



# HEALTH AND SAFETY POLICY

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## CONTENTS

<b>ABOUT THIS DOCUMENT .....</b>	<b>3</b>
Purpose.....	3
Audience.....	3
Structure.....	3
<b>FOREWORD .....</b>	<b>4</b>
<b>HEALTH AND SAFETY LEADERSHIP .....</b>	<b>5</b>
<b>UCOL HEALTH AND SAFETY POLICY STATEMENT .....</b>	<b>6</b>
<b>HEALTH AND SAFETY MANAGEMENT .....</b>	<b>8</b>
The UCOL Council: Charter of Responsibilities .....	9
The Chief Executive.....	10
Executive Leadership Team .....	11
Executive Deans and Senior Managers .....	12
Managers and TEAM Leaders.....	13
Health & Safety Manager .....	14
Director Facilities & Risk Management .....	15
Health & Safety Representatives.....	16
All Staff.....	17
Staff with specific health and safety responsibilities .....	18
All Students .....	19
<b>GLOSSARY .....</b>	<b>20</b>

## ABOUT THIS DOCUMENT

### PURPOSE

This policy aims to help Council, staff, students and visitors understand their responsibilities and entitlements regarding their own health and safety, and the health and safety of others at UCOL.

### AUDIENCE

This policy applies to all Council, staff, students and contractors at UCOL.

### STRUCTURE

This document contains the following sections:

- ◆ **Foreword:** A statement from the Chairperson of the UCOL Council about the importance of providing a safe and healthy workplace, and developing a strong health and safety culture within UCOL.
- ◆ **Health and Safety Leadership:** A statement from our Chief Executive about the importance of leading by example and working in partnership to increase awareness of health and safety.
- ◆ **UCOL Health and Safety Policy:** A statement showing the actions required by the UCOL management team, staff, students, visitors, and contractors to protect themselves and others, in order to achieve the best possible level of health and safety management.
- ◆ **Health and Safety Management:** This section defines specific roles and associated responsibilities for health and safety management within UCOL.
- ◆ **Glossary:** A list of some terms used in this document, with definitions.

## FOREWORD

As the governing body of UCOL, the UCOL Council is committed to providing a safe and healthy workplace for staff, students, contractors, and visitors.

We will achieve this by:

- ◆ Maintaining awareness of our Health and Safety obligations, setting clear expectations and adopting best practice wherever possible with regard to Health and Safety matters
- ◆ Ensuring that all our managers demonstrate a serious commitment to sound workplace health and safety practices.
- ◆ Ensuring that management, staff, and students share a common commitment to creating and maintaining a safe and healthy workplace, and operating safe work practices.
- ◆ Receiving regular reports about accident and incident rates, and other health and safety performance measures. Our objective is to achieve results that meet, or are better than, sector norms.
- ◆ Ensuring that our organisational culture is characterised by a proactive and responsible attitude to health and safety.

Legislation imposes statutory duties on our organisation and its Council managers, and staff (both generally and in relation to specific health and safety topics), and the law imposes a wider duty of care to protect staff, students, and other people from harm.

However, the UCOL Council wants to go beyond legislative compliance, and encourage the development of a strong health and safety culture that actively supports and enhances the health and safety of everyone within our organisation.

Developing and embedding this type of culture will require commitment from every member of our Council, our staff and the student community, an understanding of our health and safety policies, and willingness to comply with these at all times.

I invite you to share Council's commitment towards developing a robust health and safety culture, and look forward to your support as we work together to achieve this objective for the benefit of everyone.



**Malcolm Inglis**  
*Chairperson, UCOL Council*

## HEALTH AND SAFETY LEADERSHIP

As UCOL's Chief Executive and the employer of all staff, I share the UCOL Council's commitment to ensuring that good workplace health and safety practices are a high priority throughout our organisation.

Good management of workplace health and safety is essential to support the effective delivery of education, training, and knowledge transfer. All staff need to work in partnership with management and the health and safety team to:

- ◆ Understand and achieve the required level of protection and compliance.
- ◆ Develop and implement effective workplace health and safety management practices.
- ◆ Review, and revise these practices when necessary, to support our policy of continuous improvement.

