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## HEALTH AND SAFETY MANUAL

<b>Section</b>	Health and Safety		
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## NMIT HEALTH AND SAFETY MANUAL

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## DEFINITIONS

<b>ACC</b>	Accident Compensation Corporation
<b>ACC WSMP</b>	Accident Compensation Corporation Workplace Safety Management Practices programme
<b>Contractor</b>	A person engaged by any person (otherwise than as an employee) to do any work for gain or reward.
<b>DoL</b>	Department of Labour
<b>Health and Safety Committee</b>	A committee established to support the ongoing improvement of health and safety in a place of work.
<b>Health and Safety Representative</b>	An employee elected, as an individual or as a member of a health and safety committee or both, to represent the views of employees in relation to health and safety at work.
<b>HR</b>	Human Resources
<b>HRIS</b>	Human Resources Information System
<b>Injury</b>	Includes physical or mental injury; gradual process injury or injury that was not diagnosed until sometime after the event or exposure
<b>Near Miss</b>	A 'near miss'; a situation having the potential to cause harm
<b>Principal</b>	A person who or that engages any person (otherwise than as an employee) to do any work for gain or reward.
<b>QMS</b>	Quality Management System
<b>Safety Consultative Committee</b>	A committee established to develop and oversee the implementation of the Health and Safety Strategic Plan for the institute.
<b>Serious harm</b>	<p>Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:</p> <ul style="list-style-type: none"> <li>• respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.</li> <li>• Amputation of body part.</li> <li>• Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.</li> <li>• Loss of consciousness from lack of oxygen.</li> <li>• Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.</li> </ul>

	<ul style="list-style-type: none"> <li>Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harm's occurrence.</li> </ul>
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<b>Significant Hazard</b>	<p>A hazard that is an actual or potential cause or source of:</p> <ul style="list-style-type: none"> <li>a. Serious harm; or</li> <li>b. 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</li> <li>c. Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.</li> </ul>
<b>Trained Health and Safety Representative</b>	<p>A Health and Safety Representative who has achieved a level of competency in health and safety practices specified by completing an appropriate course approved under section 19G of the Health and Safety in Employment Act.</p>

## SECTION 1 – COMMITMENT TO SAFETY MANAGEMENT

### 1.1 PURPOSE

To outline how NMIT demonstrates an active, consultative commitment to all areas of health and safety management through the organisation and promotes a safety culture that involves both management and employee commitment; and to define responsibilities for the overall management of health and safety within the Institute.

NMIT's *Health and Safety Policy* defines the overall commitment to health and safety. This will be complemented by this *Health and Safety Manual* (Sections 1 – 8) which has been developed in conformance with the ACC Workplace Safety Management Practices programme (ACC WSMP) and will set out how NMIT will implement safety practices and culture into day to day operations. The procedures have been separated into sections which relate to specific elements of ACC WSMP programme. These procedures apply to all aspects of the Institute's business areas.

### 1.2 SCOPE

This *Health and Safety Manual* encompasses employees, students, contractors and members of the public, on NMIT campuses in the Nelson and Marlborough regions and employees and students carrying out recognised NMIT duties or activities, off campus.

This *Health and Safety Manual* will be accessible to all staff via NMITnet.

### 1.3 RESPONSIBILITY

The overall responsibility for Health and Safety within the Institute will be undertaken by the Chief Executive, who will be responsible for policy monitoring and ensuring there is appropriate support and resources available for the implementation and management of health and safety within the Institute. Responsibility for reporting within the Institute will be undertaken by the HR Team Leader.

### 1.4 REVIEW OF HEALTH AND SAFETY POLICY

The *Health Safety Policy* will be reviewed every two years as required by the NMIT QMS system procedure *Development, Review and Issue of Policies and Procedures*. The HR Team Leader will hold the responsibility to initiate this process and will include consultation and review by the Health and Safety Committees, Safety Consultative Committee and other interested parties before being reviewed by the Quality Committee and approved by the Senior Management Team and Chief Executive.

## SECTION 2 – PLANNING, REVIEW AND EVALUATION

### 2.1 PROCEDURE FOR REVIEW OF HEALTH AND SAFETY MANUAL AND PROCESSES

#### PURPOSE

To ensure there is a systematic approach to ongoing effective planning, review and evaluation of the safety framework within the Institute, of the *Health and Safety Manual* and operational safety processes to facilitate continuous improvement.

#### PROCEDURE

This procedure is undertaken to review the suitability and effectiveness of this *Health and Safety Manual* and associated processes and to make any alterations necessary to ensure their continuing suitability and effectiveness to legislation, regulations and the Institute's operations.

A full review will be undertaken annually of each section of this *Health and Safety Manual* to ensure that it is still current and reflects the actual day to day implementation. This will be undertaken in conjunction with the annual ACC WSMP Self Assessment.

Internal audits to ensure that activities undertaken comply with stated procedures will be conducted regularly throughout the year.

Part of the review will be to ensure that all health and safety information relevant to NMIT has been identified and ensure there is still compliance and conformance to identified relevant legislation, regulations, current codes of practices and other health and safety standards, and where a change or update is required this is reviewed.

The outcome of the annual *Health and Safety Manual* review will form part of the WSMP Self Assessment Review which will be detailed in a written report and be supplied to the Safety Consultative Committee and Health and Safety Committees with any recommendations required.

The report will include information on the outcome of the year's objectives, any emergency drill feedback, any accident outcomes and statistics and any changes that have been made in work processes or *Health and Safety Manual* from incident / hazard / emergency reviews, accident statistics and trends and any recommendations for initiatives in the upcoming year.

The Chief Executive, in consultation with the HR Team Leader, and feedback from the committees, shall detail any required changes to this *Health and Safety Manual* from the WSMP Self Assessment Review and approval for their implementation and this will be carried out as per QMS Procedure *Development, Review and Issue of Policies and Procedures*.

#### RECORDS

- Annual Management Review
- ACC Self Audit
- Audits
- Meeting minutes of review of policy
- QMS records

### PURPOSE

This procedure is undertaken to establish effective Health and Safety Objectives and Targets which reflect both the strategic direction of the Institute and the management of risk to ensure continuous improvement of health and safety within the Institute.

### PROCEDURE

As part of the Institute's annual business planning process with Senior Management, a number of objectives relating to health and safety will be established. These will be established based on feedback and consultation by Council, Safety Consultative Committee (SCC), Health and Safety committees, Programme and Business Support Areas, the annual management review and any other interested parties.

