

Purpose:

The purpose of this document is to outline the occupational health & safety management framework at Massey University that drives and ensures a compliant, systematic, consistent, and effective approach to managing occupational health and safety across all University operations and activities. The Occupational Health and Safety (OH&S) Management Framework contributes to the U system, provides a platform for achieving our occupational health and safety governance, policy, strategic objectives, and supports global improvement practices and compliance with relevant legislation.

Scope:

The underlying definition of safety implicit in this framework focuses on managing the capacity to work safely. This approach to safety puts emphasis on learning and growing the capability to work safely rather than an emphasis on the constraints necessary for safety failure management. This requires growing capacity for safe human and organizational performance.

This document, and the framework that it describes, applies to all Massey University activity including its operations, ventures, and enterprises. It applies to the way we manage occupational health and safety risk and includes psycho-social harm. Wellbeing is guided by a separate Wellbeing Management (Hauora) Framework.

This OH&S Management Framework is an integrated system of organisation that works collaboratively with the Student Health and Safety Management Framework.

Principles guiding the Occupational Health and Safety Management Framework:

Massey guiding the

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required, procedures and guidelines to instruct how to achieve expectations and clear indication of who does what. Additional tools, guidelines and instructions may be managed locally and developed in consultation with those people who do the work ensuring worker insight is always present. These tools may take the form of standard operating procedures (SOP), work instructions, safety plans and/or manuals.

Diagram 1 below describes how the various components of the OH&S management framework are arranged and interact, as well as an indication of where the components are owned and managed from.

Diagram 1: Massey University Occupational Health & Safety Management Framework



Overview of Standards:

Critical to the operational core of the OH&S Management Framework is a partnering process with Massey people. Massey people² includes students, staff, contractors, suppliers, and the wider University community.

Engaging and enabling the people partnering goal are three OH&S interconnected systems that work together to focus both on enterprise-wide risk and individual or specific activity risk.

1. Process Safety Targeted High potential risk activity controlled by formal procedures and

² As described in the Health, Safety and Wellbeing Policy purpose.

processes.

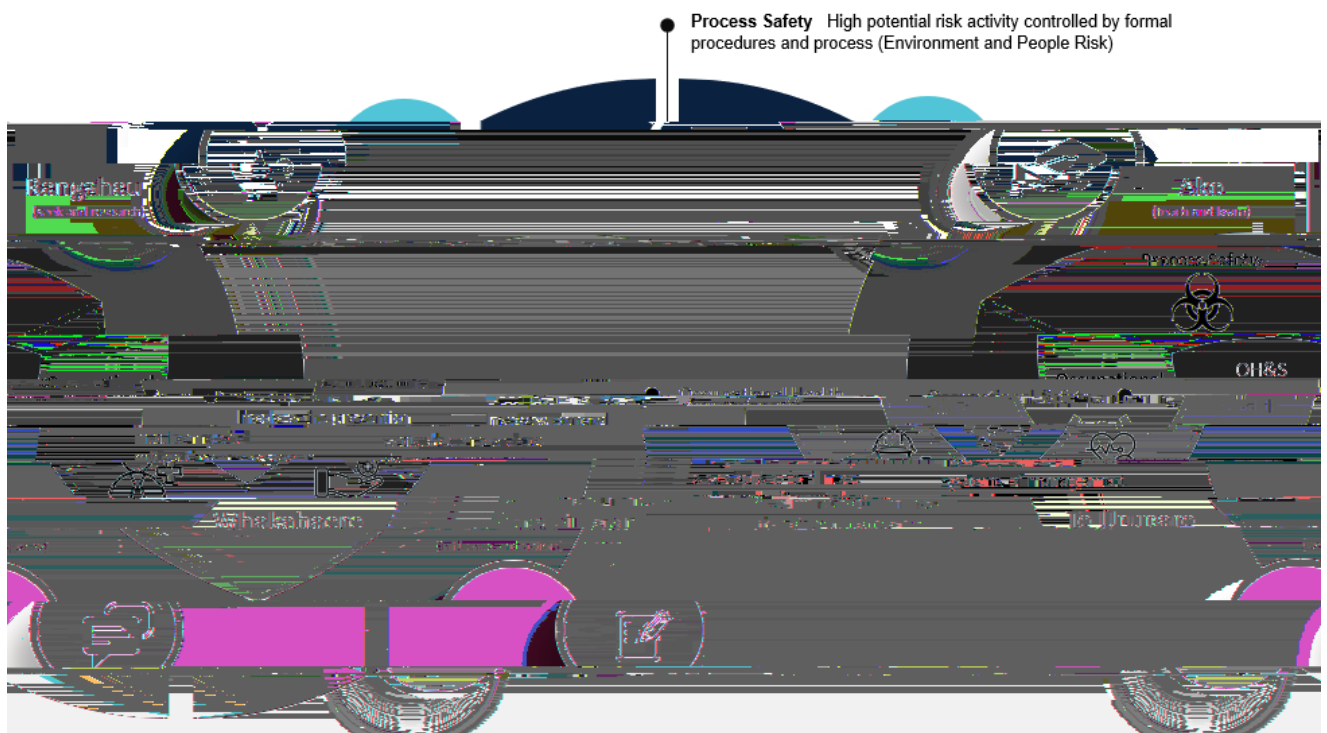
2. Occupational Safety General and all of organisation workplace hazardous risk exposures and systems of management to eliminate or minimise risk of harm to people.
3. Occupational Health involves the prevention, monitoring, and mitigations necessary in a workplace for illness or harm, be it mental or physical in origin.

