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# 1. Introduction and background

The University of Otago Employee Participation System, produced in 2004 and reviewed in 2006, met the requirements of the Health and Safety in Employment Act 1992. The participation system defined the Departmental Health and Safety Officer (DHSO) role, time allocation and the role of elected Health and Safety Representatives (H&S Reps), and was authorised by the then Vice-Chancellor, Sir Professor David Skegg.

This Worker Participation Framework is an update to meet Part 3 of the Health and Safety at Work Act 2015 (HSWA) and the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016. The regulations are an extension of the role of the H&S Reps and employee participation in the management of health and safety.

While the University of Otago is not a high-risk work sector or industry, the previous employee participation system demonstrated the University’s commitment to engage with staff and recognises the benefit of consultation and involvement in health and safety management. This document outlines the process for engagement of staff and students in Health and Safety, as a method of engaging with workers in accordance with S59 of the HASAW Act 2015 and regulations.

**Worker Participation Working Group**

The University of Otago recognises the contributions of the Working Group in the development and drafting of this document.

**Membership**

Nevan Trotter, Convenor, Senior H&S Advisor

Andrea McMillan, Head, H&S Compliance

Shaun Scott, TEU

Phil Handcock, TEU

Gail Arthur, DHSO, PSA representative

Murray McDonald, Manager, Contracting, Property Services

HR representative Luke Morrison, Acting Manager Promotions and Remuneration, Replaced by Alan Clarke, DHRM, Health Sciences

Mark Gould, DHSO, Anatomy

**April 2019**

The Shared Services implementation following the Shared Services Review has prompted modification to this framework.

The working party was reconvened and reviewed the framework. VCAG approved the changes on Monday 11th March.

# 1. Updated Worker Participation Framework

Since the introduction of Shared Services, there is a need to review the DHSO framework as a part of the worker participation framework within the new structure. In the past, Departmental H&S Officers (DHSOs) have been based in each department (160 DHSOs). The Central H&S Team have provided support and training to the DHSO network across all campuses. Of these 160 DHSOs, only 2 have been academic staff, the remainder have all been general or administration staff. The introduction of Shared Services has centralised administration meaning that the previous DHSO system is no longer effective.

To address this issue, the University work areas or departments have been identified as low or high risk, based on the work activities.

1a. Definitions of high and low risk work areas.

*Low risk areas are defined as:*

* Office based work
* Teaching/lecture areas
* Publically accessed buildings

*High risk areas are defined 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 (Colleges)
* Shift and Call out work, standard afterhours operations

2 Revised DHSO structure

2a: Departmental H&S Administrators (DHSAs)

The premise is that for ***low risk work areas***, the H&S hazards and risks are more generic in nature and likely to be covered by standard building and operating procedures and requirements. In these situations, a Departmental H&S Administrator can provide H&S administration support for the departments. Depending on location, a DHSA may provide cover for a number of departments, or by building and location geographical coverage.

The tasks of the DHSA are to:

* Maintain Vault administration for risk/hazard register and incidents
* Provide H&S induction for new staff (hazard register, where/how to report incidents, emergency evacuation, first aid)
* Provide Vault reports to HOD/Manager as required and at least annually
* Document Building Warden, Fire Wardens and First Aiders.

**Note: 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.**

2b: DHSOs

High risk areas are required to have **DHSOs** with specific functioning knowledge of the hazards and risks associated with their department. This role remains functionally unchanged.

**Note: 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.**

DHSO/DHSA lists are attached as appendix 1. The Operations Divisional list is currently being finalised.

