

HEALTH, SAFETY & WELLBEING POLICY MANUAL

AUT is legally obligated under the current Health and Safety at Work Act 2015 and associated regulations to manage, so far as is reasonably practicable, workplace risks, including psychological hazards. It holds a primary duty of care to safeguard the health and safety of staff, students and others that may be adversely or otherwise affected by our business and business-related operations. AUT has opted to extend the requirements of our health and safety policy to include wellbeing requirements.

1. Objective

To provide full details of the AUT health, safety and wellbeing policy, the organisation, and the arrangements for putting the policy into action.

2. Scope

This policy applies to all staff, students, visitors, stakeholders, contractors, and others who work, teach, and learn for, with and on behalf of AUT and its interests, and all owned, leased, and managed buildings and premises used for AUT-related operations both domestically and internationally.

3. Definitions

Appropriate – for this document, this means the balance of likelihood versus consequence.

Auckland University of Technology – the legal name for the University. Also known as the abbreviated names such as AUT and AUT University and other variations are brand names.

AUT management system – the organisation's health, safety, and wellbeing management system.

AUT protocols – documents within the AUT management system.

Campuses and managed buildings – owned, controlled, or leased facilities or property used for AUT business or operations.

Event – for this document, this means any accident, incident, near miss, undesired circumstance, or other HSW-related occurrences where someone has or could be injured or something has or could be damaged.

HSW – Health, Safety & Wellbeing.

Risk Assessment – assessing hazards and risks concerning AUT's operations and business.

Risk profile – the evaluation of AUT's willingness and capacity to take or accept risks. It can also refer to the opportunities and threats to which an organisation is exposed.

Root cause – the main reason, fundamental cause, or principal cause of an event.

4. Responsibilities

Refer to the [Roles, Responsibilities and Accountability](#) section of [Your Health, Safety and Wellbeing A to Z Library](#) for full details of roles, responsibilities and accountabilities for health, safety and wellbeing.

Summary responsibilities are included in the organisation section of this manual.

5. Policy Statement

A signed version of the policy statement below can be found on noticeboards throughout AUT campuses and owned, managed, or leased buildings where AUT operations occur.

HEALTH, SAFETY & WELLBEING POLICY STATEMENT

AUT

The following is the general statement of AUT's health, safety, and wellbeing policy, which outlines our intention to adhere to the Health and Safety at Work Act 2015 and other relevant legislation.

AUT's overall objective is to provide and maintain a psychologically and physically safe and healthy environment for its staff and students. This duty extends to people we work with and those who visit our campuses and managed buildings. It is a primary commitment of all levels of management. Everyone is expected to contribute positively towards developing our health, safety and wellbeing culture and maintaining AUT as a great place to teach, learn and work. We are committed to having a health, safety and wellbeing culture and performance we can be proud of and one that enables creativity.

A message from Dr Damon Salesa – Vice-Chancellor

My aim, and that of the Executive Leadership Team and AUT Council, is to adopt a culture where everyone is aware of their responsibilities and actively commits to improving our standards and upholding our Te Tiriti obligations. We expect every member of AUT to share this commitment and work together to achieve it. Nothing we do is so vital that it cannot be planned and done safely.

To enable this health, safety & wellbeing commitment, we shall:

