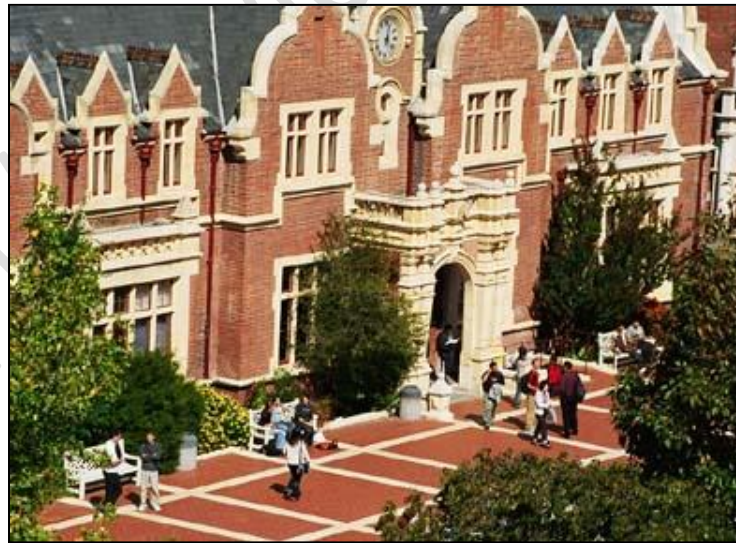


Health and Safety Management Plan 2015/2016

Target: To develop a culture and practices that will eliminate all work-related injuries and illness at Lincoln University

Mission

Compliance, Improvement and Promotion



Introduction

The 2015/16 plan aims to consolidate the progress made in the 7th ACC *Workplace Safety Management Practice (WSMP)* Audit since Lincoln University entered the program. This is Lincoln University's 4th successive tertiary accreditation in the WSMP program. Maintaining tertiary status will require ongoing vigilance and some focussed and systematic interventions to further align policies and practises with the new legislation (*Health and Safety at Work act*) which comes into force in September 2015. There is a need to ensure compliance in the *Hazardous Substances & New Organisms act* (HSNO, 1996), which is also changing due to the advent of the new legislation. Also of paramount importance will be further incorporating the lessons learnt from the 2010 earthquake and hazards that will be presented with the rebuilding/reconstruction process. The rebuilding process will be ongoing and require significant health & safety focus. This is particularly so with capital projects in this planning period (namely the demolition and construction of the new Hilgendorf building). These challenges need to be addressed while improving the efficiency with which the safety team operates, and also improving communication with university stakeholders.

Key clients

- Lincoln University management
- Staff
- Students
- Compliance authorities
- Health and Safety Committee
- Institutional Bio safety Committee
- Hazardous Substance User Group

Values:

- Continual improvement
- Staff well-being
- Healthy learning and work environment
- Compliance
- Good communication
- Fairness and equity
- Trust and respect

2015 & 2016 Plan

(The H&S plan is aligned to the 2015 & 2016 period as that is when the WSMP period runs. There are annual performance requirements. A 6 monthly review of the plan will be undertaken by the H & S Committee)

Goals for 2015/2016	Target/comments	Date Achieved
<p>1. To secure the visible and active commitment of senior management</p> <ul style="list-style-type: none"> • Strategic review of H&S system to be undertaken Post 2014 WSMP audit. • Vice-Chancellor nominee to chair the health and safety committee. • Health and Safety Manager to visit each Faculty Dean and Centre Director at least once every 6 months. • Faculty Deans and Centre Directors responsibilities and health and safety performance to be assessed annually. • WSMP annual pre audit to be done August 2015 & 2016. • Quarterly reports on H&S KPIs to University Council (Audit and risk) 	<p>March 2015</p> <p>March 2015</p> <p>6 monthly visits</p> <p>As part of annual PDA process</p> <p>November 2015 & pre 2016 audit</p> <p>Quarterly reports to ARMC</p>	<p>Completed March 2015</p> <p>Completed February 2015</p> <p>All visited 2nd quarter</p> <p>PDA cycle completed but no PDAs available to check</p> <p>All reports forward to AVC – Corporate Services</p>