3b. Health and Safety Representative revised Worker Groups and Numbers

Based on the revised structure, the following H&S Representative numbers are agreed:

|  |  |
| --- | --- |
| **Work area/worker group** | **Number of H&S Reps** |
| **Humanities** | 1 Professional |
|  | 1 Academic |
| **Commerce** | 1 Professional |
|  | 1 Academic |
| **Sciences** | 2 Professional |
|  | 2 Academic |
| **Health Sciences** |  |
| Dentistry | 1 Academic |
|  | 1 Professional |
| Dunedin School of Medicine | 1 Academic |
|  | 1 Professional |
| Otago Medical School | 1 Academic |
|  | 1 Professional |
| UOC | 1 Academic |
|  | 1 Professional |
| UOW | 1 Academic |
|  | 1 Professional |
| Pharmacy | 1 Academic |
|  | 1 Professional |
| Physiotherapy | 1 Academic |
|  | 1 Professional |
| Divisional Office/Bioethics | 1 Professional |
|  | 1 Academic |
| **Shared Services** |  |
| Shared Services St David Street II | 2 Professional |
| **Student and Academic Services** |  |
| Career Development, DIS, Maori Centre, PI centre, Te Whare Tawharau, Volunteer Centre, Chaplains, ID cards office | 1 professional |
| Campus Watch | 1 Professional |
| Recreational Services | 1 Professional |
| Student Health | 1 Professional |
| **Operations** |  |
| ITS | 2 Professional |
| CACL | 3 Professional |
| Property Services | 2 Professional |
| Capital Development | 1 Professional |
| H&S/Sustainability/Risk Assurance/Project Management | 1 Professional |
| **Human Resources** | 1 Professional |
| **TOTAL** | **40** |

# 2. Departmental Health and Safety Officers

## DHSO Job Description and Time Allocation

The DHSO positions currently exist within each department, with a job description, and require a time allocation to complete the related tasks. The role of the DHSO remains pivotal in the University Health and Safety system for the documentation and communication of core Health and Safety requirements such as, the hazard/risk register, incident reporting, recording training and requirements. The revised DHSO Job Description is attached as appendix 1. Each department within the University is required to have an appointed DHSO with time allocation. In areas where the work is similar (i.e. office areas) a DHSO may cover more than one department. The time allocation must be documented in the job description. Assistance for identifying a sufficient time allocation is available from the Health and Safety Compliance team. DHSO lists and time allocations will be maintained by the Health and Safety Team and available to staff.

# 3. Health and Safety Representative Requirements

## 3a: Health and Safety Representative Function

While the Health and Safety Representative functions and powers are defined in HSWA, the University has existing Health and Safety systems to be incorporated alongside the Health and Safety Representative role. The University required functions of the Health and Safety Representative role alongside the DHSO position are:

* to work with the DHSOs within their work area to create a positive, engaged environment towards Health and Safety
* alternative contact for staff and students to raise Health and Safety issues

The Health and Safety Representative does not replace the DHSO position – these are complementary roles within the overall Health and Safety management system. To facilitate this, Health and Safety Representative will be involved and invited to all DHSO training and related activities.

The DHSO training will be reviewed to include the worker participation process.

The purpose of elected Health and Safety Representatives are defined by the HSWA:

***Functions of health and safety representatives Schedule 2, Part 1, Section 1***

*The functions of a health and safety representative for a work group are—*

***(a)*** *to represent the workers in the work group in matters relating to health and safety:*

***(b)*** *to investigate complaints from workers in the work group regarding health and safety:*

***(c)*** *if requested by a worker in the work group, to represent the worker in relation to a matter relating to health and safety (including a complaint):*

***(d)*** *to monitor the measures taken by the PCBU that are relevant to health and safety:*

***(e)*** *to inquire into anything that appears to be a risk to the health or safety of workers in the work group arising from the conduct of the business or undertaking:*

***(f)*** *to make recommendations relating to work health and safety:*

***(g)*** *to provide feedback to the PCBU about whether the requirements of this Act or regulations are being complied with:*

***(h)*** *to promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.*

The Health and Safety Representative position description is attached as appendix 2.

## 3b. Health and Safety Representative Worker Groups and Numbers

Worker groups are required to be of a similar work environment and potential hazard exposure. The following table outlines the numbers of elected Health and Safety Representative by work area.

