



Health and Safety Induction Procedures

Purpose

The purpose of this procedure is to:

- outline how Staff, Students, Contractors and Visitors are made aware of Health and Safety at Unitec.
-

Scope

- This is a Unitec-wide procedure and applies to all staff, students, contractors and visitors.
-

Procedure

1. Staff

- **Pre-Employment**
 - As part of the recruitment process, Human Resources will send the new employee a copy of Unitec's Health and Safety Policy included within the offer of employment documentation.
- **Induction**
 - Unitec's Health and Safety Policy and procedures apply to all staff.
 - Each Manager is responsible for the induction of new employees and to ensure that the on-line Staff and site specific Inductions are completed.
 - Managers must inform new employees of significant hazards in the place of work.

2. Students

- Unitec's Health and Safety Policy and procedures apply to students.
- **Orientation**
 - Each School will arrange an orientation programme for its students that will include in all cases, information regarding:
 - Emergency procedures as per the Emergency Procedures Flip Charts located in each Building.
 - Accident reