

POLICY **HEALTH AND SAFETY** **(13.011)**

POLICY

Northland Polytechnic is committed to the provision of a healthy and safe working environment for staff, students and others that may be affected by our activities.

PURPOSE

The purpose of this policy is to provide a framework for the management of Health and Safety throughout the organisation and to ensure there is a process for injury management of those injured in the workplace, and support for the appropriate rehabilitation of staff back into work; to ensure the best available health and safety management processes are established, maintained and regularly reviewed for continuous improvement.

To do this Council, Management and Staff are expected to abide by the requirements of the Health and Safety in Employment Act 1992 in that they ensure that nothing that they do or fail to do causes harm to any person in the workplace. Health and safety is the business of the entire Northland Polytechnic community. Consequently there is a need for the delegation of health and safety duties and the promotion of strategies and procedures to achieve compliance with this and related legislation.

APPLICATION AND SCOPE

It is the responsibility of every member of the Northland Polytechnic community to accept personal responsibility for promoting the safety and well being of themselves and those involved in, or affected by, Northland Polytechnic's activities which includes all staff, students, contractors and visitors at all sites and activities undertaken in the course of our operations.

DEFINITIONS

- *Health and Safety*
Issues related to the acute damage caused by physical environment and ill-health caused by work (occupational health)

COMPLIANCE OBLIGATIONS

- *Health and Safety in Employment Act 1992, its amendments, Codes of Practice, guidelines and associated legislation*
- *Injury Prevention, Rehabilitation and Compensation Act 2001, its amendments and associated legislation*

Accountability	Chair of Council
Approval dates	August 2010
Next Review	August 2013

PROCEDURES AND GUIDELINES

1.0 The Northland Polytechnic Council has overall responsibility for health and safety, with the Chief Executive being responsible for the effective management of health and safety within Northland Polytechnic operations to ensure that:

- 1.1 Resources are made available.
- 1.2 Health and Safety objectives and performance criteria for all managers and work areas are met.
- 1.3 Appropriate best practice policies and procedures are implemented and reviewed regularly.
- 1.4 Our obligations under legislation, regulations, and codes of practice, standards or industry guidelines are met.
- 1.5 Responsibility is given to managers, supervisors of staff and students, and others in positions of responsibility to manage health and safety in their areas.

2.0 The Chief Executive's Senior Management team shall:

- 2.1 Maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards.
- 2.2 Review and monitor the hazard management programme to take into account of changing conditions and circumstances within the workplace, and ensure appropriate records are kept.
- 2.3 Ensure all employees and Safety Representatives have the opportunity to participate in the development of health and safety practices.
- 2.4 Ensure that employees and contractors are trained, supervised and provided with information to undertake their duties safely.
- 2.5 Ensure all personal protective equipment needed to secure health and safety is provided to employees and that they are adequately trained in its proper use, maintenance and storage.
- 2.6 Actively support the safe and early return to work of injured employees.
- 2.7 Encourage all staff to set a high standard of health and safety management by personal example.
- 2.8 The above will be accomplished by:
 - 2.8.1 The establishment and operation of a Health and Safety Committee overseen by the Director Corporate Services or delegated nominee.
 - 2.8.2 The use of Health and Safety Representatives elected by staff and unions who are trained under Section 19C of the Health and Safety in Employment Act 1992.

3.0 Managers/Supervisors shall:

- 3.1 Comply and ensure compliance of their staff with all relevant health and safety legislation, standards and codes of practice.

- 3.2 Consult and involve staff and others in health and safety matters and encouraging their active participation to enable a safe and healthy work environment to be provided.
- 3.3 Ensure that all equipment, substances and work systems used are suitable for their intended purposes and take all reasonable and practicable steps to meet safety requirements.
- 3.4 Ensure that adequate training, information, instruction and supervision is provided.
- 3.5 Ensure that contractors and visitors are made aware of safety procedures.
- 3.6 Ensure a prompt response to any health and safety issues brought to their attention.
- 3.7 Ensure that all accidents and incidents are investigated and reported promptly and accurately to the Health and Safety Officer or the Organisational Development Manager.
- 3.8 Ensure that health and safety objectives and responsibilities are included in individual role descriptions and are reviewed annually.
- 3.9 Undertake training and / or instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

4.0 Employees shall:

- 4.1 Follow health and safety processes and rules.
- 4.2 Immediately notify and bring to the attention of managers any concerns about health and safety including hazards and injuries.
- 4.3 Report accidents and incidents accurately within 24 hours.
- 4.4 Be pro-active and support health and safety initiatives.
- 4.5 Participate in health and safety training and the hazard management programme.

5.0 Tutors shall:

- 5.1 Provide information and training for students in accordance with the hazard management programme.

6.0 Hazard Management Programme

The Hazard Management Programme is an effective system to identify hazards and to assess control, monitor and evaluate risk controls at Northland Polytechnic. It includes but is not limited to:

- 'Risk Assessment Management' forms (RAMS forms);
- Safe Operating Procedures;
- Hazard Registers;
- Risk Assessments;
- Job Safety Analysis.

KEYWORDS

Health and Safety
Hazard Management Programme
RAMS Forms

Emergency Management
Injury Management
Serious Harm

SIGNED: *V Dark* **Date:** 10.8.10
Chair
Council

2010