

HEALTH AND SAFETY MANAGEMENT FRAMEWORK

Section	People and Culture
Contact	Health, Safety and Wellbeing
Last Review	November 2018
Next Review	September 2019
Approval	C18/136

Purpose:

The purpose of this document is to outline the management system framework employed at Massey University to ensure a consistent and effective approach to managing health and safety across all of the University's operations and activities. The health and safety management system framework contributes to the Universities overall management system, provides a platform for achieving our health and safety strategic objectives, and supports global good practices and compliance with relevant legislation.

Scope:

This document, and the framework that it describes, applies to Massey University including its operations, ventures and enterprises. It applies to the way we manage health and safety, however excludes the management of wellbeing.

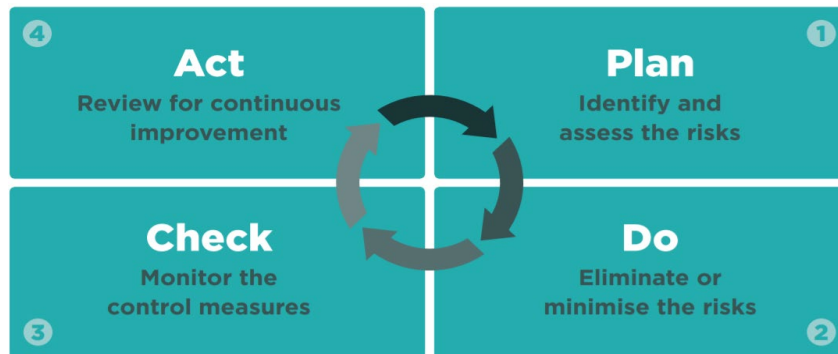
Health and Safety Management System Principles

Massey University's health and safety management system is based on the principles and elements contained in ISO 45001:2018 and AS/NZS ISO 9001:2016 which support global best practice for ensuring all reasonably practicable steps are undertaken in regards to the management of workplace health and safety.

Designing a health and safety management system aligned to these Standards enables us to demonstrate compliance with the Health and Safety at Work Act 2015 and associated legislation, and to model continuous improvement.

The concept of continual improvement is dynamic, adaptive and cyclic often summarized as "Plan-Do-Check-Act"

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Massey University Health and Safety Management System (HSMS) Framework

The commitments made in the Health, Safety & Wellbeing Charter and Policy sit at the heart of how we approach health and safety, with an underlying philosophy of making health and safety management simple, flexible and with our people at the centre of everything we do.

Within the framework itself, the following will be provided by the Health, Safety & Wellbeing team:

- Standards which set out clear expectations and accountabilities for the minimum level of control or action required in response to certain risks or activities;
- Clear, simple, and plain-language health and safety procedures which will communicate how Massey University will undertake certain health and safety management obligations;
- Tools, templates and guidance material to assist our people to manage health and safety for the activities that they undertake, and the areas in which they work.

Additional tools, guides and instructions may be managed locally and developed in consultation with those people who do the work. These tools may take the form of standard operating procedures (SOP), work instructions, safety plans and/or manuals.

The diagram below describes how all the various components of the health and safety management framework are arranged and interact, as well as an indication of where these documents are owned and managed.

HEALTH AND SAFETY MANAGEMENT FRAMEWORK

Governance	University Council Health, Safety & Wellbeing Charter		Approved by Senior Leadership Team and Council
	Health, Safety & Wellbeing Policy	Health & Safety Management Framework	
Policy	Health and Safety Management Procedures		Approved by Health Safety & Wellbeing Director
	Health and Safety Standards		
Auditable Elements	Common forms, guidance, templates	Communication Tools	Approved by Health Safety & Wellbeing Director
	Topic guidance, helpful links, FAQs	Guidance, instructions, local interpretation of Standards	
Central / Shared	Local manuals, plans and signs	Equipment SOPs, Job Task SOPs	Locally Controlled
Local			

Massey University Health and Safety Management System Review

The cornerstone to delivering a world class HSMS is the check and review step. Management review is an opportunity to ensure the HSMS continues to reflect system leadership and effectiveness, aligns with other management systems, and fosters a culture of care.

The review will consider the performance of the framework and its associated procedures and systems, the context of Massey University's operations and University strategy, and consideration of any relevant legislative changes.

This review will be carried out every two years by the director of health safety & wellbeing, with the involvement of members of the Senior Leadership Team and Massey University Council.

Findings and recommendations will be communicated to workers, and Health and Safety Representatives.

Relevant Legislation

Health and Safety at Work Act 2015, and associated regulations

Related Procedures

Health, Safety & Wellbeing Policy