

## HEALTH & SAFETY POLICY

<b>Section</b>	University Management
<b>Contact</b>	Risk Manager
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<b>Next Review</b>	December 2017
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### Vision:

We will provide the very best healthy and safe, working and learning environment for our staff and students.

### Safety Policy:

- 1.0 The University believes that:
  - 1.1 Health and safety is ranked equal with the University's primary aims and objectives (including financial), and is to be integrated with all functions in the University.
  - 1.2 Incidents which may cause harm are preventable.
  - 1.3 While leadership has ultimate accountability, responsibility for health and safety is with everyone who works, studies, visits, or has business on University sites.
  - 1.4 Staff, students, and contractors have a responsibility to take care of their own health and safety, and that of others around them, including undertaking a risk assessment; adopting sound work practices to avoid injury or illness; stopping any activity they reasonably believe will cause injury or illness; and engaging actively with Massey University treatment and rehabilitation plans, to ensure an 'early and durable return to work'.
  
- 2.0 To ensure a safe and healthy working and learning environment, the University will;
  - 2.1 Maintain and continually improve the Health and Safety Management Systems and processes.
  - 2.2 Take reasonably practicable steps to ensure health and safety of staff, students, contractors, and others at the University from work and study by proactively identifying and managing hazard risk and unsafe behaviors.
  - 2.3 Set, monitor and report on health and safety performance.
  - 2.4 Evaluate and recognize health and safety performance of staff, students and contractors.
  - 2.5 Consult and actively promote participation with staff, students and contractors to ensure they have the training, knowledge, skills, supervision and resources to maintain a health and safe working and learning environment.
  - 2.6 Accurately report and learn from reported incidents, injury and illness.
  - 2.7 Support the safe and early return to study or work of injured students and staff, through rehabilitation.
  - 2.8 Design, construct and operate Campus facilities so they protect people and property.

- 2.9 Require all contractors and workers to demonstrate the same commitment to achieving excellence in safety performance including contractors complying with the minimum standards reflected in University Policy.
- 2.10 Comply with relevant legislation, regulations, codes of practice and industry standards.

### Detailed health and safety policy statements:

3. In addition to the general obligation for all work areas to identify hazards of all kinds and put in place controls to prevent harm from those hazards, the University position on specific types of hazard risks and the required controls and other relevant obligations are categorized and listed below:

#### Work organization

- 3.1 Staff responsibilities: It is responsibility of every staff member to discharge applicable safety policy: See [Policy on Staff Conduct](#). This includes the early reporting of any pain or discomfort and ensuring that all accidents, incidents and unsafe conditions are reported to the appropriate person.
- 3.2 Management responsibilities: It is the responsibility of every manager to discharge the safety policy. See [Health and Safety Guidelines for Minimum Compliance](#) for more detail.
- 3.3 Supply of, consultation, design and services: The University is expected to adhere to the duties assigned to: designers, manufacturers, importer, suppliers, installers, constructors, or commissioner of plant substances and structures. The Health and Safety at Work Act 2015 explains these in further detail.
- 3.4 Academic responsibilities: Academic staff members are responsible for the implementation of health and safety within their realm of responsibility for learning, teaching, research, and knowledge transfer. To the extent that staff have control over students or activities they also have responsibilities to protect anyone who may foreseeably be harmed. See [Health & Safety Responsibilities for Academic Staff Guidelines](#) for more detail.
- 3.5 Consultation, cooperation and coordination with other organisations: Where more than one organisation has health and safety responsibilities (or duties) then consultation, cooperation and coordination with other relevant and appropriate organisations must occur. See consultation guideline
- 3.6 Contractors providing services: All contractors are to be evaluated, inducted, and monitored to ensure protection of staff and students. All contract arrangements are to include consultation, cooperation and coordination of duties including who is responsible for implementation of hazard controls. See [Contractors Health and Safety Procedure](#) for detail.
- 3.7 Working after hours or alone: Supervisors are to be aware of lone and after hours work, use a risk-based approach for approval and appropriate alternative support for security and emergency systems. See [Working After-hours or Alone procedures](#).
- 3.8 Workload; Workloads are to be reasonable, safe and equitable. See [University Workload Policy](#)
- 3.9 Reporting incidents, illness and injury: All incidents (including those that could cause harm) must be reported, investigated and recorded on central incident register. All notifiable events are to have the

site preserved, Regulator notified and to be fully investigated. See [Incident reporting processes](#) for steps.

