

2010

University of Otago Health and Safety Tool Kit for Heads of Departments & Managers

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This tool kit is designed to assist managers and Heads of Departments (HODs) to meet their obligations under the Health and Safety in Employment Act (HSE Act) 1992, Health and Safety in Employment Amendment Act 2002 and associated legislation. Supporting documentation, policies and guidelines can be found at: www.otago.ac.nz/healthandsafety. For advice, information and support, contact the H&S Office Administrator: ext: 4903.

A BIT OF MYTH BUSTING....

Health and safety is not about stopping activities or people doing things. As a University, we rely on innovation and experiential learning to achieve success. The quote "*Sensible risk management is about enabling innovation and learning*" by John Rowe². This view embodies the University of Otago philosophy that health and safety practice is about enabling activity and learning, within sensible limits. There is a myth that health and safety is just about applying "common sense". As a manager it is critical to realize that "common sense" is not common to everyone, only to those with the expert knowledge who work in an environment regularly. For example, when most 17 year olds start their study they will have very limited knowledge of a chemical or biological laboratory when commencing their study. Through the journey of their education, which includes theory, and hands on experience, they graduate from the University with a high quality education and a practical working sense of health and safety in their career of choice. The practices that we establish in class-rooms, office, laboratories, clinical settings and field trips need to ensure the wellbeing of staff and students, as well as teaching students how to take sensible risks in a range of settings.

The Health and Safety Team are committed to the development of a positive health and safety culture throughout the University, encompassing physical, social, mental health and community wellbeing for staff and students.

² John Rowe - Principal Inspector HSE, Leeds

What are managers' legal obligations for workplace health and safety?

Every employer, manager and supervisor must take reasonable precautions and exercise proper diligence to make sure that the workplace and the work are safe. As a Manager/HOD, you are representing the employer in the work situation and have specific responsibilities in relation to health and safety in the place of work that you manage.

H&S IS A LINE MANAGEMENT RESPONSIBILITY

SO, WHAT ARE THE EMPLOYER'S DUTIES UNDER THE LEGISLATION?

The HSE Act requires a general duty for **employers** to ensure the safety of employees while at work (section 5). This contains particular duties for the employer to:

- identify and assess hazards
- control significant hazards through elimination, isolation and minimization
- ensure training and/or supervision of work to protect the safety of employees and students
- report, record, and investigate all work injuries and incidents
- have emergency procedures in place for all potential emergencies
- involve employees in health and safety

SURELY EMPLOYEES HAVE HEALTH AND SAFETY OBLIGATIONS AS WELL?

The HSE Act does place the following duties on **employees**:

- not to endanger themselves or others;
- not to interfere with an accident scene; and/or
- to comply with notices, sampling or other requirements of health and safety inspectors and departmental medical practitioners from OSH.

An employee who has management or supervisory responsibilities as part of their job has the duties of an employee, and there may be occasions where they will represent the interests of the employer, such as 'being in control of the place of work'.

WHAT ABOUT STUDENTS?

Students are in our places of work: they have paid to be here and will need to carry out activities under University staff instruction. This is covered in the HSE amendment act, section 16. This means that, as an employer, we must take all practical steps to protect students from harm from the hazards found in our workplace. The hazard identification and control process that provide protection from harm for staff should also protect students, visitors, and volunteers on site.

WHAT ARE THE UNIVERSITY H&S SYSTEMS, POLICIES AND COMMITTEES?

At the University of Otago, workplace health and safety is managed through a systems approach. The systems in place include:

- Hazard management and control
- Incident and injury reporting and investigation
- Emergency procedures
- Information, training and/or supervision
- Employee participation
- Working with contractors.

