PURPOSE

EIT recognises that there are health, safety and wellbeing risks associated with the work and learning we do, and study we offer. EIT is committed to managing these risks so far as is reasonably practicable. This is a key requirement of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (the Regulations). The procedure sets out how these commitments are carried out through the following steps;

(1) EIT's Risk Profile & Critical Risks
(2) Workplace Hazard Registers
(3) Temporary Hazards
(4) One:off Activity or Event

SCOPE

This scope of this procedure is health, safety and wellbeing risk management. It does not include other type of risk management pertaining to EIT such as cyber security, and financial risks.

DEFINITION

Hazard	A **hazard** is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a bully at work, stress, etc.
Risk	A **risk** is the likelihood that any hazard will actually cause somebody harm. For example, electric cabling is a hazard. If it has snagged on a sharp object, the exposed wiring places it in a 'high-risk' category. The risk can be assessed using table 1 below.
Residual Risk	Residual risk is the amount of risk that remains after the controls have been put in place.
Controls	Controls are actions taken to eliminate or minimise the potential for harm to a 'worker'
Worker	A person who works for EIT. This includes a staff member, a contractor and a person gaining work experience or undertaking a trial.
Workplace	**Legislative term** Under the Health and Safety at Work Act 2015 (HSWA), workplace means place where work is being carried out, and includes any place where a worker goes, or is likely to be, while at work. **Workplace Hazard/Risk register's** Relates to a programme of study, area or section.

PROCEDURE

1. EIT's Risk Profile & Critical Risks		
Steps	**Responsibility**	**Evidence**
1.1 Critical Risks Indentified Council and Executive identify critical institutional risks. Appropriate controls identified for these risks.	Council Chair and Chief Executive	File note
1.2 EIT's Risk Profile The critical institutional risks are added to EIT's Risk Register for regular reporting to Council.	Deputy Chief Executive	EIT's Risk Register
1.3 Assurance Activities Critical risks are included in the EIT internal audit plan.	HR Director	HSW Internal Audit schedule & HSW Report.

2. Workplace Hazard Registers		
Steps	**Responsibility**	**Evidence**
2.1 Initial Inspection An initial inspection is conducted to identify key hazards and associated risks within each workplace. When undertaking the initial inspection the manager should: • Decide who will be included in the inspection team. This might involve key staff who understand the tasks, HSW Committee member, HSW Advisor or an expert advisor. • Who is affected by the hazards and associated risks? • Take account of all workplaces including Regional Learning Centre and other places where learning takes place. • Consult with those who are carrying out the work.	Manager or delegate	File note

2.2 Reporting and adding Hazards to the Register
a) Hazard report form
When a hazard(s) has been identified it must be added into Hazard Register through ME@EIT.
 	
b) Assessing the Risk
Assess the initial risk score using EIT's Hazard and Risk Assessment Matrix in Table 1.
 	
c) Controlling the hazard
When adding the hazard the lodger will be required to identify the controls necessary to manage the risk so far as is reasonably practicable. The heirarcy of controls is prescribed in the Regulations and is as follows;
• Eliminiation
• Minimisation through;
    ○ Substitution (wholly or partly)
    ○ Isolation
    ○ Implementing engineering controls
• Implementing administrative controls,
• Enforcing Personal Protective Equipment (PPE).
	Staff member	SG180-14 – Hazard Report – Form
		&
		Notification email of new hazard to lodger.

2.3 Manager approval of Hazards When a staff member submits a hazard the manager will need to approve the hazard through ME@EIT. Once it is approved the Hazard Register will be updated for all to see. In order to approve, they must be satisfied with the control plan, and assess the residual risk using Table 1: EIT's Hazard and Risk Assessment Matrix	Manager (for the area where the hazard relates to)	Notification email of new hazard for approval to manager.
2.4 Annual Review The Register is reviewed annually (or as required) for its effectiveness and compliance. Any changes to the register must be sent to healthandsafety@eit.ac.nz. A reminder of this review will be sent by the HSW Section.	Manager	Email
2.5 Governance Reporting The EIT Council will receive EIT wide risk data through the EIT HSW Council Report. This report will be shared with the Executive Team, the HSW Committee, and later made publically available on staffnet.	HSW Advisor	EIT HSW Report

3. Temporary Hazards *eg. Faulty equipment, or spill.*		
Steps	**Responsibility**	**Evidence**
3.1 When someone sees a temporary hazard they must, in the first instance, take reasonable steps to prevent harm. This may include removing the item from the workplace, installing signage, and letting those in the area know.	Observer	NA
3.2 If the hazard requires buildings or grounds maintenance the observer should report the hazard promptly to Facilities.	Observer	[Campus Maintenance Form](#)
3.3 Submit a hazard report through Me@EIT as described in 2.2 above. Students, contractors or visitors can find this on https://www.eit.ac.nz/working-at-eit/health-safety-wellbeing/	Observer	SG120-1 – Hazard Report – Form
3.5 Once resolved, contact healthandsafety@eit.ac.nz to remove from the hazard from the workplace hazard register	Manager	Hazard removed from register.

4.One:off Activity or Event *eg. Construction site, Field Trip, repairing plant at height or changing environment and conditions*		
Steps	**Responsibility**	**Evidence**
4.1 The person responsible for the one:off activity or event should decide on the most appropriate way to identify and manage the risks that are generated by the activity, also referred to as Risk Management Plan (the Plan). **Recommended tools for the Plan;** • Construction site – [Site Specific Safety Plan (SSSP)](#) • Changing environment and condition when a prestart meeting, or toolbox talk is required ie. farm, workshop – hazard board or daily hazard ID forms • Graduation, field trips, dangerous works – [Job Safety Analysis (JSA)](#) • One-off programme – [Offsite or Temporary Hazard Register](#) Record the risks generated in the Risk Management Plan	Staff member responsible	[SSSP](#), [JSA](#) , [Offsite or Temporary Hazard Register,](#) hazard boards, daily hazard ID forms
4.2 Communicate the Plan with relevant staff, students and or contractors before the activity.	Staff member responsible	Email, hardcopy, filenote.
4.3 The Plan does not need to be added to the Hazard Register in Me@EIT. However, if it becomes a regular activity it may be advisable to do this. Managers should seek advice on this by contacting healthandsafety@eit.ac.nz.	NA	NA

Table 1: EIT's Hazard and Risk Assessment Matrix

Risk Category Assessment

Determine the risk category using the Risk Matrix below. Please circle.

Risk Matrix

Consequence / Likelihood	Minor (1)	Moderate (2) (first aid only)	Severe (3) (serious harm)	Major (4) (permanent disabling injury)	Catastrophic (5) (Loss of life, ≥ $1 million costs)
Almost never/rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Possible (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Significant (20)
Almost certain (5)	Medium (5)	High (10)	High (15)	Significant (20)	Significant (25)

Risk Categories

Significant	Consult immediately with a member of the Executive team immediately to stop activity/process – action immediately
High	Inform people – immediate action to be taken and applied. senior management attention needed
Medium	Correction required and management responsibility must be specified
Low	manage through routine procedures
Result (Critical/High, Medium or Low)	

Likelihood of Occurring Hint box   - How often the hazardous task occurs?

Consequence of Occurring Hint Box   - What is the consequence of the injury or damage?

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