(copy of previous agreed numbers)

|  |  |
| --- | --- |
| **Work area/worker group** | **Number of H&S Reps** |
| **Humanities** | 1 Professional |
|  | 1 Academic |
| **Commerce** | 1 Professional |
|  | 1 Academic |
| **Sciences** | 2 Professional |
|  | 2 Academic |
| **Health Sciences** |  |
| Dentistry | 1 Academic |
|  | 1 Professional |
| Dunedin School of Medicine | 1 Academic |
|  | 1 Professional |
| Otago Medical School | 1 Academic |
|  | 1 Professional |
| UOC | 1 Academic |
|  | 1 Professional |
| UOW | 1 Academic |
|  | 1 Professional |
| Pharmacy | 1 Academic |
|  | 1 Professional |
| Physiotherapy | 1 Academic |
|  | 1 Professional |
| Divisional Office/Bioethics | 1 Professional |
|  | 1 Academic |
| **Academic Division** |  |
| Academic Services | 1 Professional |
| Distance Learning/HEDC/QAU/Pacific Development/Summer School/First-Year Experience | 1 Professional |
| Admissions and Enrolments/UIC | 1 Professional |
| Library | 2 Professional |
| Other | 1 Professional |
| **Operations** |  |
| ITS | 2 Professional |
| CACL | 1 Professional |
| Property Services | 1 Professional |
| Capital Development | 1 Professional |
| Student Services | 1 Professional |
| Campus Watch | 1 Professional |
| H&S/Sustainability/Risk Assurance/Project Management | 1 Professional |
| **Human Resources** | 1 Professional |
| **TOTAL** | **39** |

## 3c. Election Nomination Process

The Health and Safety Representative are elected by the following procedure:

* Call for nominations/expressions of interest solicited through staff notifications, web-based information, and all-departments emails.
* If there is only one nomination per work area, no election will be required.
* All nominations to be received by the Returning Officer, an employee of the University.
* A postal ballot system or electronic voting system, containing information about the candidate regarding their work group, is to be used where a vote is required.
* The election process will be centralised with resource and support from the University.
* Union and non-union employee representatives will act as scrutineers of the election system.
* Management will be informed by the Returning Officer of the Health and Safety Representative resulting from the election process.
* Lists of Health and Safety Representatives and their work areas will be maintained and available to all staff.

## 3d. Health and Safety Representative Training Requirements

The Health and Safety at Work Act 2015 defines training for elected Health and Safety Representatives to be able to discharge duties under sections 70 to 85 (issuing of provisional improvement notices and/or directing the cessation of unsafe work). The minimum training requirements are to obtain NZQA unit standard 29315 Workplace Health and Safety Representative Training, stage 1. Elected Health and Safety Representatives are required to attend a recognised training programme as maintained by the Health and Safety office. Records of training will be held in Vault.

# 4. University Provisional Improvement Notice (PIN) Process

Trained Health and Safety Representatives are able to issue provisional improvement notices (PINs) under the HASAW regulations.

The University management process for the issuing of a PIN is:

1. Employee raises Health and Safety concern with Health and Safety Representative.

2. The Health and Safety Representative contacts the DHSO and discusses the issue, maintaining confidentiality if required.

3. Based on this discussion and proposed management of the issue, the DHSO and Health and Safety Representative meet with the HOD/Line Manager.

4. If all parties are in agreement with the proposed management plan, this is documented, signed by all parties, and a copy provided to the instigator. The issue will be recorded in Vault and corrective actions allocated and reported on until actions are completed.

5. If the matter is not agreed or resolved to the satisfaction of all parties, the matter will be raised with the Health and Safety Compliance Office who will formally investigate the concern.

6. If the proposed management plan is agreeable to all parties, the issue will be recorded in Vault and corrective actions assigned.

7. If the parties do not agree on the proposed management plan, the Health and Safety Representative may formally raise a PIN and notify WorkSafe. The PIN will be delivered to the Health and Safety Compliance Team who will distribute to senior management. WorkSafe will instigate their required procedures in consultation with the Health and Safety Representative and members of the Health and Safety Compliance team. Any resulting actions will be notified to management by the Health and Safety Compliance team and progress monitored until the matter is closed.

Appendix 3 provides a flowchart of this process.