These systems are designed and supported by the Central H&S Team within Human Resources Division. The team is responsible for identifying “key” significant hazards, and developing policies and processes to provide consistent University management of these hazards. The University policies guidelines and codes of practice are listed in appendix 2 and are available on the health and safety web site <http://otago.ac.nz/healthandsafety>

The policies are drafted in consultation with Departments and key stakeholders before being forwarded to VCAG for authorization by the VC. There are a number of University committees with the mandate and forum to review legislative requirements, and policy development. The compliance committees are the Operational Health and Safety Committee, Institutional Biological Safety Committee, Hazardous Substances and Radiation Committee, Animal Ethics Committee(s) and the Human Ethics Committees. These committees report to the Risk Management, Statutory Compliance and Ethics Committee, that reports to Council. The terms of reference for these committees can be viewed at: <http://www.otago.ac.nz/administration/committees/index.html>

SO, HOW DO YOU AS A MANAGER COMPLY?

The University Health and Safety Policy is the principle policy defining commitment to providing a safe and healthy place of work and learning. A copy of the policy is attached as an appendix for your information. There are a range of policies designed to assist and direct the management of significant hazards associated with the University environment e.g.: vehicle safety, field activity policy and guidelines.

Policies and guidelines have been developed in consultation with departments for the management of common high risk hazards across the University, such as field activities, boating, diving, HSNO exempt laboratories, vehicle use, etc. This information is available on the University Health and Safety web page (www.otago.ac.nz/healthandsafety). By complying with these policies and codes, you will be meeting your requirements under the legislation. If you are unable to meet the requirements of policies and/or keep people safe then you need to escalate the situation to your line manager.

There are a range of positions to support you achieve a high standard of health and safety in your department. The key person is your Departmental Health and Safety Officer (DHSO). The DHSO has the delegated task responsibility for maintaining the hazards register, recording accidents, assisting with fire evacuations, provision of health and safety information, providing induction training and liaising with the central health and safety team (see appendix 2 for a copy of the generic DHSO job description). However, it is the Manager/HOD, as the employer's representative who is ultimately responsible for the control of hazards. Therefore, you need to have a close working relationship with your DHSO.

HEADS OF DEPARTMENT/MANAGERS OF SERVICES

The management responsibilities to achieve the University of Otago policy requirements can be summarized as:

- Support the DHSO by making available time and resources as necessary.
- To implement the University health and safety policies relevant to the activities within their department, in conjunction with the DHSO.
- Develop health and safety objectives with the DHSO.
- To provide relevant information and training to staff, ensuring attendance as required.
- To ensure appropriate emergency procedures are in place for departmental activities, facilities and are practiced as necessary.
- To ensure that hazard identification and management is effective and documentation is maintained.
- To raise hazard management issues with the DVC/AVC/Director where the issue cannot be managed at the departmental level or is likely to have implications for the wider University.
- To provide reports to the DVC/AVC/Director on health and safety progress and meeting of objectives.
- To participate in health and safety audits.
- Ensure all accidents/incidents are reported and investigation is thorough.
- meet regularly (at least quarterly) with the DHSO

The manager/HOD is supported by the DHO and Health and Safety Representative (H&S Rep). The roles and responsibilities of these positions are defined as:

DEPARTMENTAL HEALTH & SAFETY OFFICERS (DHO)

- To complete hazard identification and maintain hazards register including reviews of the register and hazard auditing.
- To maintain the accidents register for the department and provide copies of accident forms to the H&S team.
- to report on hazard management issues that require further controls to the HOD/Manager
- To complete accident investigations and associated documentation.
- Co-operate with initiatives from the University Health and Safety Team.
- Liaise with Departmental Emergency Wardens to ensure emergency procedures are in place and practiced as necessary.
- Act as a resource for information on health and safety matters.
- Ensure that effective health and safety training, information and supervision is available to those who require it.
- To complete the staff induction for new staff with respect to the health and safety requirements.
- Liaise with other departments and organizations as necessary.

