

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	4 - 12
		Version No.	7
		Date Issued	22 Feb 2010
Title	HEALTH AND SAFETY		
Responsibility	Director, Finance and Administration		

1. PURPOSE

To provide a safe and healthy workplace for staff, students, contracted personnel and visitors to the Telford campus, and where Telford courses are being provided elsewhere in New Zealand.

To ensure that Telford meets its requirements in Health and Safety practices under the Health and Safety in Employment Act 1992.

2. APPLICATION

Telford aims to ensure that it is at all times compliant with the provisions of the Health and Safety in Employment Act 1992 and all Amendments to the Act, together with relevant regulations, codes of practice, standards and guidelines.

3. DEFINITIONS

Harm

Refers to injury and/or illness

Serious harm

1. Death or any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - Respiratory disease
 - Noise induced hearing loss
 - Neurological disease
 - Cancer
 - Dermatological disease
 - Communicable disease
 - Illness caused by exposure to infected material
 - Musculoskeletal disease
 - Decompression sickness
 - Poisoning
 - Vision impairment
 - Chemical or hot metal burn of eye
 - Penetrating wound of eye
 - Bone fracture
 - Laceration
 - Crushing
2. Amputation of a body part.
3. Burn requiring referral to a specialist medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more within seven days of the harm's occurrence. The definition of serious harm is relevant to employers' duties to manage hazards, notification requirements, employees

rights to refuse to do dangerous work, and inspectors' powers to issue prohibition notices.

Hazard

- Any activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

Significant hazard

- A hazard that is an actual or potential cause or source of:

Serious harm;

- Harm (being harm that is more than trivial), the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; *or*
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

Accident;

- Causes any person to be harmed; or
- In different circumstances, might have caused any person to be harmed: The Act prescribes investigation, hazard management and reporting duties after an accident. It should be noted that the definition in terms of the Act is broader than in common usage, and includes "near misses" as well as events that cause injury or illness.

Incident;

- an event or occurrence; or
- a minor or detached event attracting general attention or noteworthy in some way.

Near Miss;

- a situation in which an accident or incident is narrowly avoided.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Health and Safety in Employment Act 1992; Injury Prevention, Rehabilitation and Compensation Act 2001; and Hazardous Substances and New Organisms Act 1996; together with the relevant directives and guidelines set out in ACC's *Workplace Safety Management Practices*.

5. POLICY

- 5.1 The Chief Executive Officer is responsible for providing leadership and resources for implementing the Health and Safety Policy.
- 5.2 The Chief Executive Officer will take all practicable steps to:
 - Ensure that staff and students have the opportunity to be involved in the development of procedures for the purpose of complying with the Health and Safety in Employment Act 1992.
 - Provide and maintain a safe and healthy working environment for staff, students and other persons, wherever courses are being provided to Telford-enrolled students
 - Ensure that all plant and equipment under Polytechnic control is safe to use and used safely.
 - Ensure that staff, students and other persons are not exposed to hazards on any site under Polytechnic control.
 - Ensure that there are satisfactory procedures in place to deal with emergencies.
 - Foster health and safety promotion activities for staff and students.
- 5.3 The Chief Executive Officer will establish a Health and Safety Committee and approve its Constitution.
- 5.4 The Health and Safety Committee will meet a minimum of four times per year.
- 5.5 Members of staff are responsible for maintaining safe and healthy working conditions within the areas under their control, and for ensuring that there is appropriate supervision and

