

Principles and Procedures:

Occupational Health and Safety Management

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| Category: | Human Resources | Policy Number: | EXA-2/96(B) |
| Title: | Occupational Health and Safety Management | Date Approved: | August 1996 |
| Prepared by: | OSH Manager | Date of Last Revision: | January 2011 |
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Section A – Principles and Procedures

1.0 Principles

A requirement of New Zealand health and safety legislation is for employers to manage occupational health and safety (OSH) within the workplace, with the objective of managing hazards and preventing, as far as practicable, harm to employees, students, contractors, volunteers, and visitors including children who visit or accompany employees on campus.

To achieve this requirement the Chief Executive has approved OSH management policies and guidelines and an annual plan. The objective of this policy is to reflect Wintec's commitment towards health and safety management, and to outline the policies and guidelines which inform the OSH management plan. The policy also includes general OSH responsibilities for managers, employees and others on campus, where applicable.

2.0 General OSH Management Procedures

- 2.1 OSH management system policies and procedures is developed, reviewed and maintained by the OSH Manager (refer Section C).
- 2.2 OSH programmes are developed, implemented and reported on, in order of priority, according to the level of risk for Wintec, and in consultation with management, employees, health and safety and union representatives (H&S reps).
- 2.3 Each academic or Department will develop procedures and guidelines which are hazard specific eg Sports Science – Laboratory Safety Procedures manual.
- 2.4 Employee H&S reps, and employees with specialised knowledge will, where appropriate, be consulted on matters of health and safety outlined in Wintec's current Employee Safety and Health Agreement.
- 2.5 Excellence in OSH management and innovation by employees should be recognised eg acknowledgement, letter of commendation or other appropriate means.
- 2.6 Managers, employees will identify OSH objectives through the CDC process, and how these are to be achieved. Union representatives are employees and are included in this process.
- 2.7 Auditing and review dates of OSH policy are indicated on the front page of each policy.
- 2.8 The ACC WSMP audit report and review process are to include recommendations to the Chief Executive for ongoing improvement of OSH management.

3.0 Health and Safety and Monitoring for New Employees

- 3.1 A policy statement on OSH requirements is included in position application forms.
- 3.2 New employees are advised of relevant significant work hazards at induction (onboarding programme).
- 3.3 Baseline health monitoring is required for new employees whose work involves exposure to hazardous substances or processes; requirements are outlined in the Health Monitoring Policy EX A – 8/99 and in the offer of appointment letter.

- 3.4 New employees will receive information on OSH and ACC policies and procedures at induction, and be made aware of the opportunity to be consulted in the development and review of OSH policy.
- 3.5 Employees and H&S reps will be given the opportunity to attend relevant OSH training, and have access to advice and information specific to the hazards of their work.
- 3.6 Specific OSH training requires delivery by suitably qualified and experienced trainers who have been approved by the Department of Labour - OSH as appropriate, eg First Aid or Forklift Training; Health and Safety representative training.
- 3.7 New or inexperienced employees should be supervised by suitably qualified and competent employees for an appropriate period of time.

4.0 Employee Safety and Health Representation

- 4.1 To demonstrate commitment towards a consultative H&S approach with employees and their representatives, agreement has been reached and signed in consultation with the employer, employees and Union representatives. (Refer to: Wintec Agreement for a System of Employee Participation in Safety and Health Matters – which is accessible on Wintec's OSH intranet).
- 4.2 The Safety and Health Agreement and minutes of H&S Rep committee meetings, held quarterly, are accessible on the OSH intranet.
- 4.3 Employees can choose to elect a H&S representative or alternatively manage H&S within their own School or Dept.

5.0 Child Safety on Campus

- 5.1 Wintec aims to promote a family friendly environment, but also recognises that employees, students and others bringing a child or children on campus must be responsible for ensuring the child is directly supervised, and safe at all times. Due consideration must be given to others working or studying to prevent disruption or distraction. A common sense approach towards children on campus is advocated.
- 5.2 Children who are known to be, or show signs of being unwell, must be cared for off campus.
- 5.3 Employees, students and others on campus have a responsibility for their own safety and that of others, this includes any child brought onto campus
- 5.4 Application of 5.1 - 2 includes meeting the requirements of Wintec health and safety policies and procedures, and observing visible safety directions and signage around campus.
- 5.5 Employees, students and others must not take children (under the age of 15) into work or study areas identified as high risk including for example: practicum rooms, workshops, laboratories, kitchens (excluding minor tea rooms), facilities maintenance workshops, dangerous goods and construction sites, regardless of whether these areas are operational or otherwise.
- 5.6 Safety of children in Wintec vehicles is covered under the Vehicle Use Policy and Procedures EXC – 6/01(B): (Refer to Passengers: 2-3) accessible on Wintec's Policy webpage under Properties and Equipment.
- 5.7 Transporting children in Wintec vehicles requires special permission through an advance request in writing by the caregiver, to the Facilities

Manager; special conditions apply (refer to EXC – 6/01(B) Passengers: Sections 2-3).