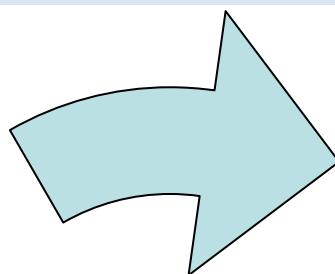
HEALTH AND SAFETY REPRESENTATIVES IN DEPARTMENTS

- Health and Safety Representatives are nominated or elected by employees.
- H&S Reps are an additional contact point for staff and students to raise health and safety issues.
- H&S Reps provide support to DHO's in the provision of health and safety information
- Facilitate increased involvement by employees and their representatives on health and safety matters.

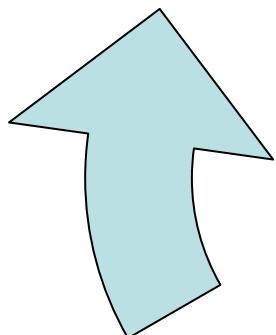
The following acronyms (CARE and SAFE) are prompts to remind you of your responsibilities as a Manager/HOD.

BEFORE/PREVENTION/DURING – KEEPING THE WORKPLACE **SAFE**

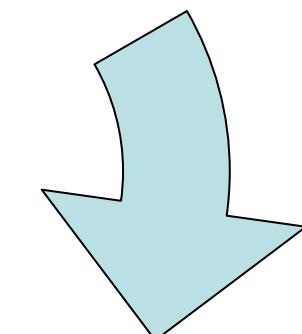
STOP



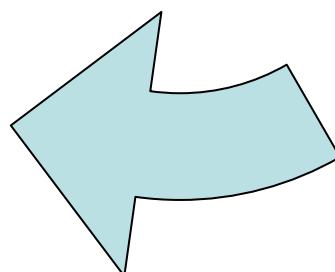
ASSESS



EVALUATE



FIX



S = STOP	Look at the work – activities, equipment, substances.
A = ASSESS	Does the work present any hazards that can cause harm? Are they significant hazards? Are controls sufficient? Have things changed?
F = FIX	Correct any hazards; identify new hazards as they arise. Eliminate, isolate, or minimise.
E = EVALUATE	Continue to monitor the hazard and controls. Are the controls effective? Is documentation required for future situations?

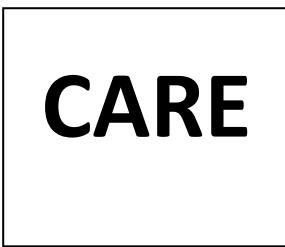
The departmental hazard register should list the methods of control of the hazards identified. You can only manage what you know about, so recognizing the hazards and documenting the controls, and ensures that everyone involved has an understanding of what is expected. Your DHO will document the hazard register, and at your regular meetings you need to be updated on any changes. It is impossible to think of all the potential hazards, and that is not the expectation, but the law does expect you to effectively manage those hazards that are commonly recognized or known about within your work setting. Where the controls are difficult, the H&S team will be able to assist with identifying possible controls or completing a risk assessment with you on the controls and options – just ask!

Incidents and events do occur such as a laboratory explosion, someone slipping on wet paving stones outside your building or a car rolling over on a field trip. These events and incidents can be learning moments. Hopefully, no one is seriously injured, but often an event is an indication of incomplete controls, or a change in circumstance. Repeat minor events have been shown to be indicators of the likelihood of a future larger incident occurring. That is why it is important to ensure reporting of events, and to review those events with your DHO.

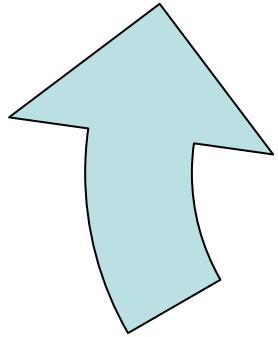
DURING OR AFTER AN INCIDENT/EVENT CARE:

Correct

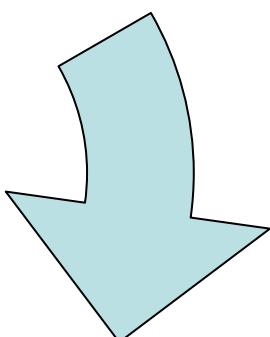
Accident



CARE



Evaluate



Rehab

C = CORRECT	Return to SAFE to correct the hazard
A = INJURY/INCIDENT	Report the accident/incident. Report serious harm – contact H&S Team immediately Hold the scene. Investigate.
R = REHABILITATE	Get involved in the rehabilitation process. Work with the Health and Safety Team. Provide a supportive environment for rehabilitation.
E = EVALUATE	Was the rehabilitation process successful? Will the steps in place prevent similar events? What have we learnt from the process?