# 5. Health and Safety Committees

## 5a. Legislative Requirements

The HSWA (Worker Engagement, Participation, and Representation) Regulations 2016 subpart 4, Health and Safety Committees sections 28 and 29, outlines the requirements for Health and Safety Committees formed under the legislation.

*Subpart 4-Health and safety committees*

*28 Membership of health and safety committees*

*(1) The PCBU who establishes a health and safety committee for a workplace (or part of a workplace) and the workers at that workplace (or their representatives) must agree on the members of the health and safety committee.*

*(2) However, -*

1. *One of the members appointed by the PCBU to the committee must be authorised by the PCBU to make decisions on behalf of the PCBU on health and safety issues; and*
2. *At least half of the members on the committee–*
3. *Must be workers and must represent the workers at the workplace; and*
4. *Must not have been nominated by the PCBU.*

*(3) Each health and safety representative is eligible to be a member of the health and safety committee.*

*29 Meeting requirements for health and safety committees*

*A health and safety committee must meet–*

1. *Regularly at the times agreed by the members of the committee; but at least once every 3 months; and*
2. *At any other reasonable time on the request of a simple majority of members of the committee.*

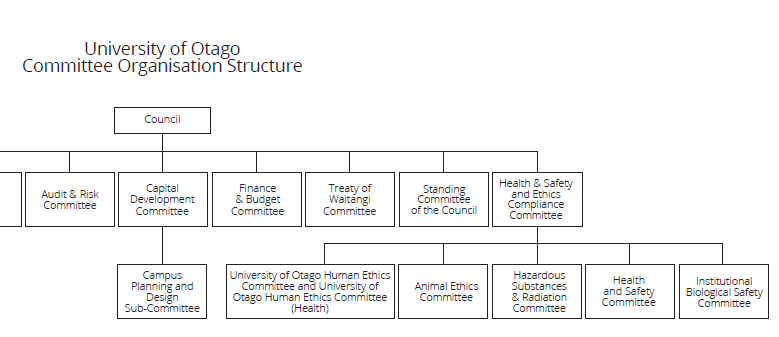
## 5b. Current Structure

### Operational Health and Safety Committee

The University of Otago has an Operational Health and Safety Committee reporting as a sub-committee to the Health & Safety and Ethics Compliance Committee, which reports to Council.

### Health & Safety and Ethics Compliance Committee

This Committee is chaired by a member of the University Council to review and recommend to the University Council on all matters relating to health and safety and ethical approvals. The structure is represented below:



## 5c. Revised Health and Safety Committee Structure

### Operational Health and Safety Committee

Two Operational Health and Safety Committees replace the previous Operational Health and Safety Committee. The terms of reference are attached as appendix 4. These committees will report directly to the Health & Safety and Ethical Compliance Committee, chaired by senior management with the required employee representation.

### Departmental Health and Safety Committees

Departmental committees are *optional* and can be arranged as suitable to the individual department. Suggested TOR/guidelines are attached as appendix 5.

# 6. Review and monitoring

This Worker Participation Framework will have an initial annual review by a subgroup lead by the Health and Safety Compliance Team, with Terms of Reference for the review process approved by the Health & Safety and Ethics Compliance Committee. Particular areas of focus will be the identification of work groups, Health and Safety Representative numbers and PINs raised. This review group may propose recommendations to improve the Framework.

# Appendices

### Appendix 1: Departmental Health and Safety Officer Job Description

**UNIVERSITY OF OTAGO**

**Te Whare Wananga o Otago**

**REVISED JOB DESCRIPTION 2017**

**JOB TITLE:** Departmental Health & Safety Officer (DHSO)

**TIME ALLOCATION:**

**DIVISION:**

**PRIME FUNCTION OF THE DHSO POSITION**

The Departmental Health & Safety Officer champions Health & Safety management practices and assists with implementing University Health &d Safety policies in the department in support of the Head of Department/Line Manager**.**

**MAIN OBJECTIVES**

* Manages, regularly reviews, and audits the department hazard/risk register.
* Ensures Head of Department and all staff are kept up to date with relevant Health & Safety policies.
* Completes Health & Safety inductions for new staff.
* Liaises with Health & Safety Compliance team on behalf of department.
* Maintains the Vault system (online IT system for Health and Safety).