UCOL is responsible for the health and safety of staff, students, contractors and visitors when working and studying. This is achieved by effective management of health and safety, including risk assessment and control.

All members of our UCOL community – staff, students, contractors and visitors – must be committed to following the health and safety practices outlined below at all times:

- ◆ Ensure your own health and safety, and that of other people who may be affected by your work.
- ◆ Understand and comply with UCOL's health and safety policies.
- ◆ Understand the emergency procedures.
- ◆ Understand and comply with UCOL's health and safety standards and procedures.
- ◆ Be aware of any hazards in your area.
- ◆ Report any workplace health and safety concerns, incidents, injuries, accidents, hazards and new risks to your manager or the Health and Safety Team.
- ◆ Be involved, as appropriate, in the risk assessments associated with your work.

Every one of us has a personal responsibility for operating good health and safety practices. We need to lead by example, and work together to promote and embed a strong health and safety culture.

All staff must familiarise themselves with UCOL's Health and Safety policies and procedures. This helps us to understand our health and safety responsibilities and how these affect our work.

I encourage you to discuss the Health and Safety Policy with your teams and colleagues, so that we can promote good health and safety practices and make sure these are followed at all times.

This cooperative effort will enable us to create and sustain a supportive and safe environment, where all of us can work productively.



A handwritten signature in blue ink that reads "Leeza Boyce". The signature is fluid and cursive.

**Leeza Boyce**  
*UCOL Chief Executive*

# UCOL HEALTH AND SAFETY POLICY STATEMENT

The Universal College of Learning ('UCOL') believes that health and safety of all members of its community is amongst its highest priority. UCOL is committed to the highest standards of health and safety through continual improvement and the control of risk whilst ensuring the continuing delivery of education to our communities. To achieve this, UCOL will ensure effective management of risk by setting and reviewing a quality-based workplace health and safety management system, and by allocating the resources necessary to attain these objectives. UCOL will also define clear management systems and ensure the engagement of all of our staff through consultation with them and their representatives, when considering the actions necessary to meet this Policy.

It is the Policy of UCOL to:

1. Demonstrate excellent health and safety practice with legal compliance as a minimum.
2. Develop a culture of mutual accountability.
3. Ensure compliance with this policy.
4. Develop and continue to improve a workplace health and safety management framework based upon UCOL's policies.
5. Define health and safety responsibilities for all Council and staff.
6. Consult and actively promote participation with staff, students and contractors to ensure they have the commitment and resources to maintain a health and safe environment.
7. Implement effective communication and consultation systems for health and safety.
8. Set targets and establish systems to measure, appraise and report on health and safety performance in partnership with staff and their representatives.
9. Put in place mechanisms to continuously improve health and safety performance and learn from our incidents by encouraging staff to report accidents (including ill-health), incidents (including near misses) and non-conformity.
10. Have a Health & Safety Committee that meets regularly
11. Establish risk management systems to prevent injury and ill health.
12. Institute a system whereby health and safety is considered during the design, planning and conduct of all activities at UCOL.

## **Staff and Contractors will:**

- ◆ Meet their obligations in regard to health and safety as may be set out in employment or subcontracting agreements and
- ◆ Take reasonable care for their own safety.
- ◆ Take reasonable care that nothing they do, or fail to do, adversely affects the health and safety of others.
- ◆ Comply with reasonable instructions given regarding workplace health and safety.
- ◆ Cooperate with reasonable policy or procedure regarding workplace health and safety.
- ◆ Notify UCOL if aware of any hazard in the workplace, or of any incident, accident, injury, or near-miss in accordance with the relevant policies and procedures that UCOL has in place, and cooperate in any related investigations.
- ◆ Participate in health and safety induction, training, emergency evacuations and drills.
- ◆ Actively contribute to hazard identification and injury reduction strategies.
- ◆ Use protective equipment and wear protective clothing that is required as part of work duties.

## **Students will:**

- ◆ Take reasonable care for their own health and safety.
- ◆ Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- ◆ Comply with reasonable instructions received regarding workplace health and safety.
- ◆ Observe safe practices, rules and instructions relating to study.