The objectives will be action and prevention oriented and are intended to result in meaningful improvements in the Institute's health and safety performance. The objectives will follow the SMART rule of being Specific; Measurable; Achievable, Realistic or Relevant and Time-bound.

Overall responsibility for ensuring objectives are implemented and reviewed will be with the HR Team Leader, however, objectives can be assigned to other nominated internal or external resources.

The progress of the objectives will be reviewed by the HR Team Leader at least 3 monthly and progress reported to the Safety Consultative Committee (SCC) and Health and Safety Committees by written report.

At the end of the 12 months, a final review will be undertaken in conjunction with the Annual Management Review which will confirm what has been achieved and any recommendations for objectives that need to be carried over and suggestions towards the development of the next years objectives.

### APPENDIX

- 2.2A Objectives and Targets Template

### RECORDS

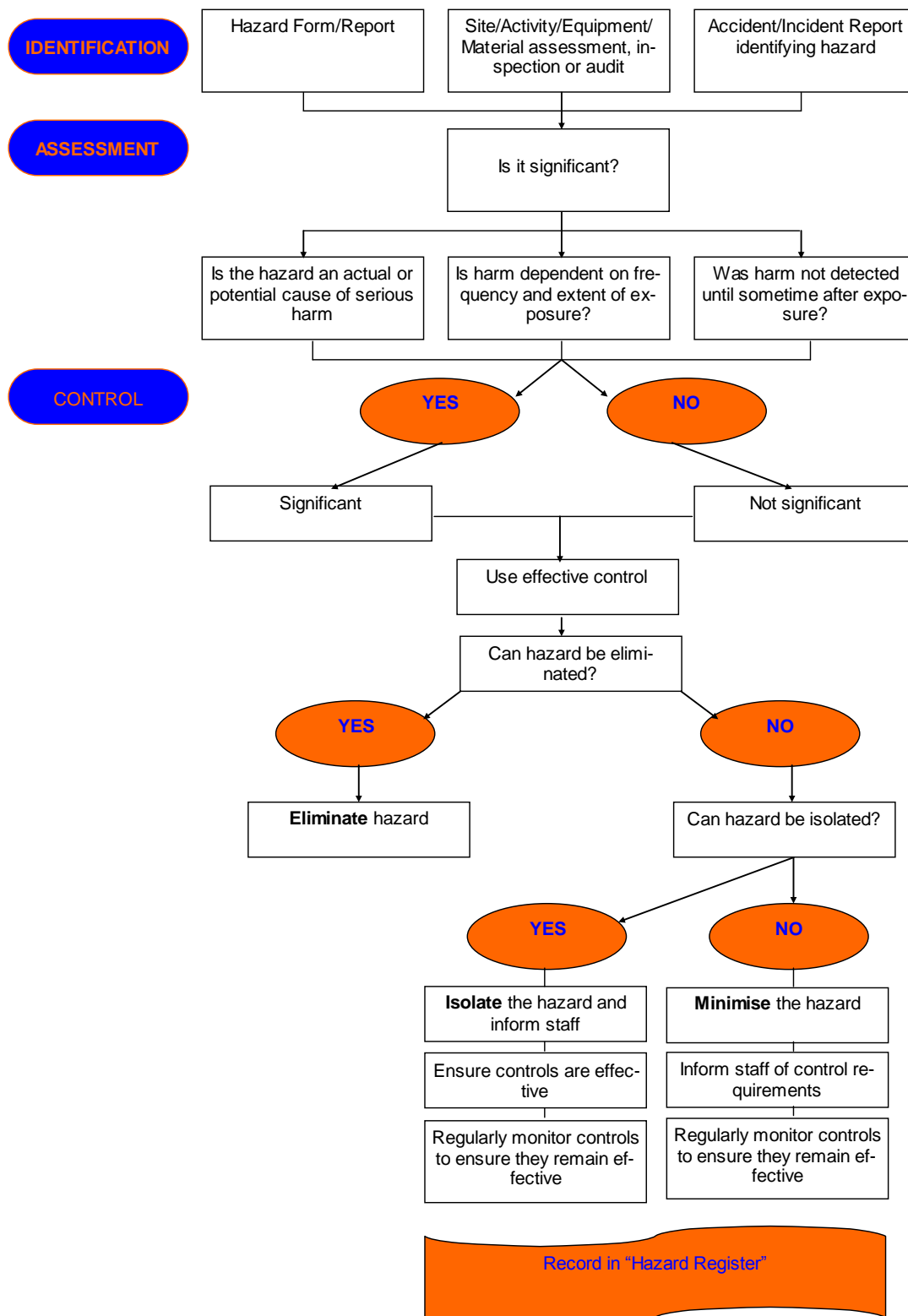
- Confirmed Objectives and Targets
- Objectives and Targets 3 monthly review of reports.

## SECTION 3 – HAZARD MANAGEMENT

### 3.1 PROCEDURE FOR HAZARD IDENTIFICATION AND CONTROL

#### PURPOSE

To ensure there is a systematic approach to identify, assess, control and review existing and new health and safety hazards in the workplace and detail how hazard management will be implemented.





## HAZARD ASSESSMENT

Hazard Assessment will be undertaken as follows:

An overall hazard assessment will be undertaken by the HR Team Leader in consultation with the Health and Safety Committees for Allied and Academic employee roles within the Institute. This will be communicated to staff at HR inductions.

An overall hazard assessment will be undertaken for any “other” identified areas of risk such as programmes, projects or recreational activities – See 3-2 Procedure for Risk Management in Educational Activities.

People involved in hazard management assessment will be appropriately skilled, experienced and/or trained in hazard management and will understand the types of general hazards that may be found within the Institute as a whole and/or their programme area.

Once a hazard has been identified it will be assessed to determine whether it is significant. If the hazard is significant the Institute will implement a hierarchy of controls and take all practicable steps to either:

1. Eliminate the hazard altogether. If this is not practicable, then;
2. Isolate the hazard from employees and other people in the vicinity. If this is not practicable, then;
3. Minimising the hazard to ensure that the hazard will not be a source of harm to employees and that action taken to minimise the hazard is complied with by all employees.

To ensure the hazard and control has been sufficiently thought through consideration should be given to the experience of people involved in the assessment of the hazard; all practicable steps that can be taken; identification of specific regulations, codes of practices or best practice in relation to the hazard and other information that make impact on the control; how the hazard has been managed in the past and if this is still effective and how often the control needs to be monitored / reviewed and by whom.