- 5.8 Students wishing to have children accompany them on Field Trips, clinical placements or other trips (visits) must discuss this with the relevant academic manager, who will consult with the visit host if applicable. At all times health and safety requirements must be met and consideration be given to others on the visit. The Safety in Course Related Field Trips and Clinical Experience policy AB6 – 2/02 (A&B) can be accessed on Wintec's intranet policy web and the public website.
- 5.9 Concerns relating to children on campus should be raised at the time, with the appropriate care giver; a collaborative approach is expected, and if the issue remains unresolved it should be discussed with the relevant manager.

6.0 Student Safety

- 6.1 OSH policy and procedure is applicable to students on campus.
- 6.2 See Safety in Course Related Field Trips, Work and Clinical Experience policy AB6 – 2/02 (A and B).
- 6.3 Safety information, including emergency evacuation, for students and visitors is outlined in the Wintec safety booklet available for downloading from Wintec's intranet OSH page.
- 6.4 Safety information must be made available to students by School tutors on commencement of a course of study at Wintec and at the beginning of each semester.
- 6.5 It is the responsibility of each School to ensure students have the necessary health and safety information.

7.0 Visitor and Volunteer Safety

- 7.1 All practicable steps to ensure visitor safety must be taken by the individual hosting the visit.
- 7.2 Steps include: the visitor reading safety instructions at the main reception, signing the visitor's register and the host escorting the visitor off campus on completion of the visit if necessary.
- 7.3 Visitors age 15 years and over must be supervised in areas of high risk, i.e. workshops, science labs. Approval needs to be gained by the HOS. Personal protective equipment must be worn where indicated and safety signage adhered to.
- 7.4 Visitors with children under the age of 15 must comply with section 5 of this policy.
- 7.4 Volunteers and independent contractors must be provided with Health and Safety information if they are undertaking Wintec work on a regular and consistent basis. Work must be an integral part of Wintec core business, as defined in the HSE Amendment Act 2002.
- 7.5 Information for volunteers and contractors should be acquired through induction and by contacting the OSH Manager.

8.0 OSH Audits and Reviews

- 8.1 Reviews and audits will be undertaken through an informal/formal review, which includes assessment of OSH practices, procedures and management systems to determine effectiveness and as an indicator of the ongoing commitment of managers and employees.

- 8.2 Review and changes in OSH management will be undertaken in circumstances involving a critical event; amendments to OSH legislation; or where there is significant change to work procedures eg restructuring, relocation of staff and campus development and purchase of new equipment.
- 8.3 A review of OSH objectives will be undertaken annually and where a new objective has been identified, eg new significant hazard i.e. campus re-development.
- 8.4 Levels of Auditing/Review:
- **Level One:** Internal review to evaluate the need for improvement or action, (responsibility managers, employees).
 - **Level Two:** Annual ACC WS<{ Audit (responsibility: OSH Manager, Managers).
 - **Level Three:** Annual external audit by a regulatory authority, i.e. Approved ACC Auditors using the Workplace Safety Management Practice standards.
- 8.5 Frequency of Reviews/Audits:
- A minimum daily or weekly review/general inspection in work areas designated high risk i.e. workshops, laboratories, kitchens
 - Annual review in areas designated low risk eg administrative areas
 - Annual audit or review carried out by an independent auditor or as required under the ACC WSMP Audit Programme.
- 8.6 Auditing Advice:
- Executive and managers will be advised of any audit or review prior to commencement.
 - The OSH Manager will undertake internal hazard management reviews on an annual basis.
 - Executive and managers will be advised before undertaking an external audit at level three i.e. bi-annual WSMP audit.
 - On completion of a review or audit a report will be compiled and provided to the relevant executive or manager for follow up action.