- ◆ Use protective equipment/clothing provided.
- ◆ Notify UCOL if aware of any hazard, health and safety risk, or of any study-related incident, accident, injury, or near-miss in accordance with the relevant policies and procedures that UCOL has in place, and cooperate in any related investigations.
- ◆ Follow all instructions related to evacuations during fire or any civil emergency or closure of UCOL.



**Malcolm Inglis**  
*Chairperson, UCOL Council*



**Leeza Boyce**  
*Chief Executive*



## HEALTH AND SAFETY MANAGEMENT

**Every member of the UCOL community has a personal responsibility to maintain good health and safety practices.**

Responsibility for health and safety at UCOL is shared between the employer and employee, and the principal and contractor. Students and visitors to UCOL also have a responsibility to keep themselves and others safe, and to help maintain a healthy environment.

UCOL has established a Health and Safety Committee to facilitate cooperation among management and staff in instigating, developing, and carrying out measures designed to maintain the workplace health and safety of staff, students, visitors, and contractors.

UCOL staff can elect Health & Safety Representatives who support and represent staff in their work groups and participate in the Health and Safety Committee.

To enable staff and students to understand what is expected of them, the UCOL Council and the Executive Leadership Team formally translates the duties laid upon them through legislation, civil law and their own expectations in three ways:

- ◆ In the UCOL Health and Safety Policy statement, which sets out UCOL's commitment to workplace health and safety.
- ◆ As an identified set of responsibilities for each staff member's role, set out in this Policy. Although these responsibilities cannot be delegated, the actions needed to fulfil them can be delegated to another role. In addition, all staff and students have shared responsibilities.
- ◆ In a series of documented policies and procedures which sets UCOL expectations for workplace health and safety for a range of health and safety topics.

Policies and procedures are written and produced by UCOL's Health and Safety Team. The approved versions can be found on the teams SharePoint site linked [here](#).

Each policy must be observed by all faculties and departments across the UCOL community. Sometimes a topic requires a specific health and safety procedure to be followed, a specific form to be completed and/or a certain level of training to be achieved to protect people from harm.

Together, these documents (standard, health and safety procedure, training matrix, guidance, forms, monitoring documents, etc.) should be read in conjunction with the responsibilities set out in this policy.

## THE UCOL COUNCIL: CHARTER OF RESPONSIBILITIES

*As the governing body, the UCOL Council carries responsibility for the health and safety of all members of the UCOL community (staff, students, contractors, visitors, and other individuals) on UCOL premises and in other places where they might be affected by UCOL operations.*

The UCOL Council itself is required to:

- ◆ Satisfy itself that the organisation has appropriate written Statement(s) of Policy on Health and Safety, along with effective arrangements to implement them.
- ◆ Ensure that an effective mechanism for staff consultation on workplace health and safety is provided.
- ◆ Understand the nature of UCOL's operations and the hazards and risks associated with those operations.
- ◆ Ensure that an organisational-level health and safety committee is established and meets regularly.
- ◆ Ensure that facilities for staff to appoint Health & Safety Representatives are provided, and enable them to discharge their responsibilities.
- ◆ Receive regular reports from representatives of the UCOL Executive Leadership Team.
- ◆ Be notified of notifiable events, and any incidents or hazards that carry a major risk to workplace health and safety, any enforcement action taken against the UCOL community, and any response taken in relation to these.

In discharging these responsibilities, the Council is advised in particular by the Chief Executive and the Executive Leadership Team.

The UCOL Council will:

- ◆ Receive a monthly report and an annual report on workplace health and safety from the Executive Leadership Team.
- ◆ Ensure UCOL has available for use, and uses, appropriate resources and processes to manage risks to health and safety and to comply with any duty or obligation under the Act.
- ◆ Receive regular data on UCOL workplace incidents, UCOL workplace accidents and illnesses related to the workplace.
- ◆ Be kept up-to-date with an overview of the key risks or dangerous activities undertaken within UCOL throughout the year.
- ◆ Be notified of any incidents that carry a major risk to UCOL workplace health and safety (referred to as 'notifiable events'), of any enforcement action taken against UCOL by WorkSafe New Zealand, the Ministry of Primary Industries, Accident Compensation Corporation, Environmental Protection Authority, the Fire Authority or the New Zealand Police Authority and of the action taken in respect of such incidents or enforcement action.

