Health and Safety Policy

Responsibility for policy: Health and Safety Manager
Approving authority: Vice-Chancellor
Last reviewed: December 2016
Next review: December 2018

Application
1. This policy applies to all staff of the University of Waikato.

Purpose
2. The purpose of this policy is to set out the accountabilities and responsibilities of staff with respect to the provision of a safe and healthy environment for staff, students, contractors and visitors to the University.

Related documents
3. The following documents set out further information relevant to this policy:
   - Bullying and Harassment Policy
   - Employee Engagement, Participation and Representation in Health and Safety Policy
   - Health and Safety at Work Act 2015
   - Health and Safety at Work Regulations 2016 (various)
   - Health and Safety Framework
   - Health and Safety Manual
   - Management of Work-Related Injuries and Illnesses Policy
   - Reporting of Accidents and Injuries Policy
   - Risk Management Policy
   - Staff Code of Conduct

Definition
4. In this policy, staff member means “worker” as defined by the Health and Safety at Work Act 2015, including employees of the University, employees of a controlled entity of the University, Council members, independent contractors or consultants engaged by or working at the University, volunteers and any other person providing services to or at the University.

Principle
5. The University of Waikato is firmly committed to providing a safe and healthy environment for staff, students, contractors and visitors to the University and to continually improving systems, practices and resources to achieve this. A safe and healthy environment is achieved through employee engagement, participation and representation in health and safety and the involvement of every staff member in the proactive control of hazards and prevention of injury.

Responsibilities
6. Line managers must manage health and safety within their areas of responsibility as an integral part of their day-to-day activities and must take all practicable steps with respect to their areas of responsibility to provide and maintain a safe and healthy environment by:
   a. establishing and implementing appropriate standards and procedures
   b. establishing and insisting on safe methods, safe equipment, proper materials, and safe practices at all times
   c. providing appropriate training opportunities for staff
   d. providing opportunities for staff to participate in health and safety forums and processes for the improvement of health and safety in the workplace
e. consulting staff during the development and review of procedures and work environment changes
f. ensuring compliance with the Health and Safety Manual, relevant University policies, legislative requirements, standards, codes of practice and best practice guidelines, and
g. ensuring that safety takes precedence over expediency at all times.

7. Staff members are responsible for:
   a. observing safe work practices
   b. following University procedures and complying with the Health and Safety Manual, relevant University policies, legislative requirements, standards, codes of practice and best practice guidelines
   c. complying with relevant and reasonable directives from line managers, and
   d. taking all practicable steps to ensure their own safety at work and to ensure that their action or inaction does not cause harm to any other person.

8. The Health and Safety Manager is responsible for the development, implementation and monitoring of a Health and Safety Framework, Health and Safety Manual, relevant University policies, legislative requirements, standards, codes of practice and best practice guidelines that uphold the above principles including associated monitoring and annual reporting.

9. The Vice-Chancellor is responsible for the strategic oversight of health and safety and the provision and maintenance of a safe and healthy environment, and delegates relevant responsibilities to line managers as set out in clause 6 of this policy.

Responsibility for monitoring compliance
10. The Health and Safety Manager is responsible for monitoring compliance with this policy and reporting any breaches to the Vice-Chancellor.

11. Breaches of this policy may result in disciplinary action under the Staff Code of Conduct.