

Health & Safety Implementation Plan 2021-2024





Te Tirohanga Whānui Our Vision

Work and learning is safe and healthy for everyone at Te Whare Wānanga o Waitaha | University of Canterbury.

How we'll do it

We will engage authentically, and value our people, leverage the strengths and knowledge of our community, integrate health and safety into our business strategies, focus on our top risks, improve our systems and standards, foster innovation, tell our stories, learn from our mistakes, celebrate success, and nurture our culture.

Our Implementation Plan

Strategic objectives			
	Inspiring Leadership	Effective Systems	Thriving Communities
Developing	We will co-develop initiatives with our partners so that we are responsive to identified needs that support the health, safety and wellbeing aspirations of our people	We will adopt ISO 45001 as the standard for Occupational Health and Safety, and will take an integrated systems approach drawing in the most relevant and useful elements of international management standards	We will increase risk mindfulness and embed a critical risk management framework into "business as usual"
Performing	We will provide governance with insight into health and safety risks and management performance by developing and reporting balanced performance metrics and leading indicators	We will verify legislative compliance and will ensure recommendations for improvement translate into actions and continuous improvement	We will have an effective management system and tools that provide an organisation-wide view of health and safety risk compliance
Leading	We will have a development pathway that supports leadership capability and development of health and safety leaders (staff and students)	We will have a continuous improvement mindset where we actively seek to learn and improve our culture, performance, system and tools	We will develop closer relationships with our industry partners/PCBUs with shared duties that support the health, safety and wellbeing of our people
Embedding	We will be leaders in health and safety within our sector and will help others to learn, innovate and improve performance	We will demonstrate progression on the health and safety maturity continuum, moving from compliance driven to values driven	We will draw on our collective expertise to create better health, safety and wellbeing outcomes for our people

Review and Transition

Initiatives

Introduction

The Health and Safety Action Plan (Plan) 2021- 2024 aligns to Tangata Tū, Tangata Ora 2020–2030 strategic objective: **People-Nurturing Staff, Thriving Students**, and the Mahere Oranga Wellbeing Implementation Plan 2020–2024.

The six whētū (guiding stars) of Te Pae Māhutonga represented as the foundational model in Mahere Oranga have been used as a metaphorical guide in the development of the strategic objectives of the Plan. The focus of the Plan is to move beyond reactive to strategy led and engage, empower our people to work together to make good decisions about health, safety and wellbeing, for themselves, and others. In setting the direction of travel the plan builds on UC's collective kaupapa by incorporating operating principles that foster our organisational values of whanaungatanga, tiakitanga, manaakitanga, and culture of kotahitanga, to support an environment that is welcoming and inclusive of all our people.



		Plan	Do	Check
Focus: Tiakitanga	1.1 Inspiring Leadership Nga Manukura	1.1.1 Our people leaders are capable health and safety leaders (staff and students)	<p>Engage and consult with SLT, people and student leaders</p> <p>Define health and safety leadership and capabilities/ competencies and KPI's needed across UC e.g. Council, Senior Leadership Team, College/school/department, and health and safety lead levels</p> <p>Develop a development pathway for departmental safety officers, health and safety representatives, health and safety team members, and committees Consultation with DSO's, HSR's and Committees</p> <p>Develop and deliver health and safety leadership training for all people leaders, including student leaders with an emphasis on Safety Differently (Human and Organisational Performance Model)</p> <p>PD&R process used to support capability development of key health and safety personnel</p>	<p>Capability framework developed</p> <p>Health and Safety leadership training delivered to all people leaders, including student leaders</p> <p>Participation rates improve</p> <p>PD&R process includes evaluation of H&S leadership</p>
		1.1.2 Optimise Health and Safety Team service delivery through business partnering and service level agreement	Conduct service delivery review; define, develop and implement the service model for the Health and Safety Team	Service review completed; service level agreements in place
	1.2. Environmental Protection/ Sustainability Waiora (Physical Environment)	1.2.1 Contribute to UN Sustainable Development Goals health and safety targets to 2030 (SDG8, target 8.8); (SDG 3.8); (SDG3, targets 3.9 and 3.4)	<p>Initiatives are aligned to UNSDG's and organisational targets</p> <p>Regular health and safety inspections and audits ensure all physical spaces at UC are healthy and safe</p>	<p>Reporting on UNSDG targets</p> <p>Audit and inspection results</p>