## THE CHIEF EXECUTIVE

*As the employer of all staff, the Chief Executive has a legal responsibility, alongside the UCOL Council, for ensuring that the UCOL Community complies with relevant health and safety legislation.*

In particular, the Chief Executive will:

- ◆ Role model the right behaviours regarding workplace health and safety.
- ◆ Understand the nature of UCOL's operations and the hazards and risks associated with those operations.
- ◆ Ensure UCOL has available for use, and uses, appropriate resources and processes to manage risks to health and safety and to comply with any duty or obligation under the Act.
- ◆ Ensure the organisation has in place appropriate processes for receiving and considering information regarding incidents, hazards and risks, and for responding in a timely way to that information.
- ◆ Ensure that UCOL has a policy on the management of health and safety, and that this policy is communicated to all staff.
- ◆ Ensure that structures, systems, resources and procedures are in place to implement this policy and associated procedures.
- ◆ Personally chair, or arrange for an appropriate delegate to chair, the Health and Safety Committee to ensure consultation with staff both directly and via their representatives.
- ◆ Ensure that the UCOL Health and Safety Policy is reviewed on a biennial basis.
- ◆ Report to Council as required on Health and Safety matters and advise of any concerns.

The Chief Executive also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals and/or to the UCOL community. In exceptional circumstances, this may include summarily closing down UCOL buildings, sites, operations, or activities.

On a day-to-day basis, the Chief Executive delegates this executive action to members of the senior management team. In the absence of the Chief Executive, the Deputy Chief Executive is always nominated.

## EXECUTIVE LEADERSHIP TEAM

*Executive Leadership Team are responsible for ensuring compliance with health and safety matters on a day-to-day basis.*

The Executive Leadership Team are therefore responsible - through the Chief Executive - to the UCOL Council for ensuring compliance with UCOL's Health and Safety Policy, and generally for ensuring, in the areas for which they are responsible, that satisfactory standards, procedures, mechanisms and guidelines are in place to provide a safe and healthy environment for staff, students, contractors and visitors.

In particular, the Executive Leadership Team will:

- ◆ Role model the right behaviours regarding workplace health and safety.
- ◆ Understand the nature of UCOL's operations and the hazards and risks associated with those operations.
- ◆ Provide leadership which supports and strengthens UCOL's workplace health and safety culture.
- ◆ Define a clear health and safety management structure in their area of responsibility to support the implementation of UCOL policy and procedures, including the effective completion of risk assessments and the appropriate corrective actions.
- ◆ Promote the importance of reporting accidents (including ill-health), incidents (including near misses) and non-conformities (deviations from procedure, standards, specifications or an expectation), and be involved with investigations.
- ◆ Identify people responsible for the health and safety management of any visiting staff and contractors within their remit.
- ◆ Work in partnership with the Health & Safety Manager, other health and safety specialists and managers to ensure implementation of UCOL health and safety protocols.
- ◆ Put in place mechanisms to assure and monitor the implementation of the policy and protocols.
- ◆ Monitor and review health and safety performance within their responsibility.

The Executive Leadership Team will also ensure that:

- ◆ Health & Safety Representatives are fully consulted as equal partners in inspections and meetings and with the formulation of local arrangements.
- ◆ Appropriate staff are nominated to fulfil specific health and safety functions, including Health & Safety Representatives and any other roles identified within the policies.
- ◆ Risk assessments are undertaken to identify where health surveillance is required so that staff are then referred to the appropriate occupational health provider.
- ◆ Staff and students receive training and induction (and records are kept) so that they are competent to undertake tasks safely, with adequate time, resources and support.
- ◆ Staff, contractors and students have the appropriate level of supervision, information, and Personal Protective Equipment.
- ◆ Staff are involved by promoting two-way communication relating to health and safety.
- ◆ Contractors within their responsibility receive induction (and records are kept) and are competent to undertake tasks safely, with adequate time, resources and supervision.
- ◆ Processes are in place to address breaches of this policy or its associated protocols.

