

OHSMS roles and responsibilities

1 Health and Safety roles and responsibilities

This document outlines the specific health and safety responsibilities by position within the University of Otago Occupational Health and Safety (H&S) Management System.

2 Council (Officers of the University)

The Council is the University's executive governing body and has overall governance responsibility for managing the University's corporate risks, including those related to H&S. Council, along with the Senior Leadership Team (SLT), have the responsibility to visibly demonstrate that H&S is important. Dedicating resources to invest in H&S is clear indication that H&S is taken seriously. Site visit and becoming familiar with what kaimahi do is important to understand the risks and 'work as done'. Awareness and knowledge of the critical risks involve in mahi at the university is an officer's responsibility alongside the monitoring and measuring of the OHSMS.

3 Vice-Chancellor (Officer of the University, PCBU)

The Vice-Chancellor, as the employer, has ultimate accountability for the H&S of all University staff and students. This is achieved through:

- Demonstrating continuous improvements through a systematic approach to occupational H&S that includes setting specific objectives, systems and programmes in partnership with Senior Managers/Heads of Departments (HODs) and relevant others.
- Documenting and communicating the H&S Policy and strategy by holding staff members responsible for the implementation of policies and related procedures.
- Taking appropriate actions in the event of unacceptable H&S performance or behaviour.
- Incorporating H&S in position descriptions and as a measurable outcome of an individual's performance appraisal.
- Requiring all staff and students to share the responsibility for meeting the requirements of H&S legislation, the H&S Strategy and Policy through the roles and responsibilities defined in this document.

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4 Senior Leadership Team (SLT)/Officers of the University

Senior Management (Deputy Vice-Chancellors, Pro-Vice-Chancellors, Vice-Chancellor, Directors, Chief Operating Officer, Chief Financial Officer) have key H&S responsibilities for developing, implementing and improving the University's H&S system as an integral part of day-to-day operations, with support from the H&S Team.

Providing leadership and direction in matters of H&S.

- Allocating the necessary human and financial resources for H&S.
- Developing staff commitment to achieving excellent H&S standards.
- Developing a clear chain of responsibility for H&S matters through normal line management channels.
- Establishing and achieving overall H&S goals and objectives as part of the business and/or strategic plans for their areas of responsibility.
- Including measurable H&S objectives in the overall performance objectives of staff.
- Demonstrating a commitment to continually improving H&S performance.
- Demonstrating a commitment to the accurate reporting and recording of H&S matters.
- Supporting H&S committees within the division/departments.
- Participating in regular documented H&S management audits and taking steps to remedy any deficiencies.
- Sustaining interest in, and communications about, H&S.
- Supporting staff member participation in H&S activities.
- Formally acknowledging excellence in H&S.

5 Deans, Centre Directors, Directors

Deans and Centre Directors in the academic structure, and Directors in the professional structure, have other Line Managers, such as HODS and Managers, reporting to them. As a more senior position, and as the area of influence and span of management are generally broader than HODs or Line Managers, these positions have H&S leadership requirements similar to the above:

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- Provide leadership and direction on H&S matters.
- Allocate sufficient resources for H&S.
- Establish H&S reporting processes from HODS on safety actions, compliance and incidents.
- Including measurable H&S objectives in the overall performance objectives of staff.
- Demonstrating a commitment to continually improving H&S performance.
- Demonstrating a commitment to the accurate reporting and recording of H&S matters.
- Participating in regular documented H&S management audits and taking steps to remedy any deficiencies.
- Sustaining interest in and communications about H&S through their division.
- Supporting staff member participation in H&S activities.