- Plan for the management of and recovery from significant events that severely disrupt AUT's operations
- Provide premises, plant and equipment and systems of work that support a safe and healthy workplace
- Consult and collaborate on creating a positive, psychologically, physically safe, and healthy culture
- Encourage a positive health and safety culture by securing commitment and partnering with our people
- Identify, consider, and manage all known health, safety, and wellbeing risks to improve our risk profile
- Ensure all known risks are controlled so far as is reasonably practicable through risk assessment
- Provide adequate health, safety and wellbeing resources and set appropriate safety objectives
- Inform, maintain and develop standards and guidance within the AUT management system
- Ensure that root causes are identified and suitably addressed when investigating accidents and incidents
- Comply, as a minimum, with applicable legislation, AUT protocols, and other relevant requirements
- Ensure work activities are only undertaken by competent persons or have appropriate supervision
- Provide all staff with access to services that promote and support health and wellbeing
- Ensure our contractors and third parties promote and actively support the implementation of this policy
- Measure health safety and wellbeing performance through key performance indicators and activities
- Use leading and lagging indicators to improve health safety and wellbeing performance and culture
- Continually monitor, manage, and improve performance through inspection, audit, and assurance
- Undertake periodic reviews of the suitability and effectiveness of how AUT manages health and safety



Dr Damon Salesa – Vice-Chancellor
Date: 15 September 2022



Rob Campbell – Chancellor
Date: 20 September 2022

6. Organisation

Refer to the [Roles, Responsibilities and Accountability](#) section of [Your Health, Safety and Wellbeing A to Z Library](#) for full details of roles, responsibilities and accountabilities for health, safety and wellbeing.

The Chancellor and AUT Council will:

- Ensure mechanisms are in place to, so far as is reasonably practicable, safeguard the HSW of staff, students, contractors, visitors, and other individuals whilst on AUT's premises and in other places where they might be affected by the University's operations

The Vice-Chancellor will:

- Ensure that the university community complies with relevant HSW legislation
- Take any executive action necessary to prevent serious harm to individuals and the AUT community. In exceptional circumstances, this may include summarily closing down AUT buildings, sites, operations, or activities

Deputy/ Assistant Vice-Chancellors, Deans of Faculties, and Group Directors will:

- Ensure compliance with HSW matters and the AUT management system on a day-to-day basis
- Ensure compliance with the requirements of AUT's HSW policy and ensure, in the areas for which they are responsible, that there are satisfactory standards, procedures, mechanisms and guidelines in place and used to provide a healthy and safe environment so far as reasonably practicable, for staff, students and visitors (including contractors)

Group Director - People and Culture

- In support of the Vice-Chancellor, the Group Director - People and Culture is authorised to take appropriate executive action to prevent serious harm to individuals and the broader AUT community

Academic Heads of Schools (Department and Division) Directors of Services are responsible for:

- The day-to-day management responsibilities for implementing AUT's HSW protocols and procedures
- Providing leadership and an operational support role concerning HSW

Director of Health, Safety and Wellbeing

- Reports to the Group Director - People and Culture and is responsible for the work of the HSW services

Director of Facilities Services will:

- Ensure AUT's management systems and responsibilities are clearly defined for the provision of a safe estate infrastructure

Line Managers and Academic Leaders are responsible for the following:

- Setting and adhering to performance standards for their specific area of responsibility and monitoring these standards on an ongoing basis
- Ensuring that risk assessments in their area are completed, that staff are aware of them, and that staff are knowledgeable of and adhere to all relevant AUT safety protocols, procedures, and arrangements

The Health, Safety and Wellbeing Team will:

- Deliver HSW leadership and problem-solving skills to ensure consistent development, translation, and implementation of University HSW protocols at faculty, school (department)/service level