## EXECUTIVE DEANS AND SENIOR MANAGERS

*While the Executive Leadership Team remain ultimately responsible for health and safety, in practice the day-to-day responsibility for implementing UCOL health and safety policies and procedures rests with the Executive Deans and Senior Managers.*

Executive Deans and Senior Managers are therefore responsible for the detailed implementation, within their areas of responsibility, of all the points listed under the *Executive Leadership Team* section on the previous page. This means that Executive Deans and Senior Managers play an important leadership and operational support role in implementing health and safety.

In particular, Executive Deans and Senior Managers will:

- ◆ Role model the right behaviours regarding workplace health and safety.
- ◆ Adopt, integrate, and implement the UCOL workplace Health and Safety policy and associated procedures into the plans and objectives relevant to their areas of responsibility.
- ◆ Appoint staff to fulfil specific health and safety roles in their areas of responsibility (e.g. First Aiders, Fire Wardens).
- ◆ Ensure the timely reporting of workplace health and safety incidents, accidents and illnesses amongst their Teams.
- ◆ Ensure that staff within their area are provided with health and safety inductions, training and supervision relevant to their work environment. Contractors must be provided with an induction.
- ◆ Ensure that support and, where appropriate, resources, are in place to enable their staff to monitor, review and report on health and safety performance in their areas of responsibility.
- ◆ Provide leadership and resources within their areas of responsibility so that health and safety procedures can be properly managed, implemented and reviewed, to support continuous improvement.
- ◆ Implement any improvements in the management of workplace health and safety, with guidance from the Health & Safety Manager.
- ◆ Inform Executive Leadership Team of any health and safety performance issues and achievements.
- ◆ Formally address any breaches of this policy or associated protocols using locally agreed processes.
- ◆ Undertake risk assessments and reviews in their areas of responsibility, set up control measures for any hazards in their area, and assist managers with risk reviews, hazard controls, and plans.
- ◆ Refer any significant health and safety issues to Executive Leadership Team.
- ◆ Participate in investigations of reported accidents, health and safety incidents and nonconformities in their areas of responsibility, as well as hazard and risk assessments and reviews.

Executive Deans and Senior Managers will also ensure that:

- ◆ Health and safety records and reports are maintained.
- ◆ Health and safety audits are completed on facilities, plant, and equipment in their areas of responsibility. This should also occur after installation and commissioning of major plant and equipment.
- ◆ Risk assessments are completed, written properly to a consistent and reasonable standard, and updated to remain current.
- ◆ Significant hazards, and people at risk of harm, are identified and recorded in risk assessments.
- ◆ Risk assessments are regularly reviewed, the controls identified are implemented, and people at risk of harm are made aware of the risks and the control measures to be followed.
- ◆ Staff, contractors and students who have received the appropriate level of induction, training, and supervision are deemed competent, and this is recorded.
- ◆ Staff, contractors and students have the appropriate Personal Protective Equipment and wear/use it correctly.

## MANAGERS, PROGRAMME LEADERS AND TEAM LEADERS

*All staff with line management responsibilities have an important role in setting health and safety performance standards for their specific area of responsibility, then monitoring conformance with these standards on an ongoing basis.*

In practice, to ensure effective management of health and safety within their responsibility, Executive Deans and Senior Managers delegate the implementation of the following day-to-day tasks to their Managers and Team Leaders unless an alternative arrangement is agreed and recorded.

In particular, all Managers and Leaders will ensure that:

- ◆ Risk assessments in their area of responsibility are completed, that staff are aware of these and all relevant safety policies and arrangements, and that staff comply with these.
- ◆ Risk assessments in their areas of responsibility are carried out which they then review and approve.
- ◆ Risk assessments are recorded, regularly reviewed, updated and shared with affected people. If a notifiable incident occurs or a Health and Safety failure in the system occurs, the risk assessment must be reviewed immediately.
- ◆ Identified control measures are implemented and continue to be effective.
- ◆ Staff, contractors and students within their responsibility receive induction, training, resources (including time), advice and support, and are supervised until deemed competent.
- ◆ Where the need for health appraisal is identified in a risk assessment, staff within their responsibility are referred to the occupational health nurse and, where required, attend appointments.