9.0 OSH Responsibilities

- 9.1 OSH responsibilities include HOS and managers taking all practicable steps to maintain a safe and healthy work environment within their area of responsibility and to minimise risk.

10.0 Safety and Health Responsibilities

The Chief Executive

- Will ensure, through delegated responsibilities, all practicable steps are taken to minimise risk associated with Wintec hazards.
- Approves OSH policy and procedure.
- If appropriate, acts on recommendations made by employees and the OSH Manager to manage health and safety at Wintec.
- Identifies and reviews annual strategic health and safety objectives.

Executive Member

- Determines and assigns health and safety responsibilities; incorporates these in managers' position descriptions.

- Identifies annual OSH objective(s) relevant to the strategic and business plan.
- Reviews managers' OSH responsibilities at CDC reviews.
- Ensures timely and accurate reporting and investigation of all incidents, including serious harm accidents and supports hazard management.
- Liaises with the OSH Manager on health and safety issues, policy and procedure.

HR Manager

- Reports to the Chief Executive on OSH and ACC risk management and the achievement of OSH objectives.

HOS and Manager

- Ensures OSH policy and procedure is implemented and adhered to within area of responsibility.
- Liaises with the OSH Manager regarding employee health and safety issues.
- Participates, where applicable in ACC case management for lost time injury or ill health, and rehabilitation plans including return to work opportunities.
- Delegates OSH responsibilities as appropriate.
- Maintains OSH competency through management training or other forums.
- Supports employee participation/representation in health and safety procedures.
- Manages significant hazards in area of responsibility.
- Ensures area specific work accidents/incidents are accurately recorded and investigated and recommendations for prevention are actioned.
- Encourages new employees' attendance at induction and relevant health and safety training, and provides supervision for employees until competency has been achieved. Implements the "My team My role" induction.
- Ensures information is provided and available to employees on relevant significant hazards.

OSH Manager

- Develops, implements, reviews and maintains health and safety systems, policy and procedure documents.
- Makes recommendations and reports to executive and managers regarding health and safety issues and risks.
- Participates in the Investigation of all serious harm accidents and reports to the executive or manager on basic causes and contributory factors; makes recommendations for prevention.
- Co-ordinates OSH training and induction for employees and contractors at Wintec.
- Meets the responsibilities outlined in the position description and meets CDC objectives.

Facilities Manager

- Develops procedures for identified potential or existing facility hazards.
- Develops and maintains e,emergency procedures.
- Ensures approved contractors undertaking works development on Wintec campuses have approved OSH systems, participate in Wintec safety induction and provides ongoing verification of contractor OSH management.
- Contractor Safety is managed by the Facilities Manager and Siteworx Project Manager for any Siteworx project.

Security

- Delivers and maintains security services at Wintec.
- Reports on issues affecting the health, safety of employees and others.

All Employees

- Ensure no action or inaction causes harm to themselves or others; observes OSH policy and procedure; participates, if willing and elected, as an employee H&S representative.
- Identifies and attends OSH training identified in the CDC process.
- Reports OSH issues and new hazards to the appropriate manager.
- Reports all incidents that have harmed or nearly harmed the employee.

11.0 Responsibility Outcomes

- There is an elected employee health and safety representative within each work area or combined work areas if agreed to by employees.
- Managers and employees attend and implements (My team My role) induction and relevant health and safety training.
- Significant hazards are documented and managed for specific work areas.
- Newly identified hazards are managed and the action documented.
- Safety and health information is provided for employees on significant hazards; and, where necessary, supervision is provided until induction and relevant information has been received and understood.
- Employees exposed to specified significant hazards participate in health monitoring where applicable.
- A system for reporting and recording accidents or incidents is available online and is accessible to each employee and student and in each work area.
- In the event of an accident; the event is accurately recorded, reported and forwarded to the OSH Manager who will assist with investigative action.
- Rehabilitation including alternative work and graduated return to work programmes are planned and made available to employees incurring injury or illness and in consideration of medical advice.
- Employee complaints are managed through the Wintec complaints management process.
- HOS and managers are competent in, and fulfil, health and safety management responsibilities.
- Management and employee OSH objectives are identified and achieved and reviewed in the CDC review.

12.0 Emergency Procedures

12.1 The Facilities Manager will ensure emergency preparedness for the following situations; relevant policies and procedures can be found on Wintec's corporate policy web.