Managing an injury or incident:

1. Care of the injured person, and
 2. Prevent it happening again.
-
1. The first response is to prevent further injury. Workplace first aiders must be in the place of work, trained and adequate numbers depending on the activity and location. Your first aiders and DHSO will know the emergency contact numbers. If the event is significant, then care of others present and providing privacy for the injured person will require coordination. If there is immediate danger to others from the accident cause or hazard, then steps need to be taken to prevent further harm. Campus Watch, extension 5000 is able to assist and should be alerted whenever emergency services are called. Campus Watch can provide support and backup, and will contact H&S if the event is serious.
 2. If the event has resulted in serious harm, it will require notification to the Department of Labour (DOL). Contact the H&S Team, even if in doubt, and we will manage that for you. If it is serious harm, then the scene must not be disturbed

(except to prevent further injury) and only the DOL can release the scene. Serious harm is defined in the first schedule in the HSE Act as:

- Amputation of body part
- Burns requiring specialist treatment
- Loss of consciousness from lack of oxygen
- Loss of consciousness or acute illness requiring treatment by a registered medical practitioner due to absorption, inhalation, or ingestion of any substance
- Hospitalisation for a period of 48 hours or more commencing within 7 days of the harm's occurrence
- Any of the following conditions that amounts to or results in permanent loss of bodily function or temporary severe loss of bodily function:
 - respiratory disease
 - noise-induced hearing loss
 - neurological disease
 - some cancers
 - dermatological disease
 - communicable disease
 - musculoskeletal disease
 - decompression sickness
 - poisoning
 - vision impairment
 - penetrating wound of eye
 - **bone fracture**
 - laceration
 - crushing
 - chemical or hot-metal burn of eye
 - illness caused by exposure to infected material

REHABILITATION

The University of Otago is accredited under the ACC Partnership Programme. By achieving ACC audit levels, the University receives a discount on the ACC levy and the right to manage our work related ACC claims. The H&S Team effectively operate as an ACC branch for staff that requires treatment for any work related claims. This provides significant benefits for our staff, as we can fast track treatments and the provision of tailored rehabilitation on site. The down side is that we are bound by the Injury Prevention, Rehabilitation and Compensation Act (IPRC Act) and are required to make cover decisions within the legislative requirements.

Of key importance in your role as HOD/Manager, is to let the H&S team know as soon as possible if anyone is seeking treatment for a work related injury, or requires time off work.

HOW CAN YOU PREPARE YOURSELF AND

The following checklist is a quick reference tool to evaluate your current H&S systems, what is in place and what you currently do. If you answer NO to any of these questions then ACT – find out about the hazard register, set up meetings with your DHO, contact the H&S Team to find out how to manage rehabilitation, or the investigation process.

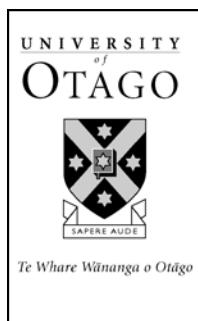
QUICK HEALTH CHECK – ARE YOU MEETING YOUR MANAGEMENT H&S RESPONSIBILITIES?