- training of staff and students for whom they are responsible. This applies equally to personnel employed to manage and deliver training to students learning away from Telford campus.
- 5.6 All reasonable steps will be taken to ensure that new and existing hazards are systematically identified and documented where courses of training are being delivered.
- 5.7 Hazards will be assessed for their significance, and managed according to the provisions of the Health and Safety in Employment Act 1992.
- 5.8 All practicable steps will be taken to protect all persons, including the monitoring of staff exposure to any hazards.
- 5.9 All accidents that have caused, or incidents that may have caused, harm to staff, students or other persons in work areas controlled by the Polytechnic, must be recorded on the Telford accident/incident report form. This includes areas where off-campus training delivery is occurring.
- 5.10 The Director, Finance and Administration, is responsible to ensure that all reported accidents/incidents will be investigated and appropriate actions taken that meet the requirements of the Health and Safety in Employment Act 1992.
- 5.11 Staff and students will be given information on:
- The hazards to which they may be exposed or may arise during the course of their work and the steps to be taken to minimise the potential for harm.
 - The location and proper use and care of all necessary safety clothing, devices, equipment and materials.
- 5.12 Staff and students will be given adequate training and information on the safe use and care of plant, objects, substances, protective clothing and equipment that they may be required to use or handle.
- 5.13 Staff and students will be given information and training on what to do in the event of an emergency.
- 5.14 Staff members are responsible for ensuring that their activities do not cause harm to themselves, students or other persons (see Policy and Procedure 4 -11: Staff Code of Conduct).
- 5.15 Students are responsible for adhering to health and safety procedures defined for the Polytechnic as a whole, as well as procedures specific to their own learning areas (see Policy and Procedure 6 - 03: Student Code of Conduct).
- 5.16 Health and safety requirements for students on work placement will be defined within the Work Placement Agreement (see Policy and Procedure 8-01 Work Placements).
- 5.17 The health and safety of students enrolled in programmes delivered under sub-contracted arrangements is the ultimate responsibility of Telford. Telford will ensure the suitability of sub-contractors health and safety systems prior to engagement. Responsibilities for health and safety will be defined within a "Delivery Agreement" (see Policy and Procedure 7-02 Contracted Programme Delivery). This will include the need to report all Accidents and Incidents on the appropriate form, directly to Telford through the appropriate Programme Coordinator.
- 5.18 Visitors, contractors and other persons on Telford property are subject to all health and safety procedures operating within the Polytechnic.

6. PROCEDURES

Accident/Incident Reporting

- 6.1 In any accident/incident or "near-miss" situation, if no injury is involved the person in attendance should complete an accident/incident report and forward it to the Director, Finance and Administration if on campus, and, if off campus, via the Programme Coordinator through the Sub-contract Liaison person to the Director of Finance and Administration.

- 6.2 In any accident/incident or “near-miss” situation where there is minor injury, the person in attendance should administer first aid or if not qualified seek help immediately. If there is any possibility of an escalating condition, or if the person in attendance is unsure of the extent of the injury, he or she should seek specialist medical assistance. The person in attendance will generate a report and forward to the Director, Finance and Administration for on-campus courses and if off campus, via the Programme Coordinator through the Sub-contract Liaison person, to the Director of Finance and Administration.
- 6.3 In any accident/incident where there is serious injury, the person in attendance should:
- Follow emergency procedures by calling for immediate specialist medical assistance, and ensure as far as possible and practicable that clear directions are given and that there is unrestricted access to the site of the accident/incident.
 - Attend to the injured person(s) until assistance arrives.
 - Complete an accident/incident report and submit as per 6.2 above.
 - The Director, Finance and Administration will report the incident to the Health and Safety Committee.
- 6.4 In any accident/incident where there is serious injury, The Director, Finance and Administration will contact OSH within 24 hours of the accident/incident, and provide a written report within seven days of the accident/incident.
- 6.5 In any accident/incident where there is serious injury, the Director, Finance and Administration will initiate an internal investigation in consultation with other Telford staff members as appropriate.
- 6.6 The Chief Executive Officer will ensure that any hazard control measures identified from an internal or external investigation are implemented as recommended or required.

Hazard Management

- 6.7 It is the responsibility of any Telford staff member, student, contracted person, or visitor who identifies a hazard on Telford campus, to report the hazard immediately to the appropriate supervisor/manager. This applies equally to off-campus delivery; hazards should be reported to the Programme Coordinator., who will take appropriate action.
- 6.8 The coordinator/supervisor/manager will consult with management team at the first opportunity. The management team will authorise any immediate action required, and/or develop controls to eliminate, isolate or minimise the likelihood of recurrence.
- 6.9 The Director, Finance and Administration, will develop and maintain a hazard register for recording all identified hazards, and the protective/corrective actions taken. This will include matters that relate to off-campus delivery, where appropriate.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Accident/Incident Report Form	Director Finance and Administration	DFA's Office	10 years
OSH Accident Notification forms	Director Finance and Administration	DFA's Office	10 years
Hazard Register	Director Finance and Administration	DFA's Office	Indefinitely
Accident Register	Director Finance and Administration	DFA's Office	Indefinitely

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A4 – 12A	Accident/Incident Report Form

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New document.	External Consultant	April 2004
2	Minor changes.	QMS Review Team	August 2005
3	Minor change.	QMS Review Team	December 2006
4	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 4.5 and 4.15 deleted from version 3, clause 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
5	Layout change for Hazard down to Near Miss	Academic Board	21 May 2009
6	Alignment with Legislation and actual practice.	QMS Policy Review Committee	17 September 2009
7	Clauses 5.16 and 5.17 added and inclusion of responsibilities for work placements and sub-contracted delivery.	L Johnston	22 February 2010