6 Line Managers

Line Managers, (HODs, Managers) are responsible for creating a safe and healthy work environment. While Managers and Supervisors are both leadership roles in H&S, Managers typically play a more strategic role such as decision making, setting goals, and overseeing the success of a team. Managers have control of the workplace including the hiring and management of staff, the allocation of resources and the way things will be done. The H&S responsibilities include the following:

- Implementing hazard/risk management procedures in every work area under their control. This includes formalising regular reviews of identified hazards and arranging for new processes, equipment, or chemicals to be assessed for action and potential hazards prior to use.
- Taking reasonably practical steps to ensure that hazards identified are eliminated, or minimised.
- Informing staff, students (and contractors in appropriate circumstances) of any hazards to H&S related to their work and the hazard controls in place.
- Ensuring that all staff members receive appropriate training and are involved in the improvement of systems and practices where relevant.
- Ensuring that unsafe acts and unsafe conditions are appropriately addressed.

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- Conducting H&S inspections and audits as scheduled and taking steps to remedy deficiencies as recommended.
- Ensuring all events are recorded accurately investigated and reported.
- HODS ensuring that the H&S implications of new research or novel technology are considered.
- For departments with critical risk activities, ensure that a DHSO is appointed, trained, resourced and supported, and participate in the monitoring of critical risk controls implementation and compliance.

7 Supervisors

Supervisors are any staff who have direct or indirect supervision of other staff or students. Supervisors report to a manager or HOD and are responsible for administering tasks and ensuring they are done correctly, such as compliance with a specific policy or procedure within a specific area or function, the way things are done. Supervisors have the following responsibilities:

- Supervisors have the duty to provide a safe place of work for those staff, and to report any incidents or injuries to anybody in their place of work.
- Supervisors must be aware of the hazards and controls involved in the area of work.
- To ensure that H&S training is provided for staff to conduct their work safely and with adequate supervision.
- To report any incidents or injuries to any person authorised to be in the place of work.
- To follow H&S policies and procedures, and to provide feedback on areas of concern or improvement to H&S systems.

8 Lecturers/Tutors and Demonstrators

Teaching, tutoring, and demonstrating positions have specific H&S responsibilities for staff and students involved when they are in control of a lecture theatre or teaching space and the teaching related activities.

- In the case of an emergency, the lecturer/tutor/demonstrator is responsible for the evacuation of that space if they are in charge at the time of the emergency.

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- Lecturers/tutors/demonstrators are required to complete a hazard/risk analysis for their teaching activities and implement the appropriate controls.
- Lecturers/Tutors and Demonstrators will be advised of the required H&S controls by their supervisor or manager.

9 Principal Investigators

Principle Investigators (PIs) often have direct and indirect supervision of staff and students similar to that of Supervisors. In addition, they must ensure:

- All project proposals and grant applications take full account of the H&S risk, so the proposed research and they likely costs of mitigating these risks are included in the proposal/grant application.
- If the area of research includes a critical risk, ensure that the required critical risk controls are in place and operational, an initial risk assessment is completed and that all hazardous activities are assessed and that controls are identified and implemented before work commences.
- All risk assessments and control plans are regularly reviewed, documented and recorded.
- Ensure that all individuals are properly supervised until they have received the necessary instruction, information and training to ensure that they are competent to carry out their work.

10 Individuals (staff and students)

All staff, students, visitors, and contractors have responsibilities under the Health and Safety at Work Act 2015 and the University of Otago OHSMS for:

- Becoming familiar with, and abiding by, all applicable University policies and guidelines, and relevant statutory obligations.
- Following established procedures to ensure safe performance of a given task.
- Reporting all events (injury, illness, near misses, incidents) regardless of severity.
- Reporting hazards which may result in harm or incident.
- Advising colleagues and relevant staff members when unsafe acts and/or conditions occur.

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- Correcting unsafe conditions when appropriate, possible and safe to do so, and behaving in a manner which does not endanger the H&S of themselves or others.
- For contractors, there may be specific requirements for site safety plans and work procedures to be documented and approved by the University.
- Contractors are required to report all incidents on site, including near misses, and have specific reporting responsibilities to external agencies (such as WorkSafe NZ).
- Attending relevant training.

11 Visiting workers

The University has a legal duty to safeguard the H&S of all visitors to its premises, including visiting workers and those with Emeritus Professorial status.