<p>2. To identify and manage all hazards at Lincoln University</p> <ul style="list-style-type: none"> • Hazard management/accident reports generated by Health and Safety Manager and reported to the Health and Safety Committee at each meeting. • Annual review of hazard registers by safety representatives and H&S Committee • Safe and Healthy demolition process for the Hilgendorf building communicated and reviewed 	<p>Each committee meeting</p> <p>Annual review – November 2015&16 – out of term time</p> <p>SSSP (<i>Site specific Safety Plan</i>) review before commencement of process. Regular meeting with project manager & lead contractor</p>	<p>On target</p> <p>Completed November 2015</p> <p>Completed April 2015</p>
<p>3. To provide refresher training (where required) to first aiders</p> <ul style="list-style-type: none"> • Intranet to be updated where required. Venue to be supplied on campus • First aid kits to be kept current. • Field trips to have nominated first aiders and kits available 	<p>March 2015</p> <p>Check by area H&S Representatives</p> <p>Check via RAMs form</p>	<p>Completed - dates set for 2015 in March</p>
<p>4. To provide regular training for Safety Representatives and those with other health and safety responsibilities</p> <ul style="list-style-type: none"> • HSNO exempt code of practice – selected lab staff • Ergonomic training – Gradual process injuries & work station setup • WSMP training/auditing • Laboratory auditing • Hazard Management & keeping registers current 	<p>March 2016</p> <p>August 2015</p> <p>November 2015</p> <p>November 2015</p>	<p>Completed Sept 2015</p> <p>TBA</p> <p>Completed sept 2015TBA</p>

<ul style="list-style-type: none"> • Building and Fire Warden roles – operation of reset panel/alarm • Fire extinguisher training (selected staff)- <ul style="list-style-type: none"> ○ Lincworks ○ FSC ○ Catering ○ Laboratory staff/users • Bio safety & Institutional Bio safety committee • Stress & fatigue management • EAP – process & outcomes • Smoke free environment • CIMS (Coordinated Incident Management System) • Accident investigation • Defibrillator use and operation • Quad Bikes & farm safety • Chainsaw safety • New work safe environment and legislation • Chemwatch Gold FFX training • Hazardous substance spill training • Approved handler training – agric chemicals 	<p>Catering Burns Forbes Other wardens where required June 2015</p> <p>February 2015</p> <p>June 2015</p> <p>June 2015</p> <p>June 2015</p> <p>June 2015</p> <p>October 2015</p> <p>Combine with review of service level (April 2015) April 2015</p> <p>When numbers attained</p> <p>Combine with hazard management November 2015 As part of first aid training</p> <p>May 2015</p> <p>May 2015</p> <p>September 2015</p> <p>October 2015 & 2016</p> <p>TBA</p> <p>When enough numbers attained</p>	<p>Completed January 2016 Completed October 2016</p> <p>December 2015</p> <p>January 2016</p> <p>December 2016</p> <p>Completed</p> <p>Completed as part Live well March 2015</p> <p>TBA</p> <p>Completed Sept 2015</p> <p>Completed</p> <p>No interest but some attended As above</p> <p>Completed April 2015</p> <p>Completed</p> <p>TBA</p>
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<p>5. To provide regular health and safety information and updates to staff, Safety Representatives and Managers</p> <ul style="list-style-type: none"> • Regular articles on hub and emails to safety Representatives • Distribution of health and safety information and magazines such as <i>Safeguard ACC forum etc...</i> • Regular speakers/trainers on campus • Presentations on new legislation and effects and precedents • Agricultural sector updates on health and safety 	<p>2 monthly</p> <p>2 monthly</p> <p>At Least 6 monthly</p> <p>Regular updates</p>	<p>On target</p> <p>On target</p> <p>On target – also Live well speakers</p> <p>Completed – several over year</p> <p>On target several circulated</p>
<p>6. To participate in the external Health and Safety community</p> <ul style="list-style-type: none"> • Networking – NZISM, Ergonomics Society, Safe-NZ, Tertiary sector • Liaison with ACC, OSH, other Health and Safety practitioners • Present at conferences where requested 	<p>6 Monthly</p> <p>2 monthly</p> <p>TBA</p>	<p>On target</p> <p>Two conferences presented at 1st quarter</p>
<p>7. HSNO (Hazardous Substances and New Organisms)</p> <ul style="list-style-type: none"> • Information on effects of changes to legislation and application • Re audits of designated laboratories to be completed 2015 using designated auditors • Fire extinguisher training for selected laboratory staff • Continue project work and involvement /driving of use of new hazardous substance store • Ensure new operations manual is available and used. 	<p>August 2015</p> <p>November 2015</p> <p>June 2015</p> <p>November 2016</p> <p>November 2015</p>	<p>Completed Nov 2015</p> <p>Completed</p>

