

# POLICIES AND PROCEDURES

## Hazard Management

<b>Last Modified:</b>	6 August 2016
<b>Review Date:</b>	6 August 2018
<b>Approval Authority:</b>	SMG

### 1. PURPOSE

The Health and Safety at Work Act (2016) places duties on employers in relation to hazard management. The Act requires all employers to have an effective method for identifying and controlling hazards. The reason for managing hazards is to prevent accidents and injuries to Lincoln University's staff and students. Hazards are activities, situations or substances that can cause harm through illness and/or injury.

### 2. OUTCOMES

- ❖ ensure all work injuries or work-related illnesses are regarded as preventable and, therefore, able to be minimised and eliminated;
- ❖ provide a safe and health working and learning environments for everyone who works, studies, visits or has business on the University campus and farms, or staff who are engaged elsewhere on University business;
- ❖ ensure all levels of management are fully responsible and accountable for the management of hazards and prevention of injury or illness in the areas under their control;
- ❖ provide education in the hazards and risks in the workplace and the precautions that need to be taken to ensure personal health and safety; and
- ❖ ensure accurate reporting and recording of hazards, accidents and injuries, near misses and other relevant health and safety processes or information.

■

### 3. PRINCIPLES

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

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

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

Lincoln University is committed to complying with relevant legislation, regulations, standards, codes of practice and safe operating procedures. It aims to maintain and develop an excellent and safe

working environment that complies with statutory requirements, including the Health and Safety at Work Act (2016) This Act outlines the legal responsibilities of employers, employees, self employed people and contractors.

**4. SUBSIDIARY RESOURCES**

❖ [Subsidiary Policies and Procedures](#)

**5. LINKS WITH OTHER POLICY**

❖ [Related Policies](#)

**6. RESPONSIBILITIES AND DELEGATIONS**

Faculty Deans/Managers are responsible for ensuring there are formal procedures in their area of responsibility for regularly identifying, assessing and managing existing or new hazards.

Health and Safety Representatives are to ensure that regular hazard and risk assessments are carried out in their designated areas using the hazard management process appropriate to their Faculty, section or department.

The Health and Safety Manager is to establish a University wide system of hazard identification, assessment and control and ensure that control measures identified are appropriate.

**7. REVIEW**

This procedure will be reviewed by the Health and Safety Manager or delegated authority every two years, and report to SMG for approval.

Approval Date: 6 August 2012

Approval Body: SMG

Next Review Date: 6 August 2014

**KEYWORDS**

Hazard, Management, HHASs, LPP Health & Safety

## APPENDIX ONE – HAZARD MANAGEMENT

- In order for effective hazard management to occur, both staff and students (particularly postgraduate students) need to be involved in hazard identification, control and monitoring. These processes need to be conducted systematically, regularly and be documented. Health and Safety Representatives should assist staff and their postgraduate students to identify significant hazards using the process outlined below. Health and Safety Representatives should alert Deans or their Managers of any significant hazards they identify and appraise them of the actions they have taken.

■

### 1.1. Methods of Hazard Identification.

There are four commonly used methods of hazard identification. Usually a combination of methods is used.

- (a) Making physical inspections by walking around the workplace, perhaps with the aid of a checklist.
- (b) Analysing tasks carried out and observing other staff.
- (c) Analysing processes from start to finish and identifying hazards involved at each stage.
- (d) Investigating accident details to identify the hazards associated with that accident.

When asking staff and students to get involved in hazard identification, it is important to remind them to focus on identifying hazards that could be reasonably expected to cause harm in the workplace.

[Appendix 2](#) is a form that may be used to record the hazard identification process. Faculties and departments are welcome to adapt it to suit their requirements. Several checklists are also available, contact the Health and Safety Manager for copies.

### **Control of Hazards**

Once identified, a hazard must then be assessed and controlled. If the hazard is significant\*, then there is a legally prescribed process for its control, known as the “hierarchy of controls”.

- (a) Eliminate: take all practicable steps to eliminate the hazard from the workplace. If the hazard cannot be eliminated then;
- (b) Isolate: separate staff and students from the hazard e.g., machine guarding. If the hazard cannot be isolated then;
- (c) Minimise: reduce the likelihood of harm from the hazard e.g. providing personal protective equipment, monitoring the environment, ensuring information and training is given.

---

\* Significant hazard is a hazard that is an actual or potential cause or source of:

- (a) serious harm (which is death or harm as defined in the Health and Safety in Employment Act)
- (b) harm, the severity of which, depends on the extent or frequency of the person’s exposure to the hazard
- (c) harm that does not usually show up until a significant time after exposure to the hazard.

### **Monitoring of Controls**

It is essential to regularly monitor whether hazards already identified are under control.

Faculties or departments may choose to develop checklists for future monitoring of these already identified hazards.

The aim of monitoring hazards is to ensure that the control systems are in place, and remain effective in managing the hazard.

### **New Hazards**

As new hazards arise, due to changes or new activities, they must be identified and managed using the system as described above.

### **Range of Hazards**

Hazards are not just physical, they can also be other less tangible factors such as work organisation, job design and workloads etc.

### **Post Critical Event Analysis**

After a critical event, a hazard analysis is completed. The analysis will be completed in conjunction with the Health and Safety Manager, area safety representative and union delegate. It may also be appropriate to use information from the accident incident report.

Any new hazard will be assessed via the above procedure and area hazard register updated accordingly. A follow up will be completed by the Health and Safety Manager.

### **Specialist Advice Services Available**

The Health and Safety Manager will obtain all relevant codes of practice and legislation that is applicable to a University environment.

Specialist advice will be obtained both electronically and physically when required from the following-

Provider Name	Service/Skill	Phone
ACC	Injury & claims reporting	0800 101 996
Civil Defence	Civil defence situations	(03) 366 2359
Enable O.T Services	Occupational Therapists	(03) 377 3451
Injury Management & rehabilitation Specialists	Rehabilitation	(03) 9649 608
Fire Department	Fire	Emergencies 111
Triex Health and Safety	Occupational health assessments	(03) 343 2997
Health and Safety Manager	General health and safety issues	(03) 325 8778
Mountain Safety Council	Outdoor training	(03) 326 7882
Recreation Centre	Physical assessments	4230545
University Bio-safety Officer	Tracy Nelson	4230627

<b>Provider Name</b>	<b>Service/Skill</b>	<b>Phone</b>
University Radio-isotope Officer	Martin Welby	4230608
Ergo style	Ergonomic solutions and furniture	(03) 366 8810
St John Training Services	First aid training	(03) 366 4776

**APPENDIX TWO - HAZARD IDENTIFICATION**

Workplace/Location.....

Hazard	Potential Harm	Significant hazard YES/NO	Eliminate	Isolate	Minimise	Action Proposed	Completion date/signed	Frequency of monitoring



