**Worker H&S Participation Framework update May 2019**

The Worker Participation Framework (the ‘framework’) authorised by the VC in 2017 has been revised. Previously, the role of Departmental H&S Officer (DHSO) within each department was included in an administrator or technical position. With the Shared Services model implementation, administrators generally do not report to the department they are working in. To address these changes, University departments or work areas have been classified as high risk or low risk:

|  |  |
| --- | --- |
| Low risk | High risk |
| Office based work | Fieldwork |
| Teaching/lecture theatres | Construction and building maintenance |
| Publically accessed buildings | Commercial kitchens |
|  | Laboratories (excluding computer laboratories) |
|  | Clinical, biological and animal work |
|  | Lasers (class 3R and 4) |
|  | Significant plant and equipment |
|  | Accommodation |
|  | Shift and call out work, standard afterhours operations |

**Departmental H&S Administrators (DHSA)**

For ***low risk work areas***, the H&S hazards and risks are more generic in nature and covered by standard building and operating procedures and requirements. A DHSA will provide H&S administration support, usually from the Shared Services division. Depending on location, a DHSA may provide cover for a number of departments, or by building and/or geographical coverage. The tasks of the DHSA are to:

* Maintain Vault administration for risk/hazard register and incidents
* Scheduling, at least annually, a review of risks/hazards with the Department
* Provide H&S induction for new staff
* Provide Vault reports to HOD/Manager as required and at least annually
* Document (within Vault) the Emergency Building Warden, Fire Wardens and First Aiders and raise any gaps with the Department lead.

**DHSA’s are responsible for the H&S administration tasks only, not for the H&S of the department – that remains the responsibility of the Line Managers.**

**Departmental H&S Officers (DHSO)**

***High risk areas*** must havea designated DHSO with specific knowledge of the hazards and risks associated with the department, employed by the department/division. This role remains functionally unchanged.

**While DHSO’s assist with the implementation of H&S policies and procedures, and are delegated tasks, the ultimate H&S responsibility resided with the Line Manager.**

**Elected H&S Representatives**

The agreed system includes the election of H&S representatives, in addition to DHSO/DHSA roles. Elected H&S Reps provide another channel of H&S communication for staff and work in collaboration with DHSA/DHSOs. The number of H&S Reps and representative work area, low and high risk classifications and further details on the revised framework can be found at: <https://www.otago.ac.nz/health-safety/management/index.html>