

**UNIVERSITY OF OTAGO**  
**Te Whare Wananga o Otago**

**JOB DESCRIPTION**

**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 Health and Safety knowledge and expertise to aid the implementation of University Health and Safety 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 Health & Safety team.
- To act as a resource to departmental staff and students for information on Health & Safety matters.
- To document the departmental Health & Safety training programme and supervision requirements.
- To complete the staff induction for new staff with respect to the Health & Safety 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 practised 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 Health & Safety 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 organisations 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 Health & Safety structure have been set-up for departmental operations
- Health & Safety 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 Health & Safety.
- 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.

### **2. Analytical Skills**

The ability to take a logical, systematic approach, using relevant data; looking for new ways of doing things; and identifying solutions.

### **3. Achievement Drive**

The ability to produce quality work while undertaking various tasks. The ability to maintain an effective level of performance despite pressures and setbacks.

### **4. Organisation Skills**

Adaptability during high periods of workload and the ability to self-prioritise to meet deadlines.

### **5. Initiative**

A bias for action, doing things proactively and an ability to anticipate solutions, create opportunities or avoid problems.

### **6. Concern for Order and Quality**

The ability to establish and maintain systems that monitor the accuracy of information being provided and work carried out.

### **7. Confidentiality**

An awareness of the importance of confidentiality and the ability to differentiate public from confidential information.

### **8. Relationship Building**

The ability to build and maintain positive relationships with external and internal clients.

**9. Assertiveness**

The ability to achieve others' compliance with the correct policy and procedures.

**10. Teamwork and Co-operation**

The ability to work co-operatively as part of a team.

**11. Decision-Making and Judgement:**

The ability to decide on and commit to an effective course of action after determining the facts and evaluating information, using past experience where necessary to aid judgement.

**12 Conflict resolution**

The ability to identify and understand other views and objectives, anticipate and minimise unnecessary conflict, recognise opportunities for productive outcomes and employ strategies to achieve resolutions and agreement between parties.

**TIME ALLOCATION APPROVED:**

**ADD-ONS i.e. as specific to area of work**

**E.g. Diving, Boating, Fieldwork**

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Incumbent	Supervisor
Date	
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