	Yes	No
Are specific health and safety (H&S) responsibilities included in your job description?		
Are H&S requirements reviewed at your annual performance review?		
Do you provide formal H&S reports to your manager?		
Is there an established forum to discuss H&S with your staff?		
Have you appointed a Departmental Health and Safety Officer(s) (DHO) for your area?		
Do you meet with your DHO at least quarterly?		
Are you familiar with the hazard register for your department/area?		
Have you discussed hazard controls with your DHO?		
Is there a training programme for your staff relating to hazard controls?		
Are signed training records maintained?		
Is H&S information/resources relating to your work area provided for reference for staff?		
Are emergency plans documented and practised?		
Do you review the accident register regularly?		
Are accident reports and trends discussed with your DHO at your quarterly meetings?		
Have you been involved in accident investigations?		
Have you been involved in rehabilitation for any staff?		

HOW CAN YOU PREPARE YOURSELF AND YOUR TEAM?

In conclusion, managing health and safety in the workplace is not about a laid back “She’ll be right mate” approach. It is about managing risk by balancing the kiwi ingenuity of number 8 wire – adaptability and creativity to apply principles to different work environments in order to ensure a strong and safe workplace for staff and students.

Appendix 1:



UNIVERSITY OF OTAGO

HEALTH AND SAFETY POLICY STATEMENT

Purpose The health, safety and welfare of staff and students is of prime importance at the University of Otago, and it is our intention to strive for excellence in health and safety management.

Scope All University of Otago workplaces.

Associated Documentation Health and Safety in Employment Act 1992 and Amendment 2002
University of Otago Health and Safety Policies and Guidelines
ACC Partnership Programme agreement

POLICY STATEMENT

1. It is the policy of the University to ensure, so far as is reasonably practicable, to protect the health, safety and welfare of all its staff and students, and that of others in accordance with our legal obligations, including compliance with relevant standards and codes of practice relevant to the University.
2. Within the general policy, the University aims to effectively manage hazards arising from its facilities or activities, and in particular the University will:
 - a) provide and maintain a safe working environment, plant and systems for staff, students, contractors and visitors that is safe and without risk to health; and
 - b) provide such information, instruction, training, and supervision as is necessary, to ensure that health and safety hazards are identified, understood and managed effectively; and
 - c) establish health and safety objectives which will be reviewed each year through the internal audit process and performance review processes to ensure continuous improvement in health and safety management; and

- d) support health and safety staff through the provision of resources to achieve the required health and safety objective outcomes; and
 - e) require accurate reporting, notification and investigation of all injuries and incidents; and
 - f) provide prompt, effective work based rehabilitation for all work related injuries, and non-work injuries where appropriate and possible; and
 - g) provide the training and information necessary to the University's leaders to ensure an appropriate level of competency in health and safety related matters; and
 - h) foster and encourage education of safe working practices for students who in turn will become workers when they leave the University; and
 - i) provide adequate consultation processes for health and safety matters, and actively encourage participation of students, and staff and their representatives including union representation.
3. All University of Otago employees are required to:
- a) report all incidents and injuries; and
 - b) participate in the health and safety management systems in operation within the University; and
 - c) report any hazards or safety concerns they identify to relevant health and safety staff; and
 - d) actively participate in rehabilitation for work related injuries/illnesses.
4. The University's performance with respect to the health and safety goals will be reviewed and reported annually. This will also provide an opportunity to review this policy statement, and improve it where appropriate.

Appendix 2

HELP AND ASSISTANCE:

People who can help:		
Head, H&S Compliance	Andrea McMillan	7380
Occupational Health Nurse	Cath Logan	5034
H&S Advisor	Nevan Trotter	5389
Laboratory H&S Advisor	Rob McLaren	5136
H&S Administration	Janelle Kennedy	4903
University Laboratory Manager	Wayne Temple	7244
Radiation Safety Advisor	Jeremy Nicoll	
Biological Compliance Officer	Michelle McConnell	5729
Animal Welfare Director	John Schofield	5976
Animal Welfare Office	Holly Russell	5633
Drug Control Officer	Mark Caswell	4073
Departmental H&S Officers		
Departmental Laboratory Managers		
Policies and Guidelines (H&S Web page)		
ACC entitlements	Policy	
ACC File Management	Policy	
ACC self assessment	Policy	
Back care	Guidelines	
Biohazard safety manual	Compliance manual	
Blood and body fluids	Policy	
Compliant Contractors	Policy and process document	
Computer safety/ergonomics	Guidelines	
Emergency management	Policy and plan (draft)	
Field Activities	Policy and guidelines (rural, urban, international, home visits)	
Hazard management	Policy	
Health & Safety policy	Policy	
HNSO Exempt Laboratory	Policy and compliance manual	
Immunization	Policy and guidelines	
Injury/incident reporting	Policy	
Laboratory Animal Allergy	Policy and process	
Microorganism non-compliance	Policy	
Noise management	Guidelines	
Occupational health assessments	Policy and guidelines	
Permit to work	Policy and system documentation (confined space, height and hot work)	
Personal protective equipment	Policy and guidelines	