Each health and safety hazard shall also have a risk rating calculated for it to assess its risk level. The risk rating shall be calculated as Risk Rating = Potential Severity x Likelihood

Risk and Score Level	Risk Score	Risk Level	Action Required
	12-20	High (H)	Risk is unacceptable hazard must be eliminated or task not undertaken without high level controls to reduce risk – Daily review / monitoring required.
	6-11	Moderate (M)	Specific Controls necessary to ensure risk effectively managed – Regular review / monitoring required.
	1-5	Low (L)	After initial actions, further risk reduction not likely to be warranted – Monitor / review for any changes.

During the hazard assessment process, where NMIT staff do not have the required knowledge or competency to be able to manage or assess specific hazards, external specialist advice will be sought. When seeking specialist advice the HR Team Leader, and person/people seeking advice, will be involved in the deciding rationale for and criteria of the specialist. Final approval will be given by the HR Team Leader after consulting with others as required i.e. senior management / finance department.

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## HAZARD REGISTER

Overall management of hazard registers will be the responsibility of the HR Team Leader. The Academic and Allied Hazard register will be located on the intranet and will be available to all staff. This hazard register will be reviewed annually or through hazard reporting as detailed below.

Department Hazard registers will be located in each department and will be reviewed annually as part of the annual review by departments or through hazard reporting as detailed below.

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## HAZARD REPORTING

Hazards may be identified by the following:

1. Hazard report – the submission of hazard Form, report or notification by individual employees.
2. Planned assessment/audit – This process will be carried out by designated employees (or an outside consultant) at regular intervals or prior to purchasing and will examine places of work, work activities, new equipment, workspaces, buildings or materials and/or specific tasks. This process will involve an experienced employee who is familiar with the place of work, the site or activities carried out, to identify and investigate any aspects that could be hazardous.
3. Result of accident/incident investigation – By examining the conclusion of accident/incident investigation report to identify the underlying hazards.

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## ASSET REGISTER

Where significant hazards require the use of safety equipment for personal protective equipment as part of their control, an asset register is required. This will be held in each programme area and will confirm the equipment required by each person; the date the equipment is issued and where required a timeframe for replacement or service.

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## HAZARD MANAGEMENT SYSTEM REVIEW

The HR Team Leader in conjunction with appropriate Health and Safety Committee and Safety Consultative Committee, shall review the process for hazard management each year as part of the Annual Management Review. When reviewing the process they will take into account:

- Where the process remains effective
- Whether timetables for review of each programme are adequate
- If there have been any significant breakdowns in hazard management effectiveness
- Who should be involved in the reviews and are nominated staff still appropriate
- Resourcing requirements – whether there are sufficient resources for effective hazard management
- What skills, knowledge and workplace understanding is required to ensure effective identification of hazards.

This review will form part of the WSMP Self Assessment Review as detailed in Section 2 of this *Health and Safety Manual*.

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## APPENDICES

- 3.1A Hazard Notification Form
- 3.1B Hazard Identification, Assessment and Control Form

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## RECORDS

- Completed Hazard ID form
- Hazard Registers
- Minutes (or similar) of annual Hazard Register
- Record of hazards being communicated to staff / students / visitors
- Other identified hazards assessments
- Record of audits undertaken
- Records of Accident Investigation
- Record of requirement to use external specialist advice
- Minutes of Annual Management Review of Hazard Identification and Control processes
- Asset Register

### PURPOSE

To assure the health and safety of students and staff during educational activities organised by the Institute.

### SCOPE

All NMIT employees and students who undertake any educational activity with a significant risk factor; in an isolated situation; or during work based, or off site training situations.

Examples of areas and activities which may involve 'significant risk' and to which this procedure may apply include nursing, outdoor leadership, fitness and recreation, exercise science, forestry, agriculture, animal care and handling, veterinary nursing, environmental science, viticulture, adventure tourism, fishing/seafood industry visits/work based components, handling of tissue samples, science laboratories and industrial workshop based activities.

### RESPONSIBILITY

The Programme Area Leader has responsibility to ensure that systems are established, authorities assigned and, where necessary, resources allocated to implement these procedures.

Where a programme is run conjointly with another provider, the responsibility for risk management shall be specified in the articulation agreement. Legally a tutor owes a duty of care to the students whenever he or she involves a student in a situation in which it is foreseeable that the student may be at risk.

This duty of care applies throughout the duration of the activity e.g all night for an overnight activity.

In loco parentis

- Over eighteen year olds are regarded as adults and responsible for their behaviour.
- Sixteen to eighteen year olds are recognised as requiring more care and in principle all precautions should be taken as if the institution is in a loco parentis position in respect of these students.
- Under sixteen year olds: in loco parentis applies.

Where there is a mix of over and under age students it is important to cater for the highest risk situation and this may involve sufficient precautions as if the whole group was under eighteen years old.

### PROCEDURE

**Planning prior to undertaking activities shall include:**

- Identification, assessment and management of hazards as per 3-1 Procedure of Hazard Identification and Control
- Ensuring employees are correctly trained to work with any potentially hazardous equipment, chemicals, animal tissues samples etc. which they or their students use.
- Emergency situations are identified and applicable training provided to the person responsible.
- Establishment of emergency procedures relevant to identified hazards.
- Ensuring health, safety and accident prevention are given high priority.
- Awareness of and adherence to national body guidelines and industry codes of practice
- Maintenance of equipment has been undertaken.

## FOR ALL PROGRAMMES INVOLVING SIGNIFICANT RISK AND PRIOR TO PROGRAMME DELIVERY

The Programme Area Leader shall:

- ensure for each programme that any activity having the potential for significant risk has been identified
- include information on risk management of activities that are part of a course in the brochure or the programme handbook.
- for each activity or group of activities, designate an 'authorised tutor' responsible for risk management and with authority to take action to minimise risk during programme delivery.

The authorised tutor shall for each identified activity and after consulting with appropriate people if necessary:

- develop a Risk Analysis and Management Form for each activity or group of activities which is retained for reference and which is reviewed at least annually.

## PRIOR TO EACH ACTIVITY

The tutor for the activity shall:

- consider the Risk Analysis and Management Form and identify any changes (eg due to the particular location; the competence of particular students).
- if changes are identified, produce an amended Risk Analysis and Management Form.
- ensure that students have participated in a risk management briefing and that the students are aware of potential risks and understand what is required of them to eliminate or minimise those risks. (Students may be required to complete and sign a risk acceptance statement.)