**KEY TASKS**

***Hazard/Risk Management:***

* Maintains the department hazard/risk register.
* Monitors hazard management, including regular hazard/risk register reviews and audits.
* Identifies and researches practicable steps to eliminate or minimise hazards or risks.
* Reports on hazard management progress and refers significant hazards that require additional control to the HOD/Manager.
* Ensures all departmental staff and students have access to the hazard register.
* Performs incident investigations as per Health & Safety policy and reports any findings to the HOD/Line Manager and to the Health & Safety Team.

***Training, Education and Promotion:***

* Promotes initiatives on behalf of the University Health & Safety team.
* Is a Health & Safety information resource to departmental staff and students.
* Maintains departmental Health & Safety training and supervision records.
* Completes new staff Health & Safety inductions.
* Educates staff about hazard identification and reporting.

***Communication:***

* Meets regularly with HOD/Manager in relation to Health & Safety matters, including the status of hazard/risk and incident registers, and the Health & Safety training programme.
* Maintains departmental Health & Safety manuals, policies, and guidelines.
* Provides reports and assists with the internal Health & Safety audit, external ACC audit, and other Health & Safety audits as required.
* Facilitates employee involvement with management in relation to Health & Safety, e.g. staff meetings, divisional safety officers meetings.
* Liaises with staff, management, and the Health & Safety Compliance team.
* Represents department at Health & Safety meetings and liaises with departmental sector Laboratory Manager, Radiation Officer, Diving Officer, Boating Officer, and Property Services staff as required.

***Emergency Procedures:***

* Ensures department emergency procedures are in place and practised as necessary.
* Maintains an overview of emergency preparedness.

**RELATIONSHIPS**

**Directly responsible to:** Head of Department/Manager

**Supervision of:**

**Functional relationships:** UniversityHealth and Safety team

University Emergency Response Team, Emergency Wardens and First Aiders

H&S Representatives

DHSO network

Departmental staff

Property Services

**BUDGETARY RESPONSIBILITY**

**EXPECTED OUTCOMES**

* Department hazards and registers are effectively managed and documented.
* All reasonably practicable steps have been taken to eliminate or minimise hazards/risks.
* A departmental Health & Safety structure is in place and operating effectively.
* Additional support and expertise is sought for the management of hazards as required.
* The department complies with University Health & 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.
* The HOD/Manager is kept fully informed of any issues as they arise, so that they can fulfil their Health & Safety responsibilities.

**PERSON SPECIFICATION**

* Knowledge of New Zealand Health & Safety related legislation is desirable.
* Ability to analyse, interpret, and summarise information effectively.
* Excellent problem solving skills with the ability to make decisions independently or to escalate as appropriate.
* Flexible with the ability to work co-operatively as part of a team.
* Ability to differentiate public from confidential information.
* Proactive with the ability to develop effective working relationships with people at all levels and backgrounds.

### Appendix 2: Health and Safety Representative Position Description

Elected Employee Health & Safety Representative Position Description

**Functions of Health and Safety Representatives (from HSAW regulations, Schedule 2, Part 1, Section 1)**

The functions of a Health and Safety Representative for a work group are—

(a) to represent the workers in the work group in matters relating to health and safety;

(b) to investigate complaints from workers in the work group regarding health and safety;

(c) if requested by a worker in the work group, to represent the worker in relation to a matter relating to health and safety (including a complaint);

(d) to monitor the measures taken by the PCBU that are relevant to health and safety;

(e) to inquire into anything that appears to be a risk to the health or safety of workers in the work group arising from the conduct of the business or undertaking;

(f) to make recommendations relating to work health and safety;

(g) to provide feedback to the PCBU about whether the requirements of this Act or regulations are being complied with;

(h) to promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

For the purposes of the University of Otago, the working group further defines the Health and Safety Representative functions as:

i) to work with the Department Health & Safety Officer(s) (DHSO) in their area to create a positive environment towards Health & Safety.

ii) to attend training as agreed between the University of Otago and the representative.

