

## Health, Safety and Wellbeing Policy

<b>Nōnahea i Whakarerekē   Last Modified</b>	December 2021
<b>Rā Arotake   Review Date</b>	September 2024 <b>(Policy is currently under Active Review)</b>
<b>Mana Whakaae   Approval Authority</b>	University Council
<b>Āpiha Whakapā   Contact Officer</b>	Director of Health and Safety – People, Culture and Campus

### Kupu Whakataki | Introduction

This policy outlines what the Te Whare Wānanga o Waitaha | University of Canterbury does to keep everyone safe and healthy in the workplace and that their well-being is being considered.

### Kaupapa Here | Policy Statement

Te Whare Wānanga o Waitaha | University of Canterbury is committed to creating a workplace which supports excellence in health, safety, and wellbeing practice to create a safe and inclusive environment that enables our staff and students to succeed and thrive.

This policy applies to all University workplaces and everyone who is either working for or at the University, visiting the University, or is a student of it and requires that everyone demonstrate attitudes that reflect respect, care, and regard for each other when undertaking their activities.

To ensure, so far as is reasonably practicable that the health, safety, and wellbeing of everyone is not put at risk from the work or other activities carried out as part of the University's operations, the University shall:

- Assign clear responsibilities throughout the organisation for the governance and management of health and safety and communicate these.
- Eliminate hazards and reduce health and safety risks.

- Demonstrate excellent health, safety, and wellbeing practice with legal compliance as a minimum.
- Consult, cooperate and collaborate with third parties and contractors where we have overlapping health and safety duties.
- Provide and maintain safe facilities, accommodation, plant, equipment, and systems, and seek to ensure safety is embedded in our design approach and at the heart of decision making.
- Ensure hazardous substances are used, stored, and disposed of safely.
- Consult and work in partnership with our people and their representatives to collaboratively learn and optimise our health, safety performance.
- Ensure that people have the relevant information, training, skills, and resources to work and learn safely.
- Prevent ill health and injuries by managing risks, monitoring the health, safety and wellbeing of our people and environment, and supporting people to return to work or learning following injury or illness.
- Be prepared for emergencies, deliver effective business continuity, and ensure emergency procedures are communicated.
- Require accurate reporting, notification, and investigation of hazards, near misses and incidents, unsafe practices and conditions, and nonconformities, and take appropriate action using the “just culture” model to maintain health and safety, including
  - stopping any unsafe activity,
  - establishing organisational health, safety, and wellbeing objectives,
  - consistently monitoring our health and safety performance, to identify trends, and
  - seeking opportunities to improve whilst actively managing health and safety risks.
- Review this policy along with the health and safety management system periodically and undertake positive assurance exercises, such as internal and external audits, inspections and learning reviews.
- Recognise and reinforce positive behaviours, practices and celebrate success.

## **Health, Safety and Wellbeing Duties**

The University Council as the governing body of the University is ultimately accountable for the health and safety of everyone, but every member of the University community has responsibility for health, safety, and wellbeing.

The effective delivery of this policy requires everyone to take personal responsibility for health, safety, and wellbeing to the extent to which they can influence and control matters.

## **Everyone's Duties**

Everyone must, so far as they are reasonably able to:

- take reasonable care for your own health, safety, and well-being;
- take reasonable care that your acts or omissions do not adversely affect the health, safety, and wellbeing of others;
- comply with this policy and any other policies, procedures, or reasonable instruction given by the University in relation to health, safety, and wellbeing;
- promptly and accurately report hazards, near misses and incidents, unsafe practices, or conditions, and take appropriate action to maintain health and safety; and
- attend health and safety training, as required by the University.

## **Officers' Duties**

As officers of the PCBU, the University Council, the Vice-Chancellor, and members of the Senior Leadership Team within their areas of responsibility must also

- acquire and keep up-to-date knowledge of health, safety and wellbeing matters for the University;
- understand the nature of the University's operations and of the associated hazards and risks;
- ensure the University has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health, safety, and wellbeing;
- ensure that the University has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information that align with a "just culture";
- ensure that the University Council, Council committees, and Management committees receive regular reports from management regarding health and safety performance and issues; and
- ensure that the University has, and implements, processes for complying with any duty or obligation; and verify the provision and use of the above resources and processes through reviews and audits.

## **Reporting Incidents and Addressing Behaviour Inconsistent with this Policy**

Everyone is required to report incidents, near misses, and mistakes/errors promptly so that the University can take action to improve its health and safety policy, system, or processes.