### **AND, if the activity is off campus:**

Complete an intentions sheet (or write on an intentions board) which shall specify:

- name of tutor
- date(s), duration, nature and location of activity
- total number and names of people involved
- intended time (and date) of return
- a designated person to be notified upon return (Call Care Answer Service is the preferred designated supplier, however, this could be programme technician or admin person)
- the time when the designated person would investigate possible causes for delay and take appropriate action (eg notify Police Search and Rescue).
- other relevant matters, eg telephone numbers, cellphone, radiophone, emergency locator beacon, intended route, map references.

## DURING THE ACTIVITY

At all times every effort shall be made to reduce any risk to students and employees by management of the activity and the environment.

## FOLLOWING THE ACTIVITY

The tutor shall:

- for an off campus activity immediately notify the designated person and 'sign off' on the intentions sheet (or intentions board) at the first opportunity.
- report any accidents in accordance with procedure 5-1 Reporting Near Misses, Incidents, Accidents and Injury.
- review the reference Risk Analysis and Management Form if required, and recommend any desired changes to the authorised tutor.

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## APPENDIX

- 3.2A Risk Analysis and Management Form

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## RECORDS

- Risk Analysis and Management Form
- Intentions Form

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#### PURPOSE

To ensure there is a systematic approach to identify, assess, control and review existing and new health and safety hazards in the workplace and detail how hazard management will be implemented.

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#### HEALTH MONITORING ASSESSMENT

This procedure is undertaken to ensure that the effects of exposure to hazards that affect employees health, and the effectiveness of their controls, are being identified and monitored.

Any potential harm to an employee's health or illness from the workplace through exposure to identified tasks and significant hazards will be identified through 3-1 Procedure for Hazard Identification and Control. Once identified appropriate tests will be agreed and a process will be put in place in conjunction with NMITS Health Nurse (or external health professional provider) to provide a baseline monitoring of the employees health in relation to the identified hazard to assist in identifying areas of change. Checks will then be carried out on an annual basis (or more frequently as required) to monitor any changes and ensure that the appropriate controls remain effective.

The health professional shall gain the employees consent to undertake the monitoring and will provide results of the monitoring to employee and with the employees consent, advise HR Team Leader of any affects on staff resulting from exposure to various hazards over time.

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#### APPENDIX

- 3.3A Health Monitoring Consent Form

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#### RECORDS

- Health Monitoring Consent Form and record of testing

### 4.1 PROCEDURE FOR INDUCTIONS

#### PURPOSE

To ensure that employees are informed of their responsibilities and the Institute's responsibilities for health and safety in the workplace; that employees have specific knowledge of hazards that affect them and are equipped to undertake their roles and tasks in a way that maintains their health and minimises any potential for injury to themselves, other employees or people

#### PROCEDURE

A health and safety induction training will be provided for all new employees or employees who are transferring to a new work environment, role or task.

All new employees will receive initial health and safety induction as part of their introduction to the Institute by a member of HR Team on commencement of employment and will be supplied with a Staff Handbook. This induction will cover:

- Academic and Allied hazards
- Evacuation procedures
- How to contact 1<sup>st</sup> Aiders
- How to access the Intranet for more information

This initial induction will then be followed up by group training on specific health and safety information including their and the institute's responsibilities, hazard management, accident reporting and other information pertaining to health and safety.

The employee will also be provided with an induction by the Programme Area Leader or Business Support Area Manager before actively commencing their role. This induction will include more specific health and safety information relating to the programme area and includes:

- An overview of health and safety within the programme
- Hazard management and hazards specific to area
- What to do in an emergency
- How to report incidents and accidents

The employee will sign off each of the inductions forms and will be required to complete a Health and Safety quiz as part of the process to ensure they have an understanding of health and safety systems applicable to them.

#### APPENDICES

- 4.1B Area Induction Form
- 4.1C Health and Safety Induction Quiz

#### RECORDS

- Completed Health and Safety Induction Quiz Form
- Completed Area Induction Form



## 4.2 PROCEDURE FOR IDENTIFICATION OF HEALTH AND SAFETY TRAINING REQUIREMENTS

### PURPOSE

To ensure that training needs in relation to safety is identified and the keeping of records regarding each employee's skills, competencies and qualifications has been undertaken.

### PROCEDURE

The HR Team Leader or Human Resources staff member, during the recruitment process, is responsible for ensuring the required competency is met for health and safety in specific roles or areas of work and where possible, copies of records of training, certificates or licenses will be kept on the employees file. Where gaps are identified during the recruitment process a training plan will be put in place to be implemented upon the employee's commencement.

During the course of the employee's employment, where further health and safety training is required, this will be identified by the staff member, Programme Area Leader, Business Support Area Manager or Human Resources. The training need will be reviewed with the HR Team Leader and an appropriate training programme will be discussed. The HR Team Leader will then arrange for the appropriate training of employees as required to complete the level of skill competency or qualification required for the task. Once training is completed this will be recorded in the Human Resources Information System (HRIS) system. Where possible, copies of the records of training or certificates will be kept on the employee's file. Where there is an expiry date and renewal required for the training, this will be loaded into the HRIS and reports generated monthly to ensure further training is undertaken to remain current.

The HR Team Leader may use either internal or external trainers when undertaking training. Selection will be based on ensuring the selected training provided is performed by a competent and technically qualified person in the area they teach in, the trainer's familiarity with the industry they are teaching in and location, cost and accessibility of trainer. Internal trainers may be deemed competent due to their skills, knowledge, experience or qualifications. External trainers will be selected by their skills, experience or qualifications or association with relevant Industry Training Organisation (ITO) and ability to provide formal certification.

Where an employee is undergoing on-the-job training the person with the most relevant skills and experience in the programme area or department will be buddied with the employee to ensure the employee does not pose a health and safety risk to themselves or other employees. This will be communicated to the employee at the time of induction. The Buddy will monitor the employee under the appropriate supervisory controls. Once the employee has demonstrated that they have an understanding of key safety components of the job, have undertaken any training as required and can demonstrate safe working behavior the employee will be deemed competent to perform their assigned task.