- 3.10 Stopping work for safety reason: Staff members can refuse to do work that they believe poses a serious risk to their health and safety. See [Working in an unsafe situation procedure](#) for processes on stopping work.

## People

- 3.11 Manager and Staff development: Development of academic and professional services managers and staff to increase their knowledge, skills, expertise and potential in safety matters is provided to enhance individual and team performance in their current roles and to prepare them for future roles, to support the strategic direction of the University. See [Manager and Staff development Policy](#).
- 3.12 Harassment. The University does not tolerate harassment. See [Harassment and Discrimination at work policy](#).
- 3.13 Providing personal protective equipment: The employing unit will provide, and maintain in good condition personal protective equipment required by employees. See [Providing Personal Protective Equipment guideline](#) for more detail and student requirements.
- 3.14 Monitoring of staff health: The employing unit shall at its expense provide preventative health measures; assess environmental occupational hazards and health effects on staff; and provide pre and exit baseline monitoring. See [Monitoring Staff Health Procedures](#) for processes.
- 3.15 See [Policy and procedures on Pre-employment Checks for Prospective Appointees](#) for pre-employment health monitoring requirements.
- 3.16 Infectious conditions: There shall be no discrimination for people with an infectious disease unless there is clinically based transmission risk to other staff or students. See [Infectious Disease Guidelines](#) on Health and Safety web site for information on specific conditions.
- 3.17 Participation in safety process: There will be an agreed Health and Safety Consultative Committee, Campus and/or discipline committees, and elected health and safety representatives to actively promote participation and consultation with staff and students on health and safety matters. See [Employee Participation Agreement](#) for committee and elected representative functions.
- 3.18 Rehabilitation: See Rehabilitation Procedure to support the safe and early return to study or work of injured students and staff. Staff will take an active role in Massey University treatment and rehabilitation plans, to ensure an early and durable return to work.

## Workplace

- 3.19 Workplace environment, plant, and equipment: A system for proactively identifying, assessing risk and managing hazards will be used to include health and safety in work design. The existing [Management of Hazards](#) outlines the process for hazard risk management.
- 3.20 Working at height: The Working from Heights Procedures applies to all use of: step and extension ladders, roof access, scaffolds, work platforms, mobile scaffolds, mechanical access plant, mobile elevated work platforms (eg cherry pickers, scissor lift), access ladders and crawl boards, rope and

harness systems. High risk work from heights additionally requires a Permit To Work prior to working at height as explained in “Working from Heights Procedures”.

- 3.21 All-terrain vehicles: users of Massey owned ATVs and motor bikes are required to comply with the [procedures for safe use](#).
- 3.22 Driving: Drivers of University Vehicles are to be suitably qualified, trained, and in a fit state to ensure their own safety and that of others. See [Driving procedure](#) for requirements.
- 3.23 Smoking: All University workplaces, grounds and vehicles are totally smoke free, with the exception of designated smoking areas. The University has a goal of becoming fully smoke-free within the term of this Policy. See [Smoke-free procedure](#) for the process for dealing with complaints.
- 3.24 Children: Children must be accompanied by an adult and closely supervised. See [Children on Campus procedure](#) for further detail.
- 3.25 Firearms: Firearms are strictly forbidden unless the Campus Registrar (or equivalent) or Director of Agricultural Services in case of farms has given a prior written University permit. See [Firearms procedure](#) for more information.
- 3.26 Electricity: Staff undertaking electrical work must have appropriate practicing certificate and equipment checked for safety. See [Electrical safety procedure](#) for responsibilities and requirements.
- 3.27 Dogs on campus: Except for disability assist dogs, dogs which are patients at the veterinary clinic, security dogs or work dogs on University farms, dogs are not permitted on University property or University buildings. The [Dog procedure](#) details hazard risk from dogs.
- 3.28 Use of remotely piloted aircraft, unmanned aerial vehicles (RPAS), and drones at the University requires an RPAS permit issued by the Campus Registrar in consultation with Facilities Director (or equivalent). Permits may be issued at a programme or research project level for the duration of the programme/project without multiple, per-occasion applications. The applicant will need to demonstrate an understanding of the CAA requirements in relation to the proposed use and their competence as an RPAS operator. The steps for RPAS permit are detailed in the procedure for safe use outside remotely piloted aircraft systems (RPAS).
- 3.29 Procurement: Hazard assessment for new or modified equipment, material, service or new work process must be completed prior to purchase. See [Safety Procurement procedures](#) for health and safety procurement specifications.
- 3.30 Hazardous substances: The use, synthesis, or importation of hazardous substances for teaching and research will be managed using the requirements of the Code of Practice (CoP) for CRI and University Exempt Laboratories. All other hazardous substances manufactured, imported, used, field tested or sold must be approved substances and subject to the Hazardous Substances and New Organisms Act (HSNO Act) regulatory requirements. The [Hazardous Substances Use, Synthesis, Purchase and Importation procedure](#) contains steps on requirements.
- 3.31 Radiation; The risk of exposure to radiation from any radionuclides and irradiating apparatus is kept As Low As Reasonably Achievable (ALARA), and requirements of New Zealand radiation protection legislation, regulations, associated MoH Codes of Safe Practice (CSP) and guidance material are to be followed. All radiation work is to be coordinated and monitored by implementing the procedures in the Massey University Radiation Safety Manual (MURSM).