Finally, four integrated focus areas work together to guide a standardised approach, ensuring the fulfilment of a people partnering approach. There are 14 Standards in total.

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| 1. Ako (to learn and teach) | 6 Standards |
| 2. Rangahau (to seek out, research) | 2 Standards |
| 3. Whakahaere (to influence action) | 5 Standards |
| 4. Te Urupare (response) | 1 Standard |

Diagram 2 indicates the overview of the Occupational Health & Safety Management Framework Standards.

Diagram 2: Massey University Occupational Health & Safety Management Framework Standards Overview



Occupational Health & Safety Management Framework Standards Intent:

The 14 Standards are indicated below.

AKO (to teach and learn)	
1 Leadership & Commitment	Managers, workers, contractors and others at all levels of University life demonstrate leadership and commitment to the occupational health and safety of all who can be impacted by our operations through the growth and nurturing of a people partnering culture that demonstrates better care and asks better questions.
2 Organisation Accountability, Responsibility & Authority	OH&S responsibilities and accountabilities are documented, understood and consistently applied.
3 Planning, Objectives & Targets	OH&S considerations are integrated into business processes using systematic risk-based disciplines and approach with key performance indicators established and regularly reported on.
4 Compliance, Documents & Records Management	Relevant compliance obligations, such as legal, regulatory, tertiary sector and organizational commitments are understood, documented, monitored and adhered to.
5 Competency, Training & Behaviour	Employees, contractors, suppliers, and others have the necessary induction, information, training, and supervision to perform their role in a deliberate, safe and conscious manner.
6 Participation, Communication, Consultation & Engagement	Worker insight, participation, communication, consultation and engagement with all PCBU who share a duty of care and, people stakeholders, are valued and involved in establishing a shared and partnering centric commitment to OH&S performance improvement.

9 Hazard & Risk Management, and Management of Change	Hazards and risks associated with University activities are identified, assessed, controlled, and monitored for effectiveness process safety controls and practices will be applied in high potential risk activities.
10 Contractors, Ventures & Supplier Overlapping Duties	Arrangements are in place to manage risks associated with the procurement and activities of contractors and suppliers for goods and services. Where the University is the contracting PCBU and is working with other PCBU who share a duty of care to eliminate harm to workers and other persons, all PCBU will consult, co-ordinate and co-operate on all matters of influence and control regarding the work.
11 Workplace Preventative & Curative Care	All reasonably practicable steps are to be taken for the preventative and curative care needs of Massey people who activities. This includes all necessary support and processes to minimise the occurrence and impact of workplace physical and mental injury or illness.
12 Fleet, Plant & Equipment	Fleet, plant, and equipment are to be regularly assessed as safe, secure, and effective for use. This includes all stages of pre-purchase or hire, operational life and disposal.
13 Facilities Design, Constructions, Operations, Commissioning and Decommissioning	Facilities are safe, secure, and efficient with OH&S risks identified, assessed, and controlled during the design, construction, operational life, and decommissioning stages.

TE URUPARE (response)

14 Incident & Emergency Management	Incident and emergency situations are reported and managed promptly to eliminate or minimise further harmful impacts to people. Deliberate learning through learning reviews and investigation en-NZg reviews and
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Relevant Legislation:

Health and Safety at Work Act 2015, and associated regulations

Related Documents:

Occupational Health & Safety, and Wellbeing Charter

Occupational Health & Safety, and Wellbeing Policy

Massey University OHS Management Framework Standards