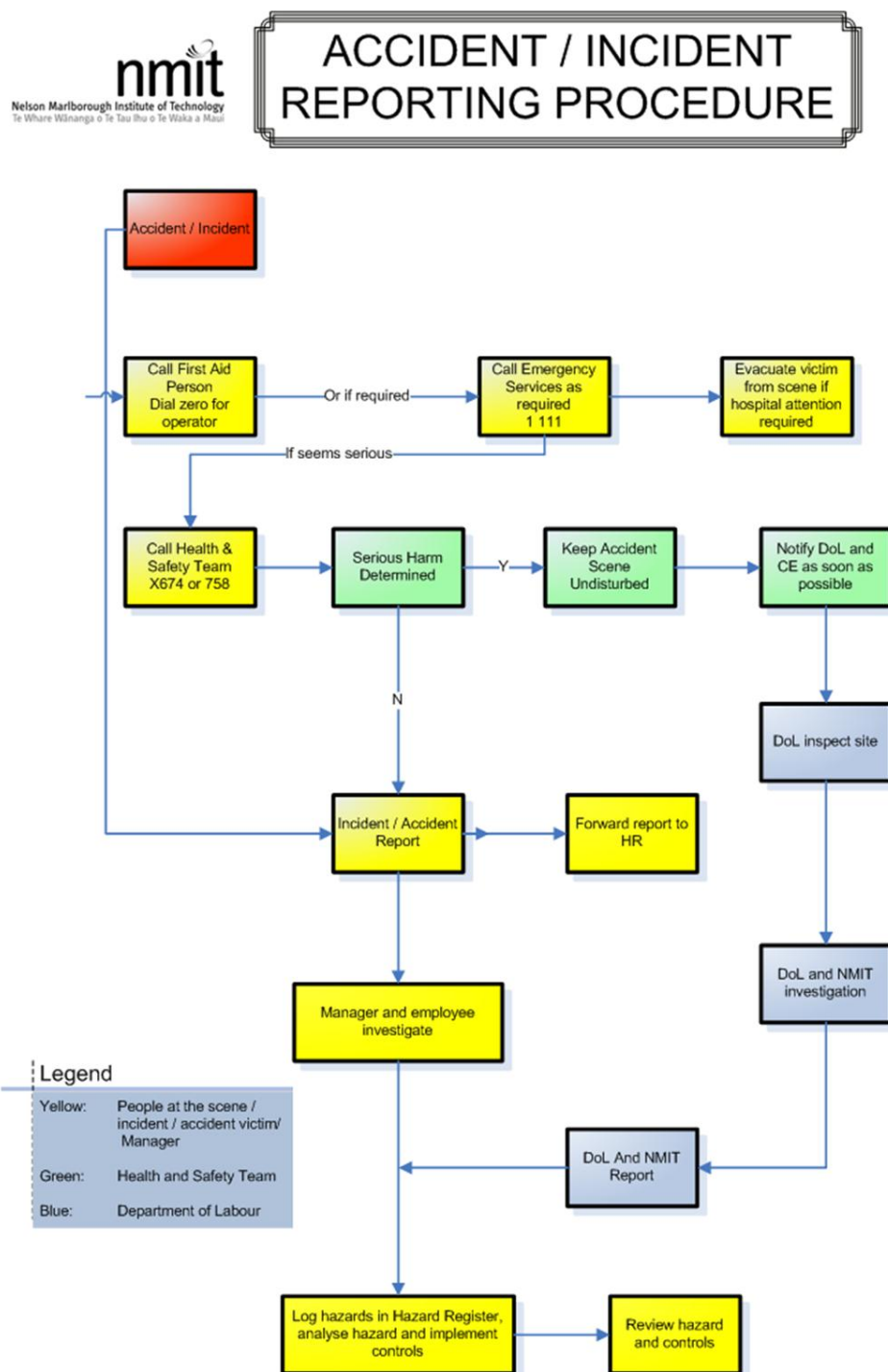
### RECORDS

- Copies of employee records of training, certificates or licenses
- Copies of trainer qualifications skills, or experience
- Renewal of training (bring up) reports
- Confirmation of competency of employee undergoing on the job training.

## PURPOSE

To ensure that proper and prompt assistance is obtained for any accident victim and that unsafe acts or conditions are rectified through reporting and follow up procedures.

The Health and Safety in Employment Act 1992, requires employers to record and investigate all accidents in places of work. It also requires that any accident involving **serious harm** to an employee is reported to the nearest Department of Labour (DoL) branch office.



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## PROCEDURE

All employees and students are required to report near misses, incidents, accidents, early signs of discomfort, gradual process injuries or work-related illnesses using 5-1A Near Miss / Accident / injury Report Form which is available on the intranet or in paper form.

Any injuries should be notified to the injured person's Tutor or Manager at the time of injury.

The injured person's Manager, Tutor or First Aider in attendance must report the accident if not already reported. Accident forms are required to be completed within 24 hours of an event.

The original of the report shall be forwarded to the HR Team Leader for review. Copies of the report may be forwarded to the appropriate notification parties as required. The HR Team Leader will advise the Chief Executive of any accidents resulting in serious injury.

The HR Team Leader on receipt of a report shall review the report and determine if an investigation and/or immediate corrective action is required. In reviewing the need for an investigation or corrective action the HR Team Leader will take into consideration the following:

- Previous incidents of a similar nature
- The potential seriousness of the incident
- Any resulting injury from the accident.

Following a review of the above, the HR Team Leader may elect to instigate an investigation. The initiation of an investigation shall be carried out as per 5-2 Procedure for Investigating Accidents.

The HR Team Leader will file the original Accident / Incident form in the Accident / Incident Register.

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## SERIOUS HARM REPORTING

Where an injury has occurred that may be serious harm, the HR Team Leader (or in their absence a member of the HR Department) must be notified immediately. The incident site must be left as found (unless further injury could occur) and all work on the incident site must stop. If after medical intervention, the injury is NOT serious harm the scene should be reviewed for any new hazards and/or altered if needed and work resumed.

If injury is confirmed serious harm, the HR Team Leader will advise DoL immediately and within 7 days provide written documentation on the Prescribed Form. The HR Team Leader will also advise the Chief Executive.

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## RESPONSIBILITIES

- All employees and students are required to report near misses, incidents and accidents.
- The response team will ensure that the injured person has received appropriate treatment
- The response team to ensure that immediate risks are controlled and the scene is protected if the injury constitutes serious harm (pending approval from the DoL)
- The response team to ensure the HR Team Leader is notified immediately if the injury may constitute serious harm
- The response team to ensure internal reporting is completed
- The HR Team Leader to ensure an investigation is arranged if required and actions are identified, recorded, assigned and timebound.
- The HR Team Leader to ensure identified hazards are feedback in to the hazard management procedure.
- The HR Team Leader and injured person's manager to ensure welfare support is provided.

