



## Worker Participation Framework - Revised

February 2019  
Document Version: 2

# University Operations

## Health and Safety Compliance

Campus and Collegiate Life Services | Campus Development | Chief Operating Officer  
Information Technology Services | Project Management | Property Services  
Risk, Assurance and Compliance | Student Services | Sustainability



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## Proposed changes to the Worker Participation Agreement February 2019

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## University of Otago

### ISO45001 Occupational Health and Safety Management System

**TITLE:** Worker Participation Framework Update  
**OHSMS REF:** Communications and Work Participation

## 1. Updated Worker Participation Framework

Since the introduction of Shared Services, there is a need to review the DHSO framework as a part of the worker participation framework within the new structure. In the past, Departmental H&S Officers (DHSOs) have been based in each department (160 DHSOs). The Central H&S Team have provided support and training to the DHSO network across all campuses. Of these 160 DHSOs, only 2 have been academic staff, the remainder have all been general or administration staff. The introduction of Shared Services has centralised administration meaning that the previous DHSO system is no longer effective.

To address this issue, the University work areas or departments have been identified as low or high risk, based on the work activities.

### 1a. Definitions of high and low risk work areas.

*Low risk areas are defined as:*

- Office-based work
- Teaching/lecture areas
- Publicly accessed buildings

*High risk areas are defined as:*

- Fieldwork
- Construction and building maintenance
- Commercial kitchens
- Laboratories (excluding computer laboratories)
- Clinical work
- Animal work
- Biological work
- Radiation
- Lasers
- Significant plant and equipment
- Accommodation (Colleges)
- Shift and callout work, standard after hours operations

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## 2 Revised DHSO structure

### 2a: Departmental H&S Administrators (DHSAs)

The premise is that for **low risk work areas**, the H&S hazards and risks are more generic in nature and likely to be covered by standard building and operating procedures and requirements. In these situations, a Departmental H&S Administrator can provide H&S administration support for the departments. Depending on location, a DHSA may provide cover for a number of departments, or by building and location geographical coverage.

The tasks of the DHSAs are to:

- Maintain Vault administration for risk/hazard register and incidents
- Provide H&S induction for new staff (hazard register, where/how to report incidents, emergency evacuation, first aid)
- Provide Vault reports to HOD/Manager as required and at least annually
- Document Building Warden, Fire Wardens and First Aiders.

**Note: DHSAs are responsible for the H&S administration tasks only, not for the H&S of the department – that remains the responsibility of the Line Managers.**

### 2b: DHSOs

High risk areas are required to have **DHSOs** with specific functioning knowledge of the hazards and risks associated with their department. This role remains functionally unchanged.

**Note: While DHSOs assist with the implementation of H&S policies and procedures, and are delegated tasks, the ultimate H&S responsibility resided with the Line Manager.**

DHSO/DHSA lists are attached [here](#). The Operations Divisional list is currently being finalised.

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**2c. Health and Safety Representative revised Worker Groups and Numbers**

Based on the revised structure, the following H&S Representative numbers are proposed (additional numbers highlighted):

| Work area/worker group             | Number of H&S Reps |
|------------------------------------|--------------------|
| <b>Humanities</b>                  | 1 Professional     |
|                                    | 1 Academic         |
| <b>Commerce</b>                    | 1 Professional     |
|                                    | 1 Academic         |
| <b>Sciences</b>                    | 2 Professional     |
|                                    | 2 Academic         |
| <b>Health Sciences</b>             |                    |
| Dentistry                          | 1 Academic         |
|                                    | 1 Professional     |
| Dunedin School of Medicine         | 1 Academic         |
|                                    | 1 Professional     |
| Otago Medical School               | 1 Academic         |
|                                    | 1 Professional     |
| UOC                                | 1 Academic         |
|                                    | 1 Professional     |
| UOW                                | 1 Academic         |
|                                    | 1 Professional     |
| Pharmacy                           | 1 Academic         |
|                                    | 1 Professional     |
| Physiotherapy                      | 1 Academic         |
|                                    | 1 Professional     |
| Divisional Office/Bioethics        | 1 Professional     |
|                                    | 1 Academic         |
| <b>Shared Services</b>             |                    |
| Shared Services St David Street II | 2 Professional     |

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|                                                                                                                   |                |
|-------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Student and Academic Services</b>                                                                              |                |
| Career Development, DIS, Maori Centre, PI centre, Te Whare Tawharau, Volunteer Centre, Chaplains, ID cards office | 1 Professional |
| Campus Watch                                                                                                      | 1 Professional |
| Recreational Services                                                                                             | 1 Professional |
| Student Health                                                                                                    | 1 Professional |
| <b>Operations</b>                                                                                                 |                |
| ITS                                                                                                               | 2 Professional |
| CACL                                                                                                              | 3 Professional |
| Property Services                                                                                                 | 2 Professional |
| Capital Development                                                                                               | 1 Professional |
| H&S/Sustainability/Risk Assurance/Project Management                                                              | 1 Professional |
| <b>Human Resources</b>                                                                                            | 1 Professional |
| <b>TOTAL</b>                                                                                                      | 40             |

It is proposed that the remainder of the original approved document remains unchanged.

