

HEALTH & SAFETY RESPONSIBILITIES FOR ACADEMIC STAFF GUIDELINES

Section	Health and Safety
Contact	University Health and Safety Manager
Last Review	April 2014
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Approval	University Health and Safety Manager

Purpose:

To guide academic staff in the implementation of health and safety responsibilities in learning, teaching, research, and knowledge transfer.

Guidelines:

Academic staff members are responsible for the implementation of health and safety within their realm of responsibility for learning, teaching, research, and knowledge transfer. To the extent that an Academic member of staff has control over persons or activities they also have responsibilities to protect anyone who may foreseeably be harmed.

The position taken in this document is that academic staff members know most about their research projects and associated work activities, as well as teaching in their discipline. They must, therefore, not only ensure their own health and safety but that of anyone who might be affected by their own work, and the work of junior colleagues and students.

Therefore Academic members of staff are in positions of responsibility for others (e.g. teaching, leading, instructing or supervising) and are responsible for the following steps:

- ensuring risk assessments are conducted where appropriate (e.g. for field trips, work in laboratories/workshops etc.) and all those who may be affected are advised of relevant findings and risk reduction strategies;
- ensuring any required approvals or licenses are obtained (e.g. genetic engineering, biosecurity, animal ethics, human ethics, radioactivity);
- providing employees and students that they supervise with sufficient information to ensure safety, such as instruction, training and supervision, and in particular make them aware of any foreseeable hazards connected with their work;
- ensuring that the University's rules and procedures are adhered to and, where necessary, initiating disciplinary procedures against any employee or student who wilfully disregards these;
- evacuating students promptly from teaching location in the case of emergency situations and practice drills, in accordance with published procedures;
- checking that all necessary safety equipment is available, adequate, properly maintained and used as specified;

- resolving local health and safety issues in consultation with those who may be affected and bringing strategic issues to the attention of the appropriate member of the Department, Institute or School management.
- complying with the University accident reporting procedure and instigating investigation of accidents which occur within their areas of responsibility;
- demonstrating their personal concern for health and safety at work through example and commitment, and encouraging those that they supervise to do the same;
- reporting hazards and risks which are outside of their power to control to their manager and Regional Health and Safety Advisor, as well as any concerns about discharging any of the above responsibilities;
- ensuring contractors engaged to provide teaching or learning are evaluated for safety performance as per contractor policy, field work guidelines and template contract documents.

Audience:

All Massey University staff, students, contractors and visitors to the campuses.

Relevant Legislation:

Health and Safety in Employment Act 1992

Document Management Control:

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