



## University of Otago

### **ISO45001 Occupational Health and Safety Management System**

**TITLE:** OHSMS Scope  
**OHSMS REF:** Planning and Objectives

## 1 OHSMS Scope

### 1.1 Introduction

This Occupational Health and Safety System (OHSMS) Scope Document outlines the scope, objectives, and boundaries of the occupational health and safety management system implemented at the University of Otago. The purpose of this document is to provide a clear understanding of the extent of the OSHMS and the activities and processes it encompasses.

### 1.2 Scope statement

The scope of the OHSMS at the University of Otago covers the following categories, across all campuses and work locations. The following lists are examples and not exhaustive. The University has health and safety responsibilities as a person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015 for all employees, and a duty of care for those individuals in the vicinity of the workplace that may be harmed by the work activities. In the university context, this includes a duty of care for students, visitors, contractors and others in the university workspaces and operations.

#### 1.2.1 Personnel:

- a) Staff employed by the University
- b) Students learning within the University environment, and environments where teaching and learning occurs (such as fieldwork, placements)
- c) Pastoral care of students engaged with the university
- d) Emeritus Professors, visiting academics and other persons where individuals complete activities under university staff supervision and/or instruction
- e) Contractors and visitors to campus locations

#### 1.2.2 Work & study related activities:

- a) Placements and other off-campus activities within another organisation
- b) Fieldwork activities
- c) International travel
- d) Construction and maintenance tasks
- e) Laboratory and clinical activities
- f) Research and teaching in the community environment
- g) Transportation, university owned vehicles, and driving related to work and study
- h) Movement around campus locations
- i) Psychosocial risks associated with work and study
- j) Use, operation and maintenance of plant and equipment
- k) Emergency preparation and response
- l) Events and activities organised by the University

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1.2.3 All campus locations, including leased and owned spaces such as:

- a) Academic buildings and classrooms
- b) Laboratories and research facilities
- c) Libraries and study areas
- d) Administrative offices
- e) Sports and recreational facilities
- f) Students' accommodations and residential areas
- g) Health services and clinics
- h) Maintenance and facilities management areas
- i) Grounds and outdoor areas

## 1.3 Objectives

The primary objectives of the OHSMS at the University of Otago are:

- a) Ensure the health, safety and wellbeing of all faculty, staff, students, contractors, visitors, and any other individuals present on the University premises.
- b) Comply with relevant local, regional and national laws, regulations and standards related to occupational health and safety.
- c) Identify, assess and manage occupation health and safety risks associated with university activities, operations, and facilities.
- d) Continuously improve the effectiveness of the OHSMS through regular monitoring, evaluation, and feedback mechanisms.
- e) Promote a culture of proactive health and safety engagement, awareness and responsibility among all university stakeholders.
- f) Provide appropriate resources, training and support to ensure the competence and empowerment of individuals to fulfil their health and safety responsibilities.

## 1.4 Boundaries and exclusions

The University of Otago OHSMS does not cover the following:

- a) Research projects conducted off-campus, independently managed by external organisations, or not directly affiliated with the University.
- b) Personal residences or off-campus accommodations not owned or managed by the University.
- c) Suppliers, contractors, and service providers operating independently of the University, unless specifically included in contractual agreements or required by legal obligations.
- d) Occupational health and safety responsibilities and obligations of individuals not directly employed by the University of Otago, such as visitors or contractors.

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## 1.5 Governance and responsibility

The University of Otago Health and Safety Department is responsible for the development, maintenance and oversight of the OHSMS. The responsibility for implementation and effectiveness is a line management responsibility under the University of Otago organisational structure. For the system to be effective, there are core critical success factors:

- a) Senior management leadership, commitment, responsibilities and accountability.
- b) Senior management developing, leading and promoting a culture in the University that supports the intended outcomes of this OHSMS.
- c) Communication across all sectors of the University.
- d) Consultation and participation of workers, and where possible, students.
- e) Allocation of the necessary resources to maintain the OHSMS.
- f) Occupational Health and Safety policies, which are compatible with the overall strategic imperatives of the University.
- g) Effective processes for identifying hazard, controlling Occupational Health and Safety risks and taking advantage of Occupational Health and Safety opportunities.
- h) Continual performance evaluation and monitoring of the OHSMS to continually improve performance.
- i) Integration of the Occupational Health and Safety systems into the University's business processes.
- j) Occupational Health and Safety objectives that align with the Occupational Health and Safety policy and take into account the University's hazard, risks and opportunities.
- k) Compliance with the legal and other requirements.

## 1.6 Review and revision

This OHSMS scope document will be reviewed and revised as necessary to ensure its continued relevance, accuracy and alignment with the evolving needs and objectives of the University of Otago. Changes to the scope will be communicated to all relevant stakeholders to maintain transparency and understanding of the OHSMS boundaries.

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