- Visiting workers are expected to complete an induction and comply with safety procedures.
- Where visiting staff disregard safety provisions, they are exposing the University to risk, and departments are required to take actions to address this risk.

12 Staff who engage or manage contractors

Contractors on site have responsibility for ensuring that their work does not cause harm to their own employees, as well as staff, students and visitors in the place of work. Contractors are managed through the University of Otago Managing Health and Safety in Construction Policy and the Health and Safety Approved Contractors Policy to ensure that all contractors engaged on site meet H&S practice requirements.

- Only H&S approved contractors are engaged for work on site.
- Providing a site and work specific induction when working on site, in addition to the generic University H&S Induction.
- Regular monitoring of contractors is conducted to ensure H&S standards are met.
- Any incident involving contractors is reported.
- Where contractors expose the University to unacceptable risk, staff engaging contractors have the right to stop the work until resolved.

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13 Departmental Health & Safety Officers (DHSOs)

The University has identified high and low risk areas. Where high risk work is conducted by the Department, a DHSO must be appointed and have specific H&S responsibilities. High risk work tasks are defined by the Worker Participation Framework as fieldwork, construction and building maintenance, commercial kitchens, laboratories (excluding computer laboratories), clinical work, animal work, biological work, radiation, lasers (Classes 3R and 4), significant plant and equipment, accommodation, and any areas involving shift work, call out work, and standard after hours operations. All DHSOs should have the DHSO job description requirements included in their job description and have a time allocation to allow them to complete the related tasks.

- To complete the hazard identification and maintain hazards register within Vault including reviews of the register and hazard auditing.
- To maintain the incident register through Vault for the department and complete investigations.
- To report on hazard management issues that requires further controls to the HOD/Manager.
- The implementation of H&S initiatives from the University H&S Team.
- Liaise with Departmental Emergency Wardens to ensure emergency procedures are in place and practised as necessary.
- Ensure that effective H&S training, information and supervision is available to those who require it.
- To complete the staff induction for new staff with respect to the H&S requirements.
- Act as a resource for information on H&S matters.
- Liaise with other departments and organisations on safety matters related to their department/field of work.
- Providing Vault reports to HODs/Managers as required
- Documenting the building wardens, fire wardens and first aiders.
- DHSAs are responsible for the administration tasks only, the H&S responsibilities remain with the Manager.

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14 Health and Safety Representatives

H&S Representatives are elected as per the Employee Participation Agreement, as an alternative mechanism to report any H&S concerns, and to further H&S management and delivery.

- H&S Reps are an additional contact point for staff and students to raise health and safety issues.
- H&S Reps provide support to DHSOs in the provision of health and safety information
- Facilitate increased involvement by employees and their representatives on health and safety matters.

15 Workplace First Aiders

First Aiders in departments provide first aid care to anyone injured in their place of work when possible. First aiders are required to complete a Comprehensive First Aid Course (unit standard 6400, 6401 and 6402) and be specifically designated as the first aider in the workplace. A first aid kit must be accessible at all times.

16 Fire Wardens/Building Wardens

Building Wardens and Emergency Wardens are designated responders in the event of the fire alarm sounding or any other reason for evacuation of the building. They are trained in the evacuation of their particular building and the Warden liaises with the Fire Service. Fire drills are required to be held every semester.

17 Health and Safety Compliance Team

The H&S Compliance Team report to the Chief Operating Officer, Operations Division, and is responsible for the development of H&S management systems, policies and procedures to meet legislative requirements and to embed H&S into its culture and practices. The team consists of four sub-teams: Health and Safety, Occupational Health and Wellbeing, Biological Compliance and Animal Welfare.

