequent Amendment Acts, associated Regulations and Amendments

Fire Safety and Evacuation of Buildings Regulations 2006 and all subsequent Amendment Acts

Hazardous Substances and New Organisms Act 1996, and all subsequent Amendment Acts, associated Regulations and Amendments (HSNO)

The Smoke Free Environment Act 1990 and all subsequent Amendment Acts, Associated Regulations and Amendments

Human Rights Act 1993 and all subsequent Amendment Acts

Accident Compensation Act 2001 and all subsequent Amendment Acts

Worksafe New Zealand Act 2013

Worksafe New Zealand, Ministry of Business Innovation and Employment (MBIE) and previous names of Department of Labour and Occupational Safety and Health, provide best practice guidelines and codes of practice

ACC Thinksafe How to Implement Safer Workplace Practices, A Guide to Workplace Health and Safety

AS/NZ 4801:2001

Policy and Procedures

Otago Polytechnic is committed to the provision of a safe and healthy work and learning environment for all employees, students, contractors and visitors, and will provide appropriate resources to assist in achieving this.

1. In meeting this commitment the **Council and the Chief Executive** provide governance and leadership to ensure that:
 - resources are made available
 - health and safety objectives and performance criteria for all managers and work areas are met
 - appropriate best practice policies and procedures are implemented and reviewed every two years
 - our obligations under legislation, regulations, codes of practice, standards or industry guidelines are met
 - responsibility is given to managers, supervisors of staff and students, and others in positions of responsibility to manage health and safety in their areas.
2. **All Staff** will share in the commitment to health and safety and meet their responsibilities under the Health and Safety at Work Act. Individuals will:
 - support the achievement of a healthy and safe work and learning environment
 - be familiar with the department hazard register
 - be pro-active in identifying and managing new and existing hazards

- promptly report unsafe conditions or equipment
 - always practise safe work methods, use safety equipment and personal protective equipment as appropriate
 - ensure that any action or inaction of theirs does not cause harm to themselves or other persons
 - immediately report incidents, accidents and occupational illness - these will be investigated with a focus on identification of hazards and prevention
 - be familiar with emergency procedures
 - ensure safe escape routes are unobstructed.
 - complete all necessary safety training and refresher training in a timely manner
3. In addition, **Formal Leaders** will:
- ensure that they have up-to-date knowledge of health and safety, including related Otago Polytechnic policies and procedures and relevant industry updates
 - promote a system of continuous improvement in health and safety
 - support and encourage employee and union consultation and participation in health and safety
 - promote and model best practice in health and safety to staff, students and others
 - identify existing and new hazards (including in new programmes, equipment, plant or research) and take all practicable steps to eliminate, isolate or minimise exposure to any hazards deemed to be significant
 - ensure an up-to-date hazard register is maintained and communicated to staff and students on a minimum of an annual basis
 - ensure safe escape routes are unobstructed
 - ensure a departmental health and safety audit is completed annually which includes a review of the department's health and safety systems and a physical audit of the work areas
 - insist on safe operating procedures and use of safe equipment at all times
 - provide effective training and supervision for staff and students as appropriate
 - ensure provision of procedures for emergencies
 - insist upon the early reporting and investigation of all workplace incidents, accidents and occupational illness. Update hazard registers appropriately
 - support injured and disabled staff to return to work safely as early as possible.
4. **Students** will:
- be responsible for adhering to health and safety procedures defined in the Polytechnic as a whole and those specific to their own learning areas, including Student Rights and Responsibilities document as published electronically on the Otago Polytechnic website <http://www.op.ac.nz/students/important-information/student-rights-and-responsibilities/>
 - follow instructions
 - be proactive and report hazards promptly to their lecturer
 - report incidents, accidents and occupational illness promptly to their lecturer
 - be familiar with emergency procedures
 - ensure safe escape routes are unobstructed
 - complete all necessary safety training and refresher training in a timely manner.

Referral Documents

MP0402 Health and Safety Induction and Training
AP0508 Student Rights and Responsibilities

Student Rights and Responsibilities document as published electronically on the Otago Polytechnic website <http://www.op.ac.nz/students/important-information/student-rights-and-responsibilities/>

Approved by Chief Executive
Date: 1 May 2018