- 3.32 Genetic Modification of Organisms (GMO): The importation, development of GMOs must only take place with approval gained through the Genetic Technology Committee (GTC) of Massey University as the institutional biological safety committee for low risk work or Environmental Protection Agency. See [Genetic Modification of Organisms procedure](#) for more information on the two pathways.
- 3.33 Infectious, pathogenic or zoonotic organisms. Principle investigators and laboratory/collection managers are responsible for assessing and minimizing the associated hazards from infectious, pathogenic or zoonotic organisms used at Massey University. See [Infectious, Pathogenic or Zoonotic Organism's procedure](#) for steps to achieve these requirements.
- 3.34 New organisms. All work with new organisms (including genetically modified organisms) and restricted biological products is to only be undertaken in appropriate facilities. See [New Organisms and Restricted Biological Products procedure](#) for requirements.

## Definitions:

In this document the following terms are used to convey health and safety requirements:

### Agreement

A contract detailing arrangements between two parties, in the context of safety participation the agreement is between the University and its staff associations.

### Procedure

Established steps or methods that must be performed to obtain a specified outcome or output. Describes the steps to be performed to obtain a specified outcome or output. Establishes the purpose of the activity and who is responsible for the action. Communicates acceptable practice and sets boundaries.

### Processes

Workflows which may involve a number of steps and hand-offs between various parties. Processes support large volume workflows and may be expressed at a broad or detailed level. Participants may be within or without the institution.

### Guideline or Manual

A series of steps, factors or considerations that should be worked through when making decisions or coming to conclusions on matters that are subjective in nature or have complex legal requirements to be met. Guidelines assist and guide people to achieve tasks using a recommended course of action or in consideration of an agreed set of principles.

### Staff

For the purposes of this Policy, staff includes “workers” as defined by the Health and Safety at Work Act 2015. That is, staff includes: employees, contractors, subcontractors, contractors employees, employee of labour hire organisations, outworker (or working at home), apprentices, trainees, those gaining work experience, interns, volunteers, helping the university in any capacity, except in the following situations:

- volunteers participating in fund raising,
- volunteers assisting with sports or recreation,
- volunteers assisting the university off campus.

### Organisation

Organisation in this policy means a Person Controlling a Business or Undertaking (PCBU). PCBU is defined in the Health and Safety at Work Act 2015. Massey University is a PCBU. PCBU's are other organisations and companies including self-employed.

### **Scope: (Internationalisation)**

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The Health and Safety Policy applies to workers who represent Massey University anywhere in any workplace. In International jurisdictions controlled by other authorities Massey workers will need to follow this policy in their accountabilities to Massey and the requirements of the Country in which they are operating. International partners will need to follow the Massey policy requirements in protecting Massey workers, but Massey workers can't impose Massey policy and process on International partner's in the way they work with their workers.

### **Audience:**

Every manager, staff member, student, visitor or person at Massey University.

### **Relevant Legislation:**

Health and Safety at Work Act 2015

Injury Prevention, Rehabilitation Compensation Act 2001

Hazardous Substance and New Organisms Act 1996

Radiation Protection Act 1986

BioSecurity Act 1993

Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques (AS/NZS 4804:2001)

### **Legal Compliance:**

Statutory requirements for University, managers, staff members, students, visitors or persons with business at Massey University, are detailed in the above policy statements. It should be noted that in the event of non-compliance criminal penalties can be assigned to, individual staff, the University or it's Council.

### **Related Procedures and Documents:**

See hyperlinked documents in section 3.

### **Document Management Control:**

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