It is important that people can report mistakes without fearing the consequences of reporting. Using a "just culture" model, it is unlikely that the University would take disciplinary action

against anyone that proactively reports an incident, near miss or error/mistake and cooperates fully throughout any investigation or corrective action process.

The actions of an individual that lead to an incident, near miss error/mistake will be assessed considering both the experience and training of that individual, and the systems in place to respond to such behaviours.

However, reckless violations and deliberate acts that has or could have led to an injury **are not tolerable**. If the University determines that a staff member's or student's behaviour was deliberate or reckless, or a staff member or student refuses to cooperate with the University's investigation or corrective action process, then these will be treated as serious matters and addressed in accordance with applicable policies, regulations and contractual terms and conditions.

## Tautuhinga | Definitions

**Everyone** – collectively means staff, students and anyone else such as a visitor.

**Officer/s**– has the same meaning as in the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#). In regards to the University, this includes members of the University Council, the Vice-Chancellor and the Senior Leadership Team (SLT) members for their areas of responsibility.

**Person conducting a business or undertaking (PCBU)** – means a person conducting a business or undertaking alone or with others, whether for profit or gain.

**Reasonably practicable** – means something which is, or was, at a particular time, reasonably able to be done in relation to ensuring safety and wellness, considering all relevant matters.

**Staff or staff member** – for the purposes of this policy means “worker” which has the same meaning as set out in [S 19 Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#). “Staff” or “staff member” extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns, and volunteer workers.

**Student** – for the purposes of this policy, means “learner” which has the same meaning as set out in the [Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021 \(domestic and international\) \(Ministry of Education website\)](#)

**Wellbeing** – means the state of complete physical, emotional, mental, and social health; not merely the absence of disease, illness, or injury.

## He kōrero anō | Related Documents and Information

### Whakaturetanga | Legislation

- [Accident Compensation Act 2001 \(New Zealand Legislation website\)](#)

- [Hazardous Substances and New Organisms Act 1996 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017 \(LI 2017/131\) \(as of 24 June 2021\) Contents \(New Zealand Legislation website\)](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016 \(New Zealand Legislation website\)](#)

### Te Pātaka Kaupapa Here | UC Policy Library

- [Staff Code of Conduct \(PDF, 418KB\)](#)
- [Student Code of Conduct \(PDF, 303KB\)](#)

### Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet

- [Combined Unions & University of Canterbury Agreement on Employee Participation in Health & Safety \(University Human Resources intranet\) \(Staff Only\)](#)

### Mōwaho | External

- [Building a Just Culture - Health and Safety Guide \(E tū website\)](#)
- [Laws and Regulations \(WorkSafe New Zealand website\)](#)
- [Worksafe \(WorkSafe New Zealand website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Converted document to new template.	Policy Unit	Oct 2013
1.01	Document review date extended.	Policy Unit	Mar 2014
2.00	Comprehensive review; updating of hyperlinks.	Vice-Chancellor	Aug 2014
3.00	Scheduled review by Contact Officer.	Vice-Chancellor	May 2015
4.00	Scheduled review by Contact Officer; new legislation prompted comprehensive review.	Vice-Chancellor	Apr 2016
5.00	Scheduled review by Contact Officer, minor changes only.	Vice-Chancellor	Apr 2017
6.00	Scheduled review by Contact Officer, no changes to content.	Policy Unit	Feb 2018
6.01	Updating of broken HR advisor link.	Policy Unit	May 2018

7.00	Scheduled review by Contact Officer, minor changes, alignment of language with H&S legislation, inclusion of wellbeing in the document.	Vice-Chancellor	July 2019
8.00	Review by Contact Officer. Language amended to be non-binary. Removal of reference to Canterbury Safety Charter, and update to internal website reference. Ratified by SLT on 29 September 2020.	Vice-Chancellor	Sep 2020
9.00	Unscheduled but major review by Contact Officer. Format and layout changes, Approval Authority and Contact Officer changed and updated; definitions added, amended and updated to align with H&S legislation definitions and <i>Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</i> ; policy statement updated; sub-headings amended, reporting and addressing behavior consistent with this policy added; external links added, deleted link to Council Health and Safety Charter; deleted links to HR toolkit and intranet; added links to Health and Safety at Work Regulations.	University Council	Nov 2021
9.01	Unscheduled review, minor corrections to content post-publishing of v 9.00	Policy Unit	Dec 2021
9.02	Unscheduled review, correction of grammar	Policy Unit	Dec 2021

**This policy remains in force until it is updated.**