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Director, Health, Safety & Wellbeing

- The Director is responsible for the overall strategic direction of the H&S Team including systems development and implementation to maintain excellence in H&S at the University of Otago.
- Development of the University of Otago H&S management systems to meet the required legislative, best practice and ACC Accredited Employer Programme standards.
- Ensure that the University of Otago H&S documentation is reviewed as required to remain current with legislation.
- Oversee the auditing programme to measure the implementation of the OHSMS.
- Liaise with all internal and external H&S parties.
- Lead investigations into incidents of serious harm or significant hazards.
- Submit all notifiable incident reports to the relevant external authorities.
- Oversee the provision of a H&S training programme that meets the requirements of the OHSMS.
- Provide expert advice on H&S requirements and compliance, including emergency management in relation to the hazards on site.
- Participate as a member of the IBSC, HSRC, Ethics and Statutory Compliance Committee.
- To chair the Operational Health and Safety Committee.

Vault System Analyst

- Manage the day-to-day operation of Vault.
- Provide training and support for the wider University Vault users.
- Manage the data quality and generates required reports from Vault.

Health and Safety Manager

- Provide leadership across the University on H&S matters to support the development of safe environment.
- Develop and implement the ISO 45001 H&S systems in conjunction with the Director, H&S.
- Manage the H&S Team responsible for the delivery of the H&S systems and critical risk expertise.

Health and Safety Advisor

- Develop and manage the DHSO training programme and network.

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- Provide expert advice on H&S matters.
- Oversee the development and approval of Building Evacuation Schemes including Fire/ Building Warden training.
- Management and monitoring of non-Property Services contractors.

University Laboratory Health and Safety Advisor

- Provide specialist advice and information where required by University staff and students, and the Hazardous Substances and Radiation Committee on the H&S hazards associated with hazardous substances and their use.
- Develop and maintain policy and the University HSNO Compliance Manual to meet legislative and best practice requirements.
- Investigate any hazardous substances related incidents.
- Manage the hazardous waste disposal process.
- Ensure internal audits of laboratory practices and facilities are completed at regular intervals to monitor compliance.

Laboratory Health and Safety Coordinator (Hazardous Substances)

- Provide support for the Laboratory H&S Advisor for the implementation of laboratory safety systems.
- Conduct laboratory audits.
- Provide laboratory safety training under the supervision of the Laboratory H&S Advisor.
- Review and prepare the necessary documentation for the collection of hazardous substances.
- Identify and prepare laboratory related H&S information for laboratory staff.

Radiation Safety Advisor

- Provide specialist advice and information where required by university staff and students, and the Hazardous Substances and Radiation Committee on the H&S hazards associated with radiation sources and their use.
- Develop and maintain policy and the University Radiation Safety Plan for compliance with the related radiation legislation.
- Investigate any radiation related incidents, and is required to hold a radiation license, with oversight of all University of Otago radiation licensee holders.

Construction H&S Manager

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- Provide specialist advice on construction H&S including new builds, pre-design H&S, contractor management and monitoring of contractor H&S on site including site visits.
- Work closely with Property Services, particularly in capital developments, contractor management, induction and auditing/monitoring.

Health and Safety Advisor (Trades Services)

- Support the Construction H&S Manager with contractor assessments and induction, including recording in Vault.
- Support the Construction H&S Manager with auditing and site visits.

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University Boat and Dive Officer

- Responsibilities include the development and review of policy and code of practice relating to scuba diving within the University of Otago.
- Conduct the diving assessments for scuba divers required to dive as a part of their work requirements.
- Responsible for the oversight of the boat H&S management systems meeting compliance requirements of Maritime NZ, including arranging auditing of safe ship management plans, documentation of SSMP, the University Code of Practice for boats <7m.

Occupational Health and Wellbeing Coordinator

- Provide leadership for Senior Leadership and the Occupational Health Team to meet the occupational health requirements of the University staff.
- Manage the delivery of the ACC Accredited Employer Programme to maintain accreditation.
- Develop and maintain occupational health systems to meet the requirements of ISO 45001 and ISO 45003, in conjunction with the Director.
- Coordinate occupational health wellbeing activities for University staff.

Occupational Mental Health and Wellbeing Advisor

- Ensure the provision of psychological health education, promotion and rehabilitation for university personnel.
- Facilitate Mental Health and Wellbeing training courses for all staff including leadership.
- Assist with the development of guidelines and processes in terms of managing psychological health issues at work.