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## APPENDICES

- 5.1A Near Miss / Accident / Injury Report Form

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## RECORDS

- Completed Accident Forms
- Completed DoL Reporting Forms

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### PURPOSE

This procedure is undertaken to determine the cause of an incident and ascertain actions to prevent reoccurrence.

The Health and Safety in Employment Act 1992, requires employers to record and investigate all accidents in places of work

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### PROCEDURE

This procedure is undertaken to detect and monitor trends in accidents and near misses and provide information

This procedure is initiated following the determination that an investigation is required by the HR Team Leader. The HR Team Leader will determine the members of the investigation team. Selection will be based on the experience, knowledge and qualifications of each person. The person leading the investigation will have had appropriate training or experience in accident investigation. The team may also include someone at a senior level, someone with experience of the environment the accident occurred in, a member from the Health and Safety Committee or from another area of the business.

The investigation will commence as soon as practicable after the accident has occurred. Following the determination of the facts the team shall analyze the data and determine the underlying cause or causes of the incident.

The investigation team shall prepare an investigation report detailing their findings from the investigations, including any details of corrective actions, assigned tasks, timeframes and further recommendations.

The HR Team Leader will have ultimate responsibility for ensuring the implementation of the corrective or preventative action(s) has been actioned by the appropriate person; a review any corrective action taken and ensuring that any identified hazards have been feedback into the hazard management system. They will also ensure the Incident Investigation Form is updated once the action has been completed and closed out.

The accident report and its findings will be provided to the Chief Executive, Safety Consultative Committee; Health and Safety Committee and any other affected parties.

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### APPENDIX

- 5-2A Investigation Form

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### RECORDS

- Completed Investigations

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### PURPOSE

This procedure is undertaken to detect and monitor trends in accidents and near misses and provide information on health and safety performance.

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### PROCEDURE

The HR Team Leader will update information 3 monthly on injury and incident data provided from submitted reports to identify trends, areas of high risk and root cause.

Each of the reported accidents/near misses shall be analysis and assigned one of the following categories:

- 1 Fatality
- 2 Serious harm
- 3 LTI (Lost time injury)
- 4 MTI (Medical treatment injury)
- 5 Incident
- 6 Near Miss

Information will then be categorized by:

- Department
- Injury type
- Body part
- Root cause

This information will then be provided to the Health and Safety Committees and Safety Consultative Committee to assist in helping to identify areas of focus within the Institute and prioritizing injury prevention initiatives.

This information, along with any initiative information and outcomes resulting from the analysis will also form part of the WSMP Self Assessment Review as per Section 2.

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### APPENDIX

- 5.3A Statistics Template

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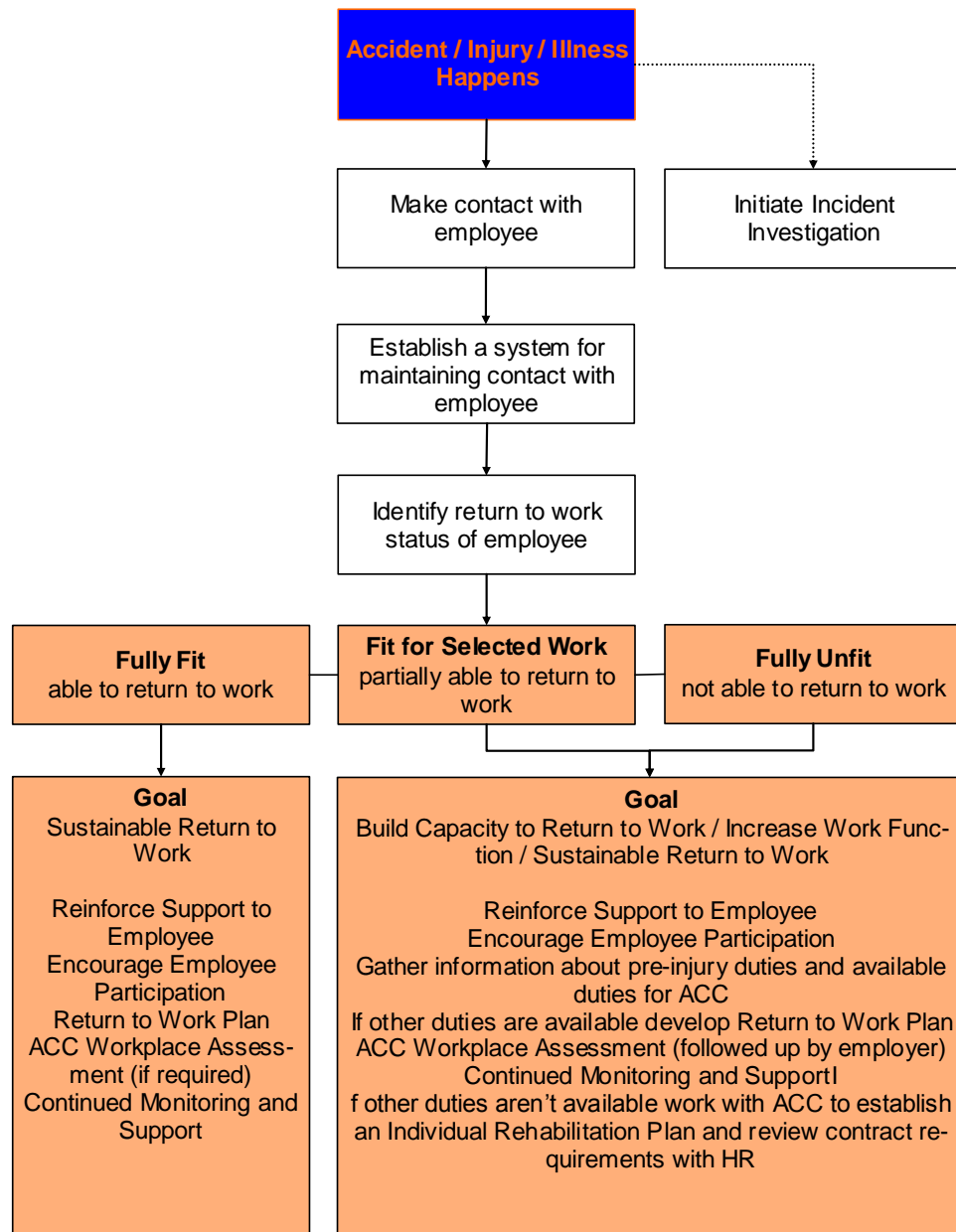
### RECORDS

- Completed three monthly reports

## 5.4 PROCEDURE FOR RETURN TO WORK

### PURPOSE

This procedure is undertaken to provide a process for managing employees workplace injuries and coordinating the rehabilitation and return to work of those employees with workplace injuries.



