

Health, Safety and Wellbeing Policy

Last Modified	September 2020
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Approval Authority	Vice-Chancellor
Contact Officer	Health & Safety Manager, People and Culture – People, Culture and Campus

Introduction

The University is committed to providing and maintaining a safe and healthy working environment for its staff. In addition, the University is also committed to providing a safe and healthy environment for students, visitors, contractors and everyone attending the University.

Definitions

Officer – has the same meaning as in [S 18 Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#). In regard 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.

Staff or staff member – for the purposes of this policy, the definition of “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 volunteers.

Student – a person who is currently enrolled as a student at the University, either directly or through official arrangements with another organisation

Visitor – a person other than a University staff member or student who is given access to or use of University resources, including but not limited to adjunct appointees, agency temporary staff, Canterbury Tertiary Alliance staff and students (as applicable),

consultants, contractors, library external borrowers, private research assistants, Professores Emeriti, Emeriti, University patrons and visiting academics.

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

Worker – has the same meaning as set out in [s 19 Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#).

Workplace – has the same meaning as [s 20](#) of the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#).

Policy Statement

This policy applies to **all** staff members, students and visitors.

The University as the Person Conducting a Business or Undertaking (PCBU) will

- demonstrate excellent health, safety and wellbeing practice with legal compliance as a minimum;
- implement policy and procedural requirements within a system of continuous review and improvement;
- implement effective consultation and communication systems for health and safety;
- consult and actively promote participation with workers and students to ensure they have the commitment, training, skills, knowledge and resources to maintain a healthy and safe environment;
- maintain strong work participation processes and structures, including a University-level health, safety and wellbeing committee that meets regularly;
- ensure that workers and students are made aware of emergency procedures and how to respond to all emergencies and critical incidents;
- work together with other PCBUs in a spirit of trust and co-operation towards optimum health, safety and wellbeing results;
- have in place review mechanisms to continuously improve health, safety and wellbeing performance and learn from any incidents;
- implement a programme of initiatives to assist staff and students to address that hazard, in acknowledgement of risks to wellbeing as prominent hazards; and
- provide access to treatment and rehabilitation programmes for employees that support a safe, early and satisfactory return to work from injury or illness, work and non-work, where possible.

Health, Safety and Wellbeing Roles and Responsibilities

Roles and responsibilities for health, safety and wellbeing matters have been significantly changed with the introduction of the [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#).

Every member of the University community has a responsibility to maintain excellent health, safety and wellbeing practice. This responsibility increases incrementally through the levels of the line management structure.

Officers' Responsibilities

The Council has established its own [Health and Safety Charter \(Council Health and Safety Charter\)](#) to assist it to meet its obligations under legislation.

The University Council, the Vice-Chancellor and members of the Senior Leadership Team (SLT) within their areas of responsibility each have the following responsibilities as officers under the Act:

- 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;
- 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.

Workers' Responsibilities

Workers (including staff) have the following responsibilities:

- take reasonable care for their own health, safety and wellbeing;
- take reasonable care that their acts or omissions do not adversely affect the health, safety and wellbeing of other persons;
- comply, as far as they are reasonably able, with reasonable instructions given by the University in relation to health, safety and wellbeing; and
- comply with the University's policies and procedures relating to health and safety.

The effective delivery of this policy requires everyone to accept a personal responsibility for health, safety and wellbeing. The University will provide professional and competent support and advice to all members of its community.

Duties of Other Persons at Workplace

Other people at the workplace, including adjunct appointees, students, student interns, volunteers or any other person, must

- take reasonable care for their own health, safety and wellbeing;
- take reasonable care that their acts or omissions do not adversely affect the health, safety and wellbeing of other persons; and
- comply, as far as they are reasonably able, with any reasonable instruction that is given by the University in relation to health, safety and wellbeing.

Related Documents and Information

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

UC Website and Intranet

- [Combined Unions & University of Canterbury Agreement on Employee Participation in Health & Safety \(University Human Resources intranet\) \(staff only\)](#)
- [Council Health and Safety Charter July 2019 \(available via Health and Safety's Sharepoint site\)](#)
- [HR Advisors listed by College/Unit \(University Human Resources website\)](#)
- [HR Toolkit \(University Human Resources intranet\) \(staff only\)](#)
- [Human Resources intranet \(University Human Resources intranet\) \(staff only\)](#)
- [UC Commitment to Health, Safety and Wellbeing \(University Health and Safety website\)](#)

External

- AS/NZS 4801:2001 : Occupational Health and Safety Management Systems – Specification with guidance for use ([Standards New Zealand website](#), available via the University Engineering and Physical Sciences Library)
- AS/NZS 4804:2001 : Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques ([Standards New Zealand website](#), available via the University Engineering and Physical Sciences Library)

- [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 ucpolicy@canterbury.ac.nz</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