In addition, all Managers, Programme Leaders and Team Leaders will:

- ◆ Apply and implement the UCOL Health and Safety Policy and associated policies and procedures.
- ◆ Ensure the timely reporting of workplace health and safety incidents, accidents and illnesses in their Teams.
- ◆ Undertake a risk assessment observing confidentiality where appropriate if staff or students approach them regarding a condition affecting health.
- ◆ Staff, contractors and students have the appropriate level of supervision, information, and Personal Protective Equipment.
- ◆ Raise any issues of non-compliance through their line management structure.

Managers, Programme Leaders and Team Leaders who are in charge of projects and other project-related activities will also ensure that:

- ◆ Risk assessments take place at the planning stage of any project proposal, are regularly reviewed, kept up-to-date as the project proceeds, and any changes are shared with all involved.
- ◆ Staff, contractors and students within their responsibility receive induction, training, resource (including time), advice and support, and are supervised until deemed competent.
- ◆ Where the need for health appraisal is identified in a risk assessment, staff within their responsibility are referred to the occupational health nurse and, where required will attend the referral meetings.

## HEALTH & SAFETY MANAGER

*The Health & Safety Manager will ensure that UCOL's strategies and commitment to health and safety are communicated, implemented, and supported throughout the institution through the provision of education, training, resources, and application of sound systems and procedures for all aspects of health and safety across all UCOL campuses and work sites.*

In particular, the Health & Safety Manager will:

- ◆ Manage UCOL's health and safety management system including the hazard management system.
- ◆ Design, implement, and maintain a health and safety reform programme to support continuous improvement.
- ◆ Build an embedded health and safety culture within UCOL by providing leadership and guidance on health and safety matters, to ensure UCOL is a safe and healthy place for staff, students, contractors and visitors.
- ◆ Provide UCOL management with the procedures, training and tools that will enable staff to implement and manage appropriate workplace health and safety measures in their areas of responsibility.
- ◆ Provide consistent, proactive leadership for the implementation of workplace health and safety best practice across UCOL by building staff's knowledge and understanding of legal requirements, good practice and principles.
- ◆ Provide health and safety leadership and problem-solving skills to ensure consistent development, translation and implementation of UCOL health and safety policies across the organisation.
- ◆ Ensure investigation of incidents and accidents, identifying root causes and remedial action.
- ◆ Develop, implement and maintain UCOL's Health & Safety Plans and other health and safety-related plans such as the Emergency Response Plan, and Business Continuity Plans. Assist UCOL's Executive Leadership Team and other managers and team leaders with their planning in regards to health and safety matters in their areas of responsibility.
- ◆ Ensure any notifiable events are reported to WorkSafe NZ, the Chief Executive and UCOL Council as soon as possible, and the site of the event is preserved until it can be inspected by WorkSafe New Zealand.
- ◆ Lead any serious harm incident investigations and ensure that other incidents are investigated by an appropriate person, openly and accurately reported and recorded, and that mitigation measures are implemented rapidly.

## DIRECTOR FACILITIES & RISK MANAGEMENT

*The Director Facilities & Risk Management will ensure management systems and responsibilities are clearly defined for the provision of a safe campus infrastructure.*

In particular, the Director Facilities & Risk Management will:

- ◆ Ensure management systems and responsibilities are clearly defined for the provision of a safe campus infrastructure, including plant, lift safety systems, fabric of buildings, carparks, footways and external areas. Ensure that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with for UCOL-owned premises which are let or leased out.
- ◆ Ensure management systems are in place to monitor/evidence statutory compliance in premises leased by UCOL.
- ◆ Ensure management arrangements are in place to meet landlord statutory duties and compliance testing for owner/occupied buildings.
- ◆ Consider safety in design of the built environment and fabric of buildings in liaison with other services such as disability services.
- ◆ Ensure the coordination of fire evacuation drills.