Radiation Safety	Policy and plans
Rehabilitation	Policy
Safe Boating	Policy and code of practice
Scuba Diving	Policy and guidelines
Theatre safety	Industry Guidelines
Vehicle Safety	Policy and guidelines
Vertebrae Laboratory Animal Non-compliance	Policy

INJURY / INCIDENT REPORTING POLICY

PURPOSE

The health, safety and welfare of staff and students is of prime importance at the University of Otago, and it is the University's intention to strive for excellence in health & safety management including the management of injuries sustained by staff of the University.

This policy is based on the belief that providing a safe and healthy work environment where all people share the responsibilities for that environment fosters the common interests of the University and its Staff.

SCOPE

The injury/incident reporting requirements apply to all work areas of the University of Otago, including near miss events, incidents that result in loss or damage to property, plant or equipment, and injuries to staff, students, contractors and visitors on site. Serious harm injuries must be reported to OSH as per legislative requirements.

ASSOCIATED DOCUMENTATION

- Legislative**
 - Health and Safety in Employment Act 1992
 - Health and Safety in Employment Amendment Act 2002
 - Injury Prevention, Rehabilitation, and Compensation Act 2001
- University**
 - Health and Safety Policy
 - DH&SO training manual
 - University Health and Safety Manual
 - Rehabilitation Policy
 - All ACC Partnership Programme policies
- Additional**
 - ACC Partnership Programme

DEFINITIONS

Lost Time Injuries - Injuries that result in time off work the day following the injury/event.

Serious Harm Injuries - as defined in Health and Safety in Employment Act 1992

Medical Provider – ACC approved providers (Physiotherapist, General Practitioners, etc.)

PROCEDURE

1. All injuries/incidents that occur while performing an employment task for the University of Otago must be reported on the University of Otago Injury/Incident Report form, by the end of the day on which the injury occurs where possible.
All injuries/incidents that occur to any student, visitor or contractor while on University of Otago work premises, should also complete an injury/incident form with assistance from their University contact person.
2. If the injury is of a serious nature, the scene must not be disturbed. Contact the University Health & Safety Office immediately to initiate the serious harm reporting procedures. The University Health and Safety Manager is responsible for reporting serious harm to DOL and senior management.
3. The injury/incident is to be investigated by the DHSO, staff representative and management. Where the injury/incident is significant, results in serious harm or could have resulted in serious harm, a full investigation may be required and can be initiated by the University Health and Safety Manager, the DHSO or management.
4. The top copy of the Injury Report must be forwarded to the Health and Safety Office, the green copy the HOD/Manager and the yellow copy to the DHSO.
5. Where any time off is required as a consequence of the work related injury, please notify the Health and Safety Office immediately.
6. When treatment is required, the medical provider will complete an ACC 45 form. This form must be sent to the Health and Safety Office as per the ACC Partnership Programme requirements. All subsequent medical certificates must be sent to the Health and Safety Office.
7. Where non-work injuries results in time off work, contact your manager or supervisor and advice of your period of absence.