<ul style="list-style-type: none"> • Develop on line training for hazardous substances. Combine and integrate with on line inductions • Visit all farms to inspect fuel storage areas • Agrichemical training where identified • Hazardous substance disposal & movement – Hilgendorf • Review substance specific SMOUs (Safe Method of Use) 	<p>Budget to be sorted</p> <p>June 2015</p> <p>Numbers to be attained</p> <p>January 2015</p>	<p>Completed October 2015</p> <p>Completed – January 2015</p> <p>Completed June 2015</p>
<p>8. To work maintain compliance with other relevant legislation and regulations.</p> <ul style="list-style-type: none"> • Hazardous Substances and New Organisms Act (1996) & updates • Bio-security Act & regulations (MPI) • Electricity Safety Regulations • Hazardous Substances and New Organisms Act (1996) • Civil Defence • Local body legislation • Fire safety legislation • Accident compensation & Injury prevention legislation • Appropriate & relevant <i>Codes of Practice</i> (CoPs) 	<p>6 monthly review</p> <p>6 monthly review</p> <p>6 monthly review</p> <p>6 monthly review</p> <p>6 monthly review</p> <p>6 monthly review</p> <p>3 monthly review</p> <p>6 monthly review</p> <p>6 monthly review</p>	<p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p>

<p>9. Review selected LPPs & delete or develop. Accommodate new legislation changes and terminology where necessary.</p> <ul style="list-style-type: none"> • Storage and use of Firearms on Campus • Biosafety committee & Biosafety procedure • Hazardous substances & new organisms • Hazardous waste disposal & Storage of Hazardous substances • Working at Home on computers & Working safely with computers • Computer furniture, equipment guidelines • First aid • Smoking Policy 	<p>October 2016</p> <p>November 2015 (await new BSO)</p> <p>November 2015 (await new BSO)</p> <p>November 2015</p> <p>June 2015</p> <p>June 2015</p> <p>June 2015</p> <p>June 2015</p>	<p>TBA</p> <p>TBA</p> <p>TBA</p> <p>TBA</p> <p>Completed</p> <p>Completed</p>
<p>10. To maintain tertiary accreditation in the WSMP internal audit (2016).</p> <ul style="list-style-type: none"> • Strategic review of 2014 results and implement corrective actions. • External colleague to audit (Polytechnic – Dave Curry) • Internal audits of departments by safety representative 	<p>March 2015</p> <p>October 2015</p> <p>October 2015</p>	<p>Completed</p> <p>2nd quarter review done</p> <p>2nd quarter review done</p>
<p>11 Review and assessment of information technology system/s and process for managing health and safety reporting. This is to include hazard management, accident reporting, tracking hazardous substances, governance and training/inductions.</p> <ul style="list-style-type: none"> • Review of intranet pages and incumbent databases. • Assessment of ITS system used by other tertiary intuitions. • Assessment of specific vault software system. 	<p>March 2015</p> <p>July 2015</p>	<p>2nd quarter review done</p> <p>2nd quarter review done</p>

<ul style="list-style-type: none"> Accommodate and insert risk management section as required with new legislative environment. Reference good governance module for council reporting requirements. 	July 2015	2 nd quarter review done
<p>12 Review and further refine emergency management response capabilities.</p> <ul style="list-style-type: none"> Further develop USAR (<i>Urban Search and Rescue</i>) capabilities. Expand team membership. Renew and expand capabilities of USAR team to incorporate a wider range of response scenarios and capabilities 	<p>April 2015</p> <p>April 2015</p>	<p>2nd quarter review done</p> <p>Completed</p>
<p>13. Review Health & Safety Manual</p> <ul style="list-style-type: none"> Involve selected laboratory managers, IBSC, Bio Safety Officer, LU H&S committee 	November 2015	BSO selection process with DVC. Selection to be assessed later in 2016
<p>14. Lincoln University to be Smoke free</p> <ul style="list-style-type: none"> Review LPP and gain support for this concept & process Explore options, totally smoke free, selected areas or Building and immediate environment free (this is status quo) 	July 2015	Draft to ELT January 2016
<p>15. Re - Audit Lincworks and LVL workshops and Telford Workshops</p> <ul style="list-style-type: none"> Fitters Painter 	<p>May 2015</p> <p>May 2015</p>	<p>Completed</p> <p>Completed</p>

<ul style="list-style-type: none"> • Stores • Carpenters • Electricians • Lincoln Agritech 	<p>May 2015</p> <p>May 2015</p> <p>May 2015</p> <p>May 2015</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>16. Review service level agreement and provisions of services from first aid training provider</p> <ul style="list-style-type: none"> • Involve users of service • Rec centre be involved • Investigate further areas where more input needed 	<p>March 2015</p>	<p>Completed</p>
<p>17. Review service level agreement and provisions of services from Employee assistance Program (EAP) training provider</p> <ul style="list-style-type: none"> • Compare with other providers (cost service etc.) • Interview users of service (where agreeable) 	<p>April 2015</p>	<p>Completed</p>
<p>18. Increase staff use at university gymnasium through more flexible work practises and assist more staff to participate in recreation centre facilities. Combine and synchronise with living well campus concept and planning</p> <ul style="list-style-type: none"> • Involve users of service, Rec centre be involved • Incorporate with “Live well” campus concept 	<p>Each quarter – June 2015</p>	<p>Completed – await next review</p>

<p>19. To implement selected wellness initiatives in conjunction with the Tertiary Education Union (TEU)</p> <ul style="list-style-type: none"> • Identify initiatives • Mole mapping • Stress management • Smoke free campus • Men’s health – prostate cancer (Movember) • Personal safety • Hearing tests • Vision testing • Living well campus initiatives – see living well calendar plan for dates. 	<p>February 2015</p> <p>May 2015</p> <p>February 2015</p> <p>June 2015</p> <p>November 2015</p> <p>November 2015</p> <p>February 2015 & February 2016</p> <p>As required and as per Lincoln eye service agreement</p>	<p>Completed</p> <p>Completed August 2015</p> <p>Completed</p> <p>Near completion</p> <p>Completed</p> <p>Completed February</p>
<p>20. Review of equipment to be purchased for Lincoln Division Telford gym and staff use.</p> <ul style="list-style-type: none"> • Review of equipment purchased, • Audit of use 	<p>March 2015</p>	<p>Completed</p>
<p>21. To undertake eye sight tests to all those eligible under collective employment agreement</p> <ul style="list-style-type: none"> • Feedback on service from users & provider (Lincoln optometry) 	<p>February 2015</p>	<p>Completed</p>

<p>22. Building compliance – registered evacuation schemes for new Buildings (RFH) and any others</p> <ul style="list-style-type: none"> • Battens & hardware's for all buildings • Training to be given • PPE allocated (hats etc.) • New Christchurch Business Collage & student space areas/building 	<p>June 2016</p> <p>March 2016</p>	
<p>23. To ensure all privately owned farms Lincoln Telford Division use for training (as training delivery partners) comply with Health and Safety legislation and have a documented Health and safety system.</p> <ul style="list-style-type: none"> • Farm safe to implement Health and Safety system for all farms used by Telford • New farms being used adhere to above process • Regular audits to check compliance • Selection process for training delivery partners 	<p>Will require vigilance as new farms entered training arrangements</p> <p>May 2015</p> <p>January 2016</p> <p>January 2016</p> <p>TBA</p>	<p>Completed</p>

Review

Once finalised this management plan will be reviewed on a 6 monthly basis

Adrian Brown

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