- **Fire & Chemical Spill** – refer to Evacuation Procedures under General Information on the front page of Wintec intranet.
- **Gas leak** – refer to the Emergency Management Procedures EXA – 6/97 (A/B), on the Corporate Policy Web under Human Resources

- **Work Accident** – refer to Accident, Illness and Rehabilitation Management Policy and Procedures EXA – 5/97.
- **First Aid** – refer to First Aid Management Policy EX A –9/99.

13.0 Measures of Effectiveness

13.1 Safety and health management at Wintec will be considered effective when:

- OSH management systems meet the requirements of the Safety and Health in Employment Act 1992 and Amendments and New Zealand standards of safe work practice, and these are implemented throughout Wintec and understood by employees
- OSH policy and procedure is current, and accessible to employees and others.
- The CEO, Executive and managers take all practicable steps to ensure the safety of employees, contractors, students, visitors and others, including children on campus.
- Employees take responsibility for ensuring their own and others' safety and participate in health monitoring to hazards where applicable.
- Employee health and safety representatives meet quarterly, are actively involved in health and safety reviews and attend health and safety training as required under the HSE Amendment Act 2002.
- Occupational health and safety risks at Wintec are managed.
- Employees incurring workplace injuries or ill health participate in rehabilitation programmes if applicable.
- Risk of accident or injury is minimised through hazard management, safe work practice, preventative programmes and early intervention.
- The ACC Workplace Safety Management Practice audit is achieved at tertiary level.
- This policy is reviewed every two years or more frequently if necessary; and objectives are set annually.

Section B – Associated Information

1.0 Definitions – Reference Health and Safety in Employment Amendment Act 2002

Section 2A “All practicable steps” in relation to achieving any result in any circumstances, means all steps to achieve the result that it is reasonable practicably to take in the circumstances, having regard to:

- (a) The nature and severity of the harm that may be suffered if the result is not achieved; and
- (b) The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- (c) The current state of knowledge about harm of that nature; and
- (d) The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each; and
- (e) The availability and cost of each of those means.

To avoid doubt, a person required by this Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about”

“Contractor” means a person engaged by any person (otherwise than as an employee) to do any work for gain or reward.

“Employee” means a person employed by any other person to do any work (other than residential work) for hire or reward and, in relation to any employer, means an employee of the employer. (Includes part-time, casual, temporary employees).

“Volunteer”: a person doing work on an ongoing and regular basis, which is an integral part of Wintec business, except activities identified in the Amended Act, must be treated as if the volunteer was an employee.

“Hazard” means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance - whether arising or caused within or outside a place of work - that is an actual or potential cause or source of harm, and “hazardous” has a corresponding meaning.

“Harm” means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

2.0 References and Recommended Reading

2.1 This policy and procedure should be read with reference to Wintec Academic and Human Resource/OSH management policies accessible through the policy intranet website – Refer to Section C.

2.2 Other recommended references are:

- The Safety and Health in Employment Act 1992 and Amendments 2002
- The Safety and Health Regulations 1995
- NZS 4801:2001 – Occupational Safety and Health Management Systems
- Injury Prevention Rehabilitation and Compensation Act 2002

3.0 Safety and Health in Employment Act 1992 and Amendments 2002

The principal objective of both Acts is to provide for the prevention of harm to employees at work. For the purpose of attaining its principal objective, the Act:

- (a) Promotes excellence in health and safety management by employers;
- (b) Prescribes and imposes on employers and others, duties in relation to the prevention of harm to employees and others
- (c) Provides for the making of Regulations, and the development and approval of Codes of Practice relating to workplace hazards in particular, significant hazards.

Principal duties of Employers outlined in the Act are:

- Hazard Management, particularly significant hazards
- Information, Training and Supervision for Employees with regard to workplace hazards
- Accident Management
- Emergency Procedures
- Contractor and others' safety (eg students, visitors and others).

The administering authority for the Act and Amendments is the Department of Labour (DOL), Occupational Health and Safety. Certificated OSH Inspectors are appointed to administer the Act and for this purpose, have the authority to enter all workplaces.

Branches of OSH are located throughout New Zealand in major towns and cities - example **Waikato Regional Branch, Westpac Building, cnr London/Victoria Street, Hamilton.**

Health and Safety Infoline freephone on **0800 20 90 20** during business hours.

Further advice and information on OSH policy or issues is available by contacting:

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| OSH Manager | Ext 8505 |
| HR Director | Ext 8200 |

Refer Part A (Policy)

Section C – Processes

1.0 Wintec OSH Management Framework