DISTRIBUTION

All Employees

Appendix 3

DHSO JOB DESCRIPTION (EMPLOYEE PARTICIPATION AGREEMENT)

UNIVERSITY OF OTAGO

Te Whare Wananga o Otago

FINAL JOB DESCRIPTION 2003

JOB TITLE: Departmental Health and Safety Officer (DHSO)

DIVISION:

PRIME FUNCTION

To be the departmental contact and to foster positive H&S management practices in the place of work. To have H&S knowledge and expertise to aid the implementation of University H&S policies within the department.

KEY RESULT AREAS

1. Hazard management
2. Accident/Incident management
3. Training, Education and Promotion
4. Emergency Procedures
5. Documentation and Reports
6. Networks
7. Liaison

KEY TASKS

1. Hazard Management

- To facilitate hazard identification.
- To maintain the hazards register.
- To identify and research the practicable steps available to eliminate, isolate, or minimise hazards.
- To report on hazard management progress and refer significant hazards that require additional control to the HOD/Manager.
- To monitor hazard management, including register review and auditing.
- To ensure access to the hazard register by all departmental staff.

2. Accident/Incident Investigation

- Maintain the Departmental Accident Register and University reporting system.
- To assist with accident investigations as per policy and associated documentation.

3. Training, Education and Promotion

- To co-operate with initiatives from the University H&S team.
- To act as a resource to departmental staff and students for information on H&S matters.
- To document the departmental H&S training programme and supervision requirements.
- To complete the staff induction for new staff with respect to the H&S requirements.
- Educate staff about hazard identification and reporting.

4. Emergency Procedures

- To liaise with Department Emergency Wardens to ensure emergency procedures are in place and practiced as necessary.
- To maintain an overview of emergency preparedness.

5. Documentation and Reports

- Assist with and facilitate the implementation of University Health and Safety management systems within the University H&S team.

- To maintain the H&S Manual/s, policies and guidelines.
- To provide reports and assist with the internal H&S audit, external ACC audit and other H&S audits as required.

6. Networks

- Meet regularly (at least quarterly) with HOD/Manager to discuss H&S issues (hazard register, accident register, training programme)
- To facilitate employee involvement (with management) in H&S through a suitable forum (e.g. Staff meetings, Divisional Safety Officers meetings etc.)
- Establish networks particular to area of work.

7. Liaison

- Respond to and facilitate reporting of health and safety issues from staff members to management.
- Liaise with the Health and Safety team.
- Represent department at any Health and Safety Department Committee meetings.
- Liaise with other departments and organizations as necessary.
- Liaise with departmental sector Laboratory Manager and Radiation Officer, Diving Officer, Boating Officer and Property Services departmental contact as required.

RELATIONSHIPS

Directly responsible to: Head of Department/Manager

Supervision of:

Functional relationships: University Health and Safety team
University Emergency Response Team, Emergency Wardens and First Aiders, H&S Representatives, DHSO network, Departmental staff, Property Services

BUDGETARY RESPONSIBILITY

- May or may not be allocated.

EXPECTED OUTCOMES

The job of the DHSO is being well done when:

- Documented hazard register and effective hazard management is provided for the department.
- Practicable steps have been taken to eliminate, isolate, minimise or monitor hazards, and documented in the hazard register
- Additional support and expertise is sought for the management of hazards
- A H&S structure have been set-up for departmental operations
- H&S Problems have been identified and action taken to resolve.
- The Department complies with University health and safety policies and procedures.
- Reporting of accidents/incidents is timely and meets compliance requirements.
- Staff are informed, educated and inducted to H&S.
- Registers are maintained and up-to-date.
- Non-compliance is reported and managed.

IDEAL PERSON SPECIFICATION

1. Knowledge and Experience

- Experience with Health and Safety is highly desirable.
- Knowledge of New Zealand Health and Safety related legislation is desirable. An interest and awareness of the Health and Safety in Employment Act is required.
- An understanding of the Health and Safety challenges within the department is desirable.
- To undertake appropriate training.

Appendix 4: Committee Structure



Compliance Committee Structure, reporting to the University Council.