The elected Health and Safety Representative may approach the University Health and Safety team at any time.

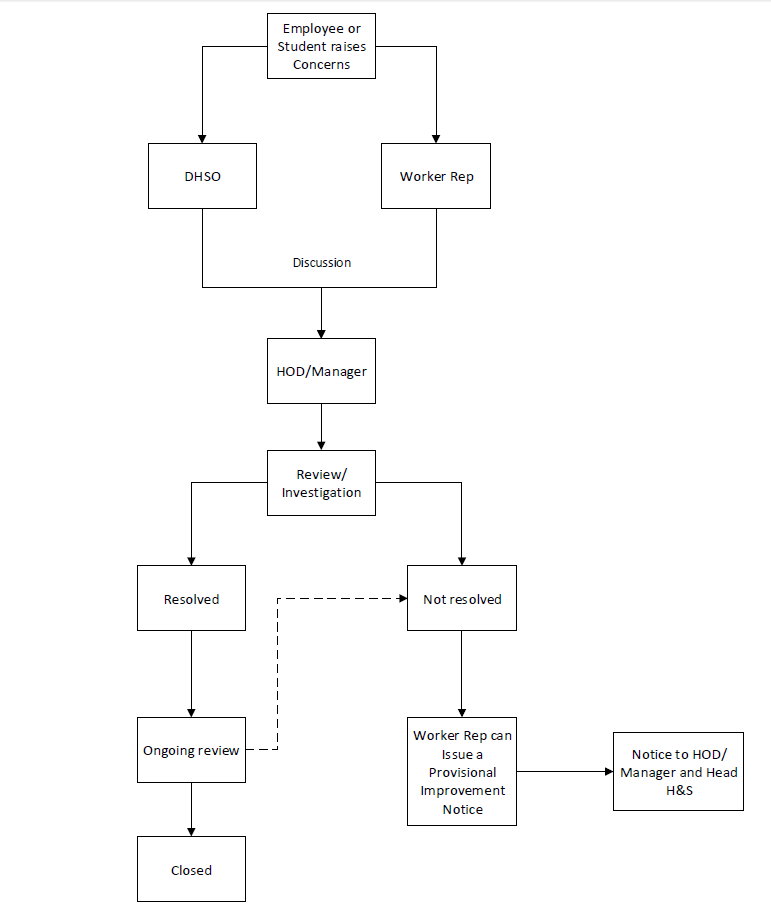
**Knowledge and Experience**

* An interest and awareness of Health & Safety (full training will be provided).
* An understanding of the Health & Safety challenges within the department/school/designated area is desirable.
* To be prepared to undertake appropriate training.

**Term:** The term of an elected Employee Health and Safety Representative will not exceed 3 years and a lesser period can be agreed. A Health and Safety Representative may be re-elected for any number of terms. If the PCBU agrees, the Health and Safety Representative remains in office until a successor to that representative is elected. An Health and Safety Representative may resign from office at any time by giving notice to the PCBU (Health and Safety Office). A Health and Safety Representative ceases to hold office if:

* he/she ceases to be a member of the work group that he/she was elected to .
* is removed from office under clause 17 of schedule 2 of HSAW.
* a simple majority of the members of the work group resolve that that representative should no longer represent the work group.

### Appendix 3: PIN Flowchart



## Appendix 4: Operational Health and Safety Committees

**OPERATIONAL HEALTH & SAFETY COMMITTEES**

**(Health Sciences and Sciences Divisions)**

**(Humanities, Commerce, and Operations Divisions)**

Terms of Reference

* To provide a mechanism of engagement in relation to workplace health and safety with Departmental Health and Safety Officers (DHSOs), Health and Safety Representatives (H&S Reps), students, and senior management;
* To identify and facilitate the development of University policies and practices in relation to the management of H&S matters, for approval by the Vice-Chancellor;
* To provide a forum for discussion of occupational H&S matters leading to policy development, work related health monitoring, provision of welfare facilities, hazard and risk controls, and the provision of training and information;
* To receive reports from divisions and committee members on H&S performance, issues, or system changes;
* To retain an overview of the workplace H&S hazards and risks, controls and compliance with those controls, and provide reports to senior management;
* To oversee the reported events, investigations, and corrective actions completed;
* To have the authority to make decisions regarding H&S on behalf of the PCBU;
* To report bi-monthly to the H&S and Ethics Compliance Committee, Council, and VCAG;
* To review identify the University’s H&S performance indicators for endorsement by the VC;
* To complete the ACC Partnership Programme self-assessment requirement in preparation for the ACC external audit.