		Plan	Do	Check
2.1	Engagement and Awareness	2.1.1 Increase awareness and engagement (of health and safety) utilising story-telling and existing UC communication tools, including social media where appropriate to share information and communicate lessons learned	<p>Review systems involved with health and safety and staff/ student engagement</p> <p>H&S Communications Plan that refines and concentrates the way that health and safety information and data is communicated</p>	<p>H&S Communications Plan</p> <p>Engagement rate</p> <p>User feedback</p>
		2.1.2 Explore Te Ao Māori worldview of health, safety and wellbeing	<p>Ongoing korero with Māori about health, safety, and wellbeing with commitment to co-developing initiatives that respond to identified needs and aspirations</p> <p>Tiakitanga (guardianship and protection of environment & resources), Whanaungatanga (relationships) and Manaakitanga (caring for others) are woven into our HSW framework</p>	<p>Māori are engaged in health and safety at UC</p> <p>Health and Safety Policy and initiatives reflect collective values and bicultural commitment</p>
		2.1.3 Explore and pursue opportunities for wider sector sharing of information as it relates to critical risks and other common health and safety goals	<p>University NZ H&S Group</p> <p>Explore 'knowledge commons' model for H&S</p>	<p>UC's interests are represented</p> <p>UC shares knowledge and learnings with sector</p>
2.2	Insights	2.2.1 Governance groups and all people leaders have insight into health and safety risks and management performance	Develop performance metrics that focus on positive/proactive health and safety behaviours (lead indicators) and start measuring and reporting on performance	<p>Monthly Risk and Audit Committee Report</p> <p>Monthly Council H&S Report</p> <p>Periodic business reporting</p>
		2.2.2 Implement UC Safety (Assura) health and safety reporting system	System is designed and implemented by Dec 21	<p>User feedback</p> <p>Reporting rates increase</p>
2.3	Empowerment Te Mana Whakahaere (Autonomy)	2.3.1 Health and Safety Representatives and Committees are empowered to be effective and engaging, and seeking of feedback from key stakeholders	<p>Review H&S Committee function, structure and performance</p> <p>Develop a development pathway for health and safety representatives, health and safety committees</p> <p>Support communication and engagement activities</p> <p>UC collaboration with Unions to raise awareness amongst employees in the worker participation system</p>	Feedback mechanisms/user feedback