The HR Team Leader and employee's Manager will make contact with the employee as soon as possible after the accident/injury/illness to provide reassurance and support. They will ensure constant communication is maintained with the employee throughout the return to work process. Communication may also be made by the Trained and / or Health and Safety Representative.

The Manager, in conjunction with the HR Team Leader will be responsible for the return to work process and will encourage the employee to participate in the process by formulating information on what they do as a job now and what other possible jobs could be performed, the development of a their ACC Individual Rehabilitation Plan and/or Return to Work Plan and any other aspects associated with the process.

The Manager will identify the return to work status of the employee in consultation with the employees health provider (once written consent has been received from the employee), employee and ACC Representative (if required).

The Manager will then organize a meeting to discuss what needs to be put in place for the employee to return to work. Actions from the meeting will be recorded on Form 5-4A "Return to Work". Prior to the employee returning to work a workplace assessment may be undertaken by the HR Team Leader to identify and implement any changes necessary to assist their return to, or sustain their normal or temporary duties safely.

Once the employee has returned to work the employees Manager and the HR Team Leader will have responsibility to monitor the employee to make sure the return to work is sustainable.

If, due to the type of injury/illness and after assessment, continued work is unable to be undertaken within the Institute the HR Team Leader will initiate and manage this process.

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## APPENDIX

- 5.4A Return to Work Form

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## RECORDS

- Completed Return to Work Form
- ACC Individual Rehabilitation Plan
- Workplace Assessment
- Records of monitoring progress and / or updated Return to Work form to reflect changes



## SECTION 6 – EMPLOYEE PARTICIPATION

### 6.1 PROCEDURE FOR EMPLOYEE PARTICIPATION

#### PURPOSE

This procedure is undertaken to ensure that all employees have ongoing opportunities to be involved in the development and evaluation of safe workplace practices and foster positive health and safety practices in the Institute.

#### PROCEDURE

The Institute will have three areas of formal employee participation:

##### AREA ONE – TRAINED HEALTH AND SAFETY REPRESENTATIVE

The Institute will, in consultation with the Unions hold elections in August every 2 years for Trained Health and Safety Representatives.

The Programme Area Leader or Business Support Team Manager of each work area will seek nominations from all employees that work in that area for candidates who wish to stand for election for the position of Trained Health and Safety Representative for that work area.

Each Trained Health and Safety Representative is to be elected by secret ballot of all those employees in the work area the Trained Health and Safety Representative will represent.

If there is only one candidate for the position, there will be no need to hold an election and that person shall automatically fill the position. If there is no candidate, the position will not be filled.

HR will notify the names and election process for elected Trained Health and Safety Representatives to Unions.

Where the position of Trained Health and Safety Representative becomes vacant another election shall be held in the relevant designed work area following the same procedure as set out above within 30 days of the vacancy having arisen.

Trained Health and Safety Representatives will be entitled to two days paid leave per year to attend a training course approved under Section 19G of the Act. At least 14 days' notice must be given to the employer of the leave required to attend training. Attendance at this training shall be regarded as professional development.

Trained Health and Safety Representatives will fulfill the functions contained in Part 2 of Schedule 1A of the Health and Safety in Employment Act. Additional functions may be included as needed.

The Institute shall ensure that Trained Health and Safety Representatives have sufficient time and resources to undertake the role effectively and has access to the Institute's information on health and safety.

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## AREA TWO – HEALTH AND SAFETY COMMITTEES

There will be a Health and Safety Committee, one each on the Nelson and Marlborough campuses. The Trained Health and Safety Representatives will form part of this committee. Other members on this committee will be:

### Nelson Campus

- HR Team Leader
- Representative from each Union
- Student representative
- Facilities Team Leader
- Health Nurse
- Other interested employees

### Marlborough Campus

- Operations Manager
- Other interested employees

The Health and Safety Committee may co-opt additional member(s) or external expertise, should a specific need arise or specified skill is required.

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## AREA THREE – SAFETY CONSULTATIVE COMMITTEE

The Safety Consultative Committee shall comprise of employee, student and management representatives:

Members on this committee will be:

- Chief Executive (Chair)
- Designated Senior Manager
- Academic Union Representative
- Allied Union Representative
- Student Representative
- Trained Health and Safety Representative (or representative from SCC)
- HR Team Leader

A Terms of Reference will be the guiding document for how each Committee will function.

Employee participation will further be encouraged through:

- The use of the Institute's intranet to ensure employees are kept up to date with issues and make suggestions;
- Through regular departmental meetings and raising employees' awareness of safety issues and information;
- Focus groups of employees when reviewing documentation or undertaken safety initiatives and specific employee input is required.

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## REFERENCES

- Health and Safety Committees Terms of Reference
- Safety Consultative Committee Terms of Reference

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## RECORDS

- Meeting minutes
- Training record

## SECTION 7 – EMERGENCY PLANNING

### 7.1 PROCEDURE FOR EMERGENCY PLANNING RESPONSE AND READINESS

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#### PURPOSE

To identify and establish effective and efficient emergency plans to assist in the protection of employees and students in the event of any emergencies that are likely to occur within the Institute.

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#### PROCEDURE

The HR Team Leader, in conjunction with the Health and Safety Committees and Safety Consultative Committee (SCC), will identify emergency situations that are relevant to the various programmes / departments within the Institute. These may be identified through hazard management; audits; results of accident investigations etc.

Each potential emergency situation that is identified will have a documented procedure which will outline the process that needs to be followed to keep employees, students and other people in the vicinity in the event of emergency safe and any specific emergency service requirements.

This information will be made available to employees and students via the induction process, intranet, signage which is displayed around the Institute and through refresher training. Emergency scenario drills will be undertaken at least six monthly to ensure employees are aware of how to behave safely in an emergency situation and identify any areas for improvement.