## HEALTH & SAFETY REPRESENTATIVES

*Health & Safety Representatives work closely with the Health & Safety Manager, the health and safety team, staff and students to foster, support and enhance the safety, health and well-being of all UCOL staff, students, contractors and visitors.*

In particular, the Health and Safety Representatives will:

- ◆ Foster and promote positive health and safety practices, policies and procedures at UCOL to help create and maintain an embedded health and safety culture.
- ◆ Attend and participate in the Health and Safety Committee and provide feedback as appropriate.
- ◆ Be consulted on new health and safety policies, procedures and standards.
- ◆ Engage in health and safety initiatives and projects as required.
- ◆ Identify hazards and incidents in the workplace, and work with the Health & Safety Manager and other managers and team leaders to resolve these satisfactorily.
- ◆ Undertake incident and hazard reviews as assigned by the health and safety team.
- ◆ Participate in events relating to disaster management and recovery, as required.
- ◆ Participate in personal health and safety training to maintain their knowledge and expertise.
- ◆ Contribute to setting the annual health and safety objectives.

## ALL STAFF

*All staff have a responsibility for their own health and safety, and for that of others who may be affected by their work, research or study and their acts or omissions.*

*All staff have the right not to proceed with any activity if they feel, on reasonable and objective grounds, it poses a danger to their safety or that of others. They must immediately raise their concerns with their line manager.*

All staff are encouraged to contribute on health and safety matters, as this informs current practice and ongoing development resulting in continuous improvement.

In particular, all staff will:

- ◆ Take reasonable care of themselves and others, and cooperate with UCOL on workplace health and safety matters.
- ◆ Make themselves aware of, and follow this policy and associated procedures, and perform their work safely and in accordance with this policy, procedures and any relevant legislation.
- ◆ Not interfere with or misuse anything provided for health and safety.
- ◆ Not undertake activities or bring in plant or equipment that may affect the fabric or services of the building or UCOL in any way, without prior written agreement from the Executive Leadership Team.
- ◆ Ensure the timely reporting of workplace health and safety incidents, accidents and illnesses.
- ◆ Report any breaches of this policy or procedures through the online reporting system on the Teams Portal – Health and Safety site.
- ◆ Follow the requirements of the risk assessment and any local arrangements.
- ◆ Familiarise themselves with UCOL emergency procedures, including how to raise the alarm, and comply with these procedures
- ◆ Notify their line manager if they have a condition affecting health which may be caused by, or made worse by work activities, so that suitable controls to protect them can be put in place (e.g. Assistance Register). Alternatively notify the Health and Safety Manager. This information will be treated with appropriate confidentiality.
- ◆ Undertake health and safety training and induction as required.
- ◆ Ensure that all appropriate Personal Protective Equipment is worn/used as required.
- ◆ Report any unsafe or unhealthy working conditions, practices or any faults in any equipment to their line manager and/or through the appropriate UCOL process (e.g. Vault or HardCat)
- ◆ Report any faults concerning health and safety in buildings or building fabric, to Facilities Management and/or the Health and Safety Manager without delay.

In the event of any incident, accident, or an emergency, staff will:

- ◆ Use UCOL processes to report work-related accidents (including ill-health), incidents (including near misses), or nonconformities as soon as possible to the Health & Safety Team.
- ◆ Not disturb an accident scene until clearance is authorised except in certain situations, including when persons or property are at risk.
- ◆ If emergency alarms sound, [follow the emergency management procedures](#).
- ◆ If someone becomes unwell or has an accident, call a First Aider, ambulance (if appropriate) and/or notify a line manager.

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## STAFF WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

In practice, certain detailed duties may be delegated to staff who have the authority to act on behalf of the Senior Leadership Team, Executive Dean; Senior Manager; Manager or Team Leader in specific capabilities, namely:

- ◆ Health & Safety Manager;
- ◆ Fire and Building Wardens;
- ◆ Health and Safety Representatives;
- ◆ Incident Controller and the Incident Management Team;
- ◆ Ready Response Team;
- ◆ First Aiders;
- ◆ Health & Safety Committee.

Note: This is an indicative, versus definitive, list of roles.