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| <b>TITLE:</b>                                                                     | Worker Participation Framework Update                            |  |
| <b>OHSMS REF:</b>                                                                 | Communications and Work Participation                            |  |

Appendix 1: Department high/low risk assessment and DHSO/DHSA requirements

**DHSA/DHSOs Health Sciences Division**

| Department                                   | DHSA/DHSA  | Risk |
|----------------------------------------------|------------|------|
| Divisional Administration                    | DHSA       | Low  |
| Bioethics Centre                             | DHSA       | Low  |
| Faculty of Dentistry                         | DHSO       | High |
| Dunedin School of Medicine (Office)          | DHSA       | Low  |
| School of Biomedical Sciences Administration | DHSA       | Low  |
| School of Pharmacy                           | DHSO       | High |
| School of Physiotherapy                      | DHSO       | High |
| General Practice and Rural Health (Office)   | DHSA       | Low  |
| Medicine                                     | DHSO       | high |
| Pathology                                    | DHSO       | high |
| Preventive and Social Medicine               | DHSA       | Low  |
| Psychological Medicine                       | DHSA       | Low  |
| Surgical Sciences                            | DHSO       | High |
| Women’s and Children’s health                | DHSA       | Low  |
| Anatomy                                      | DHSO       | High |
| Biochemistry                                 | DHSO       | High |
| Microbiology and Immunology                  | DHSO       | High |
| Pharmacology and Toxicology                  | DHSO       | High |
| Physiology                                   | DHSO       | high |
| <b>Christchurch Campus</b>                   |            |      |
| Variety of Departments                       | DHSO + DLM | high |
| <b>Wellington Campus</b>                     |            |      |
| Variety of Departments                       | DHSO + DLM | high |

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## Humanities Division – DHSO/DHSA

| Department                                              | DHSO/DHSA | Risk |
|---------------------------------------------------------|-----------|------|
| Anthropology and Archaeology                            | DHSO      | High |
| Classics                                                | DHSA      | Low  |
| College of Education                                    | DHSA      | Low  |
| Centre for distance education and learning technologies | DHSA      | Low  |
| Educational Assessment Research Unit                    | DHSA      | Low  |
| Education Support Services                              | DHSA      | low  |
| English and Linguistics                                 | DHSA      | Low  |
| Centre for Irish and Scottish Studies                   | DHSA      | Low  |
| Geography                                               | DHSO      | High |
| Centre for Sustainability                               | DHSA      | Low  |
| History and Art History                                 | DHSA      | Low  |
| Languages and Culture                                   | DHSA      | Low  |
| Faculty of Law                                          | DHSA      | Low  |
| Media, Film and Communication                           | DHSA      | Low  |
| Music, Theatre and Performing arts                      | DHSO      | High |
| National Centre for Peace and Conflict Studies          | DHSA      | Low  |
| Philosophy, Politics and Economics                      | DHSA      | Low  |
| Sociology, Gender and Social Work                       | DHSA      | Low  |
| Te Tumu                                                 | DHSA      | Low  |
| Theology and Religion                                   | DHSA      | Low  |

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**Science Division – DHSO/DHSA**

| Department                                                | DHSO/DHSA | Risk |
|-----------------------------------------------------------|-----------|------|
| Centre for Materials Science and Technology               |           | High |
| Divisional Office                                         | DHSA      | Low  |
| Centre for Science Communication                          | DHSO      | High |
| Botany                                                    | DHSO      | High |
| Chemistry                                                 | DHSO      | High |
| Computer Science                                          | DHSA      | Low  |
| Food Science                                              | DHSO      | High |
| Geology                                                   | DHSO      | High |
| Human Nutrition                                           | DHSO      | High |
| Marine Science                                            | DHSO      | High |
| Mathematics and Statistics                                | DHSA      | Low  |
| Physics                                                   | DHSO      | High |
| Psychology                                                | DHSO      | High |
| Zoology                                                   | DHSO      | High |
| School of Physical Education, Sport and Exercise Sciences | DHSO      | High |
| Surveying                                                 | DHSO      | High |

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## DHSA/DHSOs Division of Commerce (Otago Business School)

| Department               | DHSA                                           | Risk |
|--------------------------|------------------------------------------------|------|
| Accountancy and Finance  | VACANT                                         | Low  |
| Executive Programmes     | Alison Cowan                                   | Low  |
| Commerce Division Office | Amanda Mabon                                   | Low  |
| Economics                | Janet Bryant                                   | Low  |
| Information Science      | Heather Cooper<br>(DHSA)/Gary Burrows (DHSO)   | Low  |
| Management               | Leanne Skryba                                  | Low  |
| Tourism                  | Karen Bosworth<br>(DHSA)/Susan McKenzie (DHSO) | High |
| Marketing                | VACANT                                         | Low  |

### **DHSA tasks:**

- Maintain Vault administration for risk/hazard register and incidents
- Provide H&S induction for new staff (hazard register, where/how to report incidents, emergency evacuation, first aid)
- Provide Vault reports to HOD/Manager as required and at least annually
- Document Building Warden, Fire Wardens and First Aiders

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