Constitution

* Convenor (nominated by the VC, authorised to make H&S decisions on behalf of the PCBU)
* Two representatives from each division, nominated by the PVC
* Two DHSOs from each division, as nominated by the divisional DHSO group
* Four H&S Reps from each division, selected by employees
* Head, H&S Compliance (or delegate)
* Administrative support

### Appendix 5: Departmental Health and Safety Committee Guidelines

**Departmental Health and Safety Committee Guidelines**

Departments may have local Health and Safety Committees, providing a consultative forum for the discussion, resolution and implement at of Health and Safety issues.

**Membership**

Ideally a departmental Health and Safety Committee should have no more than 12 members including:

* A chairperson who is the head of academic/administrative until, or their representative
* The DHSO
* Any associated safety positions; DLM, radiation licensee, sector managers, etc.
* Health and Safety Representatives
* Post graduate student Representative

A departmental committee should comprise representatives drawn from the major activities and work groups in an area to achieve a balanced committee.

Appointment to the committee is a three year term.

Central Health and Safety team members can be invited to the committee meetings in an advisory capacity.

**Functions**

* Formulation and implementation of Health and Safety improvement strategies for the area including consideration and implementation of Health and Safety policy procedures, guidelines and programs.
* Promotion of a strong Health and Safety culture in the area through regular communication and consultation, promotion of improvements and highlighting specific hazards or incidents.
* Review and analysis of injury/incident statistics and reports, implementation of recommended preventive actions and prevention strategies.
* Monitoring Health and Safety performance through regular inspections, trial evacuations, induction of new staff and students, training of staff and students.
* Monitoring Health and Safety legislative compliance of the area including that a risk management approach is taken and in particular to new activities, tasks, research and equipment.
* Supporting and assisting the work of DHSOs and reps, and specialist Health and Safety rules.

**Meetings**

Before each meeting notice of the meeting must be circulated to the staff and students in the area, requesting agenda items and/or issues for discussion. Items submitted must be included in the agenda of the meeting and the proposer invited to the meeting for the discussion of the item.

Minutes of the meetings must be:

* Kept in accordance with University record keeping procedures;
* Made accessible;
* Only assessable to staff and students of the University of Otago when posted on the web site;
* Sent to the central Health and Safety Team as soon as possible after the meeting;
* Minutes may be circulated to the committee members electronically;
* A list of H&S committee chairs is available on the Health and Safety Web site.

# DHSA/DHSOs Division of Commerce (Otago Business School)

|  |  |  |
| --- | --- | --- |
| Department | DHSA/DHSO | Risk |
| Accountancy and Finance | DHSA | Low |
| Executive Programmes | DHSA | Low |
| Commerce Division Office | DHSA | Low |
| Economics | DHSA | Low |
| Information Science | DHSA | Low |
| Management | DHSA | Low |
| Tourism | DHSO | High |
| Marketing | DHSA | Low |

# Humanities Division – DHSO/DHSA

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| Anthropology & Archaeology | DHSO | High |
| Classics | DHSA | Low |
| College of Education | DHSA | Low |
| Centre for distance education and learning technologies | DHSA | Low |
| Educational Assessment Research Unit | DHSA | Low |
| Education Support Services | DHSA | low |
| English and Linguistics | DHSA | Low |
| Centre for Irish and Scottish studies | DHSA | Low |
| Geography | DHSO | High |
| Centre for Sustainability | DHSA |  |
| History and Art History | DHSA | Low |
| Languages and Culture | DHSA | Low |
| Faculty of Law | DHSA | Low |
| Media, Film and Communication | HDSA | Low |
| Music, Theatre and Performing arts | DHSO | High |
| National Centre for Peace and Conflict Studies | DHSO | High |
| Philosophy  Politics | DHSA  DHSA | Low  Low |
| Sociology, Gender and Social Work | DHSA | Low |
| Te Tumu | DHSA | Low |
| Theology  Religion | DHSA  DHSA | Low  Low |