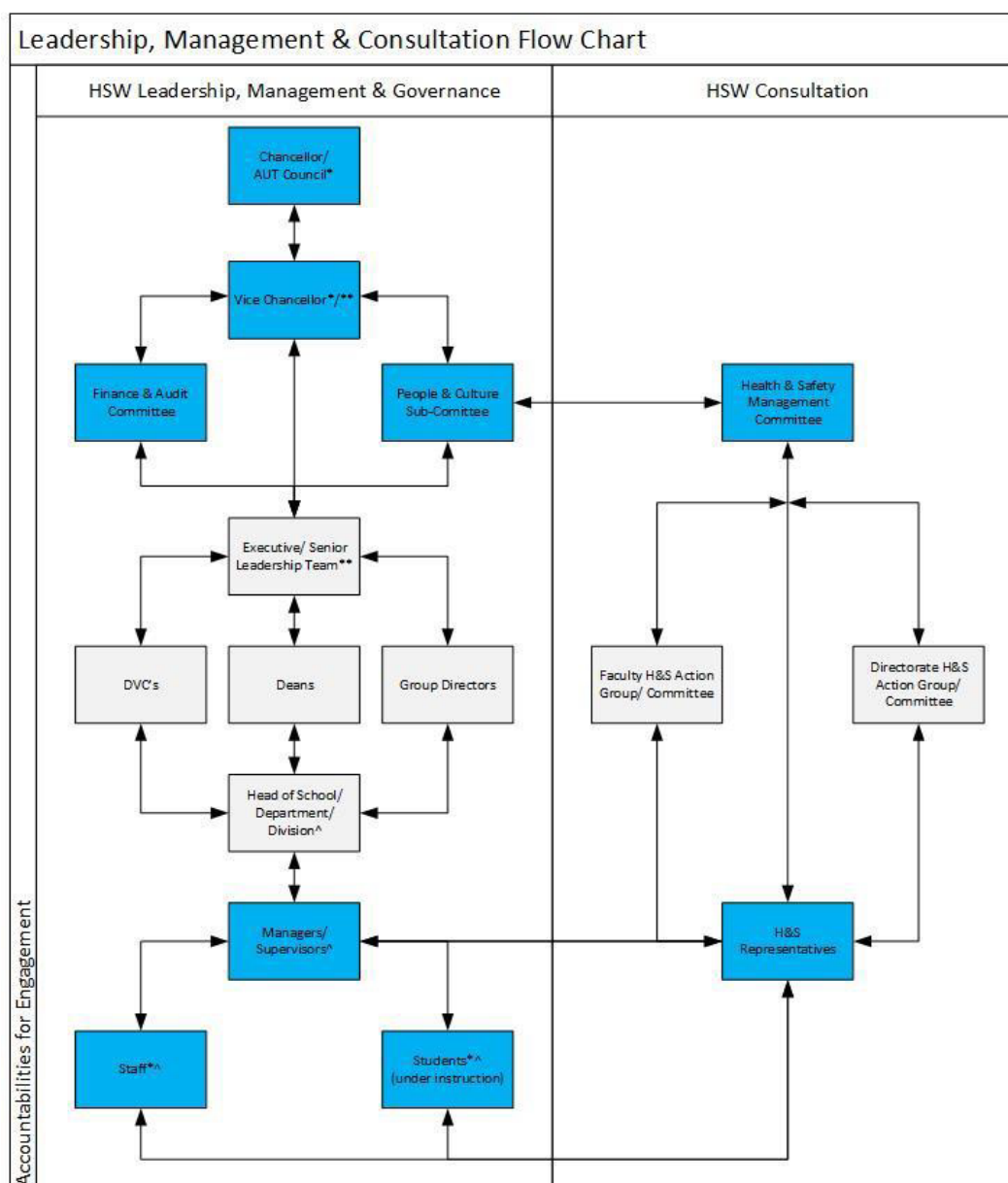
All staff:

- Are responsible for their HSW and that of others who may be affected by their work, research or study and their acts or omissions
- Have the right not to proceed with any activity if they believe, on reasonable and objective grounds, it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager
- Are encouraged to contribute towards HSW matters that inform current practice and ongoing improvements and developments

Health, Safety and Wellbeing Representatives:

- Play a crucial role in representing all staff at AUT to help create a positive health, safety, and wellbeing culture

7. Arrangements for Health, Safety & Wellbeing



Key: *PCBU, **Officer, ^Worker (Supervisory Duties), *^Workers
Note: Students are considered workers, and others

8. Related Documents

Refer to [Your Health, Safety and Wellbeing A to Z Library](#)

9. Document Control

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