Where personnel have been given responsibility for controlling an emergency situation, or have/are designated employees, such as wardens or first aiders, they will be provided with relevant training and experience to ensure they are competent to carry out the task required of them.

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#### REFERENCES

- NMIT Crisis Procedure

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#### RECORDS

- Minutes of meeting involving emergency scenario identification
- Completed Drill records

## SECTION 8 – CONTRACTOR MANAGEMENT

### 8.1 PROCEDURE FOR CONTRACTOR MANAGEMENT

#### PURPOSE

This procedure is undertaken to evaluate the capability of a potential Contractor or Subcontractor to ensure they do not impact on the safety of the Institutes employees, or the contractors own, while they are undertaking the contracted work.

#### PROCEDURE

The Facilities Team Leader and his team will have overall responsibility for Contractor Management within the Institute. Contractor Management will be split into three levels.

##### LEVEL ONE

This will apply to contractors who are involved in large scale new build or major rebuilding projects within the Institute. In this situation the following process will be considered:

Scoping the Work – this will involve initial consideration in terms of the extent of the work to be contracted out; the broader health and safety considerations including significant hazards and likely risks; and what basis the contractor will be selected on. This information will then be set in the tender document and provided to tenderers.

Contractor Selection – As part of the tender process, the Institute (acting as Principal) will provide further information to potential contractors on any further health and safety information or hazards that arises. Tenderers will be required to complete a draft health and safety plan and Contractors Health and Safety Questionnaire as part of their tender submission.

Awarding the Contract – After evaluation of the tender submission a contractor will be awarded the contract for works. The contractor must then supply a completed health plan. This will be incorporated into the contract. Discussion and agreement will be undertaken by the Principal, or his representative, as to lines of communication, responsibilities, hazard management, accident reporting, emergency reporting and requirements, safe systems of work, method statements, monitoring requirements etc. As part of this process an induction will be undertaken prior to the commencement of any work being undertaken.

Monitoring the Contract – This will be ongoing throughout the contract by the Principal, or his representative, through meetings where health and safety will be given priority and any safety issues can be resolved; walk over audits to ensure the performance meets the agreed standard and that relevant systems are in place such as hazard management, permits to work; review of any accidents etc. The contractor will be informed of any results of monitoring.

Post Contract Review – Once the contract has been completed a post contract review will be undertaken to determine the success of the contract and highlight any areas of improvement or what went well.

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## LEVEL TWO

This will apply to contractors who are involved in mostly repairs and maintenance within the Institute. In this situation the following process will be considered:

Scoping the Work – this will involve initial consideration in terms of the extent of the work to be contracted out; the broader health and safety considerations including significant hazards and likely risks; and what basis the contractor will be selected on. The majority of this work will be contracted out to pre-approved contractors. Where it has been identified that the service can't be provided by a contractor on the pre-approved list assessment as detailed below, pre-qualifying of contractor must be undertaken on potential contractors.

Pre – qualifying of Contractor – A selection of Contractors may already be pre-approved and on an "Approved List". In this instance the contractor would have had to have undertaken a pre-qualification assessment. Evaluation of the contractor to be included on this list will include:

- The ability of contractor to demonstrate compliance to an assessment i.e Contractors Health and Safety Agreement; and;
- Previous experience or reputation with the contractor in undertaking the service with the required safety and quality, and/or;
- Previous contractor Performance Reports to which demonstrate conformance of materials, services, workmanship, health and safety record etc.

Approved contractors will be provided with Health & Safety Agreement detailing relevant health and safety information. This must be signed. Re-assessment of the their pre-qualification status will be undertaken every two years, unless during the course of their contract they perform in such a way that impacts on the safety of employees in which case they will be given a "DO NOT USE" status

Awarding the Contract – Work instructions will be provided to the pre-qualified contractor in the form of a work order or other written communication and further safety information as it arises.

Monitoring the Contract – This will be ongoing throughout the contract by the Principal, or his representative, through meetings where health and safety will be given priority and any safety issues can be resolved; walk over audits to ensure the performance meets the agreed standard and that relevant systems are in place such as hazard management, permits to work; review of any accidents etc. The contractor will be informed of any results of monitoring.

Post Contract Review – Once the contract has been completed a post contract review will be undertaken to determine the success of the contract and highlight any areas of improvement or what went well.

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## LEVEL THREE

This will apply to one off maintenance contractors. In this situation the contractor will be provided with specific health and safety induction / information and will be given authority to work unsupervised. Visitors to site will also be regarded as Level Three – in this situation one off visitors may be provided with health and safety information and then accompanied throughout their time on the site. Regular visitors, after being provided with a health and safety induction, may be given authority to have open access.

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## APPENDICES

- 8.1A Contractors Health & Safety Agreement
- 8.1B Contractors Health & Safety Information Booklet
- 8.1C Level 3 Visitor Contractor Sign In

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## RECORDS

- Relevant Tender and/or Contract information developed by Principal
- Pre-Qualification Questionnaire
- Draft and Completed Health and Safety Plan (Level 1)
- Signed Agreement
- Register of Approved Subcontractors
- Records of minutes / walkovers etc to show monitoring
- Accident reports and if applicable investigation
- Post contract evaluations

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## REFERENCES

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### INTERNAL

Health and Safety Policy  
Off-site Practical and Workplace Components  
Smoke Free Policy  
Communicable Diseases  
Health and Safety Committees Terms of Reference  
Safety Consultative Committee Terms of Reference  
Development, Review and Issue of Policies and Procedures  
Programmes own procedure for Risk Management in Educational Activities

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### EXTERNAL

Health and Safety in Employment Act, 1992  
Education Outside the Classroom, Ministry of Education, 1995  
Kensington Swan letter to Wellington Polytechnic, 15 August 1995

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## APPENDICES

- 2.2A Objectives and Targets Template
- 3.1A Hazard Notification Form
- 3.1B Hazard Identification, Assessment and Control Form
- 3.2A Risk Analysis and Management Form
- 3.3A Health Monitoring Consent Form
- 4.1B Area Induction Form
- 4.1C Health and Safety Induction Quiz
- 5.1A Near Miss / Accident / Injury Report Form
- 5.2A Investigation Form
- 5.3A Statistics Template
- 5.4A Return to Work Form
- 8.1A Contractors Health and Safety Agreement
- 8.1B Contractors Health and Safety Information Booklet
- 8.1C Level 3 Visitor Contractor Sign In