# Science Division – DHSO/DHSA

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| Centre for Materials Science and Technology | DHSO | High |
| Centre for Science Communication | DHSA | Low |
| Botany | DHSO | High |
| Chemistry | DHSO | High |
| Computer Science | DHSA | Low |
| Food Science | DHSO | High |
| Geology | DHSO | High |
| Human Nutrition | DHSO | High |
| Marine Science | DHSO | High |
| Mathematics and Statistics | DHSA | Low |
| Physics | DHSO | High |
| Psychology | DHSO | High |
| Zoology | DHSO | High |
| School of Physical Education, Sport and Exercise Sciences | DHSO | High |
| Surveying | DHSO | High |

# Academic Division – DHSO/DHSA

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| Distance learning | DHSA | Low |
| Higher Education Development Centre | DHSA | Low |
| University Library | DHSO | High |
| Pacific Development | DHSA | Low |
| Quality Advancement | DHSA | Low |
| Summer School | DHSA | Low |
| Continuing Education | DHSA | Low |
| Student and Academic Services Office | DHSA | Low |
| Career Development | DHSA | Low |
| Disability Information and support | DHSA | Low |
| Maori Centre | DHSA | Low |
| Pacific Islands Centre | DHSA | Low |
| Proctor and Campus Watch | DHSO | High |
| Recreation Services | DHSO | High |
| Student Health | DHSO | High |
| Te Whare Tawharau | DHSA | Low |
| Volunteer Centre | DHSA | Low |
| Chaplain | DHSA | Low |
| ID Cards | DHSA | Low |

# DHSA/DHSOs Health Sciences Division

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| Divisional Administration | DHSA | Low |
| Bioethics Centre | DHSA | Low |
| Faculty of Dentistry | DHSO | High |
| Otago Medical School | DHSA | Low |
| Dunedin School of Medicine (office) | DHSA | Low |
| School of Biomedical Sciences Administration | DHSA | Low |
| School of Pharmacy | DHSO | High |
| School of Physiotherapy | DHSO | High |
| General Practice and Rural health (office) | DHSA | Low |
| Medicine | DHSO | high |
| Pathology | DHSO | high |
| Preventive and Social Medicine | DHSA | Low |
| Psychological Medicine | DHSA | Low |
| Surgical Sciences | DHSO | High |
| Women’s and Children’s health | DHSA | Low |
| Anatomy | DHSO | High |
| Biochemistry | DHSO | High |
| Microbiology and Immunology | DHSO | High |
| Pharmacology and Toxicology | DHSO | High |
| Physiology | DHSO | high |
| Christchurch Campus | | |
| Variety of Departments | H&SC Advisor + DLM | high |
| Wellington Campus | | |
| Variety of  Departments | H&SC Advisor + DLM | high |

# DHSA/DHSOs Financial Services Division

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| CFO office | DHSA | Low |
| Financial Accounting Services | DHSA | Low |
| Management Accounting Services | DHSA | Low |
| Procurement | DHSA | Low |
| Systems and Data | DHSA | Low |

# DHSA/DHSOs External Engagement Division

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| Alumni and Friends | DHSA | Low |
| Auckland Office | DHSA | Low |
| Communications | DHSA | Low |
| International Office | DHSO | High |
| Marketing | DHSA | Low |
| Schools Liaison | DHSA | Low |
| Undergraduate Entrance Scholarships | DHSA | Low |

# DHSA/DHSOs Human Resources Division

|  |  |  |
| --- | --- | --- |
| Department | DHSO/DHSA | Risk |
| HR | DHSA | Low |