Occupational Health Nurse

- Provide health education, health promotion, and rehabilitation for University personnel.
- Develop and implement personal health monitoring strategies.
- Assist with the administration and management of the ACC AEP within the University.
- Development of early intervention strategies for the reduction of workplace illness/injury.
- Case management of work-related injuries/illness.

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University Occupational Physician

- Provide medical assessments on work-related illness and injury.
- Provide medical direction on rehabilitation.
- Provide medical advice on policy and procedures related to H&S issues.

Biological Compliance Officer (BCO)

- Provide specialist advice and information for the compliant containment of species of micro-organisms being used within the University environment.
- Develop and maintain policy and the University book of knowledge and associated documentation.
- Report to the IBSC on organisational compliance and performance.
- Investigate GMO/uncleared biological-related incidents.
- Liaise with the MPI supervisor of the University, and EPA where required.
- Ensure internal audits of the facility sectors are undertaken at approximately six-monthly intervals in order to check the effectiveness of the containment policies, risk management and operational procedures.

Laboratory Health and Safety Coordinator (Biological Compliance)

- Maintain the Biological Compliance documentation under the direction of the BCO.
- Coordinate, manage and record the biological compliance auditing and training programmes.
- Provide administration for the Institutional Biological Safety Committee, including documentation requirements for EPA.

18 Additional University Safety roles and responsibilities

University Laboratory Manager (ULM)

- Overall implementation of HSNO exempt laboratory requirements within the University of Otago laboratories and related policies and guidance material.
- Specialist advice for chemical handling and risk assessments.
- Specialist investigation of chemical related incidents.

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19 Additional Departmental Safety roles and responsibilities

Sector Managers

Sector Managers report to the BCO and are responsible for holding documented evidence related to work being carried out in their sector including decision documents and containment controls set by MPI New Zealand, Environmental Protection Authority or an IBSC.

Approved Users (AUs)

Approved Users (AU) are trained by the Sector Managers and approved by the Institutional Biological Safety Committee (IBSC) to work on HSNO approved protocols. AUs are responsible for working to the prescribed requirements in physical containment laboratories and to the conditions stipulated in the approved protocol. AUs must have access to a copy of the protocol(s) they are authorised to work on and be able to demonstrate knowledge of the requirements.

Departmental Laboratory Managers (DLMs)

DLMs are responsible for the implementation of the compliance requirements for their department. DLMs are required to report to the ULM through routine inspections and audits, and exception reports. DLMs are responsible for the training of departmental staff who will be managing a working laboratory area and those handling hazardous substances. The DLM will be the key liaison person with Property Services, contractor access approval to laboratory areas, investigation of incidences, etc. For more detail refer to the HSNO Exempt Compliance Manual.

Where the DLM is absent from site for a period of three or more days, the DLM responsibilities must be delegated in writing to a named individual and the information circulated to all laboratory users and the ULM. A second-in-command DLM should be identified within the department to cover these absences, and absences of shorter duration. Key responsibilities are included in the University HSNO Exempt Laboratory Compliance Manual.

Departmental Boat Officers

Departmental Boat Officers are responsible for the boating activities within their department under the Small Boat Safe Operating Policy and Code of Practice for Boats <7 m.

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Boat Skippers and Holders of Certificates of Competency

Boat Skippers and Holders of Certificates of Competency are authorised to use boats as per the maritime legislation requirements, the Small Boat Safety Policy and Code of Practice for Boats <7m.

Departmental Scuba Dive Officers

Departmental Scuba Dive Officers provide oversight of scuba dive operations in their department to meet the requirements of the Scuba Diving Policy and Code of Practice.

Authorised Scuba Divers

Only authorised scuba divers can dive for the purposes of research and teaching at the University of Otago and are required to comply with the requirements of the Scuba Dive Policy and Code of Practice.

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20 Amendments

Amendment	Change	Date	Who	Version	Approval
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