Focus: Manaakitanga		Plan		Do	Check		
		3.1	Health and wellbeing improves as a result of Mahere Oranga/Wellbeing Implementation Plan	3.1.1	Health and wellbeing improves as a result of Mahere Oranga/Wellbeing Implementation Plan	<p>Health and Safety Implementation plan strategic objectives and initiatives, align to Te Pae Māhutonga</p> <p>Occupational health risk review</p> <p>Environmental and exposure monitoring</p> <p>Results inform health monitoring programme</p> <p>Wellbeing collaboration – P&C/H&S/L&D/Wellness/AVCMPE</p> <p>Measure wellbeing performance via pulse survey or other mechanism</p>	<p>Outcome measures as per Mahere Oranga wellbeing implementation plan</p> <p>Health monitoring programme targets exposure risks</p> <p>No sub-optimal health monitoring results</p> <p>Survey results</p>
Focus: Kotahitanga		Plan		Do	Check		
		4.1	Risk Management	4.1.1	Increase risk mindfulness and embed a critical risk management framework	<p>Co-design critical risk (high-consequence hazards) management framework (aligned to UC Risk Management Framework) and implement Control Plans for critical health and safety risks</p>	<p>Critical risks identified at all levels of the organisation and are effectively controlled</p> <p>Risk reporting – monthly</p> <p>Risk control reviews completed</p>
		4.2	Health & Safety Compliance and Assurance	4.2.1	Legislative compliance is verifiable and recommendations for improvement translate into actions and continuous improvement	<p>External verification of effective health and safety processes and culture - continue SafePlus external verification audits and inspections</p> <p>Implement framework and action planning model (Plan-Do-Check-Act) for all H&S continuous improvement actions and activities</p> <p>Deploy internal compliance audit programme for all regulatory compliance requirements and report results to the organisation</p> <p>Implement Safe365 Safety Index</p>	<p>Audit and inspection reports – system and performance is improving; performing to leading</p> <p>Recommendations for improvement translate into corrective action plans and continuous improvement</p> <p>Safe365 Safety Index reporting</p>
		4.3	Effective Systems	4.3.1	Effective H&S systems and tools provide an organisation wide view of health and safety risk and compliance	<p>Gap analysis of current system documentation</p> <p>Adopt ISO 45001 as the standard for OHS, and will take an integrated systems approach, drawing on the most relevant elements of international management standards</p> <p>H&S Framework is articulated to the university</p> <p>HS&W Policy has been reviewed/updated</p> <p>Implement new H&S Reporting software</p>	<p>System documentation is aligned to and meets requirements of standard ISO 45001</p> <p>Self-assessment audit/self-declaration</p> <p>Assura system is implemented with positive user feedback</p>
		4.5	Shared Health & Safety Duties	4.5.1	We are assured that our industry partners/PCBUs with whom we share health and safety duties, have systems in place to protect the health, safety and wellbeing of our people	<p>Work Integrated Learning review</p> <p>H&S assessments of all “high-risk” participating PCBU’s are pre-requisites to placement</p>	<p>Risks (HS&W) of work integrated learning are as low as reasonably practicable (ALARP)</p> <p>H&S assessments/audits of all high-risk participating PCBU’s</p> <p>Recommendations for improvement translate into corrective action plans and continuous improvement</p>
		4.5.2	Student accommodation is healthy and safe for all students	<p>Annual H&S audits of all student accommodation providers</p>			

Our Values



TIAKITANGA

What does Tiakitanga mean?

He kaitiaki tātou katoa | We will enhance and nurture our people and resources

For health and safety, Tiakitanga means that our tangata are cared for, provided safe environments, and good leadership so they can grow.

What does Pono mean?

Truthfulness and integrity underpin how we will partner with and care for our community.



WHANAUNGATANGA

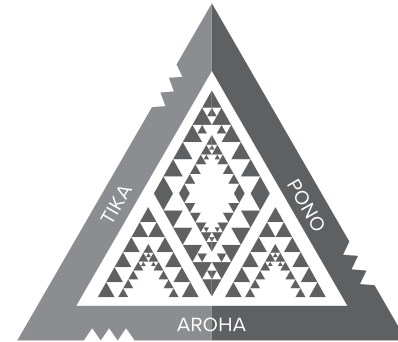
What does Whanaungatanga mean?

He mana tō te tangata | We value people and their differences

For health and safety, this means that we invest in the mana of our people, we provide them with tools and knowledge to care for our community, and we build and maintain relationships so we can gain insights ourselves into our people's ideas, feedback, and what health and safety opportunities exist at UC.

What does Utu mean?

Utu is a reciprocity, and for health and safety, and especially through Whanaungatanga, we exist to guide our community and to learn from our community.



MANAAKITANGA

What does Manaakitanga mean?

Kia aroha ki te tangata | We extend care and empower others

Manaakitanga means that we empower tangata to care for and advocate for their own waiora, and we will provide the correct risk-based care. We will engage with the community and respect the exchange.

What does Kotahitanga mean?

Health and safety will play our part to work as one university.

Cohesiveness as a community will allow for our processes, our leadership, our systems and health and safety culture to grow.

What does Aroha mean?

Health and safety will be respectful, responsive, and empathetic. We need your help to work as one.