## ALL STUDENTS

*It is a condition of enrolment for students that they cooperate with UCOL regarding health and safety.*

*All students have the right not to proceed with any activity if they feel, on reasonable and objective grounds, it poses a danger to their health and safety or that of others. They must raise their concerns immediately with their tutor or health and safety staff.*

In particular, all students will:

- ◆ Take reasonable care of themselves and others, cooperate with UCOL on health and safety matters, and ensure that their acts or omissions do not adversely affect others.
- ◆ Comply, as far as they are reasonably able, with any reasonable instruction that is given by UCOL to allow UCOL to comply with the Health and Safety at Work Act 2015 and its associated Regulations.
- ◆ Observe safe practices, rules and instructions relating to their study.
- ◆ Not interfere with or misuse anything provided for health and safety.
- ◆ Report any accidents (including ill-health), incidents (including near misses), nonconformities and damage to buildings or equipment as soon as possible to their lecturer, programme leader or head of school, and cooperate in any related health and safety investigations.
- ◆ Notify their lecturer, programme leader or head of school if they have a health condition which may be caused by, or made worse by, study activities to ensure suitable controls to protect them are put in place. This information will be treated with appropriate confidentiality.
- ◆ Undertake any health and safety training and induction required by UCOL, and comply with these requirements.
- ◆ Follow all instructions related to evacuations during fire or any civil emergency or closure of UCOL.
- ◆ Comply with legislative requirements and good industry health and safety practice.
- ◆ Follow the requirements of risk assessments and any UCOL processes.
- ◆ Not disturb an accident scene until clearance is authorised except in certain situations, including when persons or property are at risk.
- ◆ Wear/use all appropriate Personal Protective Equipment, as required.

## GLOSSARY

**Accident** – An incident which has given rise to injury, ill health or fatality.

**Act** – Workplace Health and Safety Act 2015

**Contractor** – A person engaged by another person (other than as staff) to do any work for gain or reward.

**Control** – An item or action designed to remove a hazard or reduce the risk from it.

**Corrective action** – The steps taken to remove the cause(s) of an existing nonconformity or other undesirable situation. Corrective actions address actual problems. In general, the corrective action process can be thought of as a problem-solving process.

**Executive Leadership Team** – Chief Financial Officer/Deputy Chief Executive, Director Maori, Director Communications, Executive Director Business Development, Executive Director Quality, Executive Director Student Success, Executive Director Education & Applied Research

**Hazard** – Anything that has the potential to cause harm (injury or ill-health) or damage to property or equipment in connection with a work activity.

**Health and Safety Management System** – A set of plans, actions and procedures to systematically manage health and safety in order to provide a safe and healthy workplace, and prevent/reduce illness and injury equally for staff, students, visitors, and contractors. For example:

- ◆ Identification of workplace hazards, assessment and control of all risks.
- ◆ Active involvement in health and safety matters by managers, staff, students, and their representatives.
- ◆ Provision of information and training for staff at all levels, so they can work safely.
- ◆ Monitoring, measuring, and reviewing the implementation of the HSMS.

**Illness** – A disease or period of sickness affecting the body or mind.

**Incident** – Any unplanned 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”).

**Senior Manager** – A manager who reports to a Senior Leadership Team Member (i.e. third tier manager).

**Manager/Team Leaders** – A position within UCOL that has employees under their direct management

**Nonconformity** – A deviation from a procedure, a standard, specification or an expectation (A non-conformity may also be termed a “Defect”). Non-conformities are classified as critical, major, or minor.

**Notifiable Event** – Refer to the definition in the Health and Safety at Work 2015 legislation linked [here](#).

**Policy** – Policies establish key principles and values that govern decision-making at UCOL. They define UCOL’s position relative to a broad topic. Policies are mandatory, implementable and applicable across UCOL.

**Principal** – Any person who engages another (other than as staff) to do any work for gain or reward.

**Procedure** – Procedures give detailed mandatory guidance on how a policy is to be implemented.

**Risk** – The likelihood a hazard will cause harm (injury or ill health) and the degree of harm (consequence).

**Risk Assessment** – The process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

**Workplace** – Any physical location in which work related activities are performed under the control of the organisation.