

Health, Safety and Wellbeing Policy

	 Last Modified	December 2021
	 Review Date	September 2024
Mana Whakaae Approval Authority		University Council
 Contact Officer		Director of Health and Safety – People, Culture and Campus

Kupu Whakataki | Introduction

This policy outlines what the Te Whare Wanganui 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 Wanganui 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.

- 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

[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 \(New Zealand Legislation website\)](#)

| UC Policy Library

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

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

Te Pae Tukutuku me te Ipurangirotu o UC | UC Website and Intranet

[Combined Unions & University of Canterbury Agreement \(EAS\) \(Participative\) \(2009-2018\)](#)

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		