

## Health and Safety Policy

<b>Last Modified:</b>	9 November 2021
<b>Review Date:</b>	9 November 2024
<b>Business Owner:</b>	Executive Director, People, Culture and Wellbeing
<b>Approval Authority:</b>	Vice-Chancellor

### 1. PURPOSE

This policy confirms the commitment of Lincoln University ('the University') to providing a safe and healthy environment for staff, contractors, consultants, students and visitors. The University aims to continually improve and achieve excellence in the management of Health and Safety by building awareness, involvement and commitment to the safety, health and wellbeing of its people, and to continually strive for excellence in health and safety management.

### 2. SCOPE

This policy applies to all staff members (which for the purposes of this Policy includes contractors and consultants), students and visitors to the university campus and farms, and to all work or other activities carried out for, or on behalf of, the University, both on and off the University campus.

### 3. GENERAL

This policy seeks to:

- ensure all work injuries or work-related illnesses are regarded as preventable, and therefore able to be minimised or eliminated.
- provide a safe and healthy working and learning environment for everyone who works, studies, visits or has business on the University campus and farms, or staff who are engaged elsewhere on University business.
- provide a health and safety management structure and system for employees, and for contractors and their employees; to protect their wellbeing and enable them to perform their work safely and efficiently.
- ensure all levels of management are fully responsible and accountable for the management of hazards and prevention of injury or illness in the areas under their control.
- ensure health and safety objectives are set and reviewed annually through the internal audit and performance review processes to deliver continuous improvement in health and safety management
- encourage employee and appropriate student participation by way of worker representation in the development and implementation of health and safety policies, procedures and practices.
- ensure education is provided in the hazards and risks in the workplace and the precautions that need to be taken to ensure personal health and safety.
- ensure accurate reporting and recording of hazards, events, near misses and other relevant

health and safety processes or information.

- ensure where the University engages another organisation to work at or for the University, that managers responsible for the contract consult, cooperate and coordinate with that organisation in relation to health and safety, and provide them with access to a copy of this policy.
- ensure all health and safety practices reflect good practice, with legal compliance as the absolute minimum.

#### **4. PRINCIPLES**

This policy supports the University's mission, values and goals for organisational development and the management of resources as laid out in the Statement of Intent.

Lincoln University is committed, as a good employer, to continual improvement and the achievement of excellence in the management of health, safety and wellness.

University is committed to consultation with employee representatives regarding health and safety management.

Lincoln University is committed to complying with relevant legislation, regulations, standards, codes of practice and safe operating procedures. It aims to maintain and develop an excellent and safe working environment that at a minimum complies with statutory requirements, including the Health and Safety at Work Act (2015), associated standards, regulations and Codes of Practice. This Act and associated regulations, outlines the legal responsibilities of the Person Conducting a Business or Undertaking - PCBU (HSWA 2015).

#### **5. ROLES AND RESPONSIBILITIES**

Every member of the University community has a responsibility to maintain an excellent standard of health and safety practice; this responsibility increases incrementally through the levels of the line management structure.

As the University's governing body, the Council carries ultimate responsibility for the health, safety and wellbeing of all members of the University community.

The Vice-Chancellor, as employer, has primary accountability and responsibility for the safety and health of Lincoln University employees while they are at work and will ensure that mechanisms, structures, systems, resources and procedures are in place so the University can comply with its duties under the Health and Safety at Work Act.

The Senior Leadership Group are responsible to the Vice Chancellor for providing overall leadership in, and supervision and operational oversight of day to day health and safety matters, and ensuring that within their relevant portfolios:

- the University complies with its duties under the Health and Safety at Work Act
- appropriate mechanisms, structures, systems, resources and procedures are in place to ensure the health and safety of the University community

The Health, Safety and Bio-compliance Manager is responsible to the Executive Director People,

Culture and Wellbeing or delegated authority for providing support, advice and information related to health and safety policies, procedures and protocols, including:

- Developing procedures for dealing with emergencies
- Notifying Worksafe of any notifiable health and safety events
- investigating any work-related injury or illness or any other event that has the potential to be a notifiable injury, illness or event

Deans, Directors, Managers, and Group Leaders will provide overall leadership, and supervision and oversight of health and safety, in their area which supports the University's Health and Safety Procedures, Guidelines and culture by:

- defining a clear health and safety management structure in their area including the effective completion of risk assessments and appropriate corrective actions where necessary
- ensure appropriate resource allocation to meet the health and safety requirements for activities and equipment
- ensure that all staff receive training and induction (with appropriate records maintained) and are competent to carry out their tasks

Laboratory Managers and other people in facility supervisory roles are responsible for ensuring the implementation of health and safety policies, procedures, protocols and training so that staff and students in their work area meet day-to-day health and safety requirements.

Staff Health and Safety Representatives are responsible to their Faculty Deans or Managers for helping to implement University health and safety, policies, procedures and protocols within their areas of responsibility.

All staff members have a responsibility for their own health and safety, and that of others who may be affected by their work, research or study and their acts or omissions. Staff will:

- carry out their work, research and study in accordance with the University's Health and Safety procedures, protocols and guidelines
- make themselves aware and follow the contents of this policy and related policies and documents on the University's intranet page
- report as soon as possible any event, near miss or safety observation via the University's health and safety management system, Risk Manager.

All Students agree upon enrolment to comply with the policies of the University, including the Health and Safety Policy.

Several committees and other specialist roles exist to help support the University's commitment to managing Health and Safety. These include: the Health & Safety Committee and sub-committees, staff Health and Safety Representatives, the Biosafety Oversight Committee, the Hazardous Substances Committee, and the Radiation Safety Officer.

To assist with the discharge of the University's health and safety responsibilities, regular reporting on any health and safety event, near miss or observation (whether captured in Risk Manager or otherwise) will be provided by the Executive Director People, Culture and Wellbeing to the Senior Leadership Group, Vice-Chancellor and Council. In addition, notification should be provided outside of regular reporting cycles where appropriate to help ensure visibility and oversight at senior management and governance levels, i.e. serious events requiring WorkSafe notification with expectation of investigation.

## 6. LEGISLATIVE COMPLIANCE

The University is required to manage its policy documentation within a legislative framework. The applicable legislation is:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017

## 7. RELATED PROCEDURES/DOCUMENTS

- [Accident Reporting and Investigation Procedure](#)
- [Hazard Management Policy](#)
- [Occupational Health Monitoring Policy](#)
- [Worker Participation System Agreement](#)

## 8. REVIEW

This policy will be reviewed by the Health, Safety and Bio-compliance Manager every three years, and reported to the Vice-Chancellor for approval.

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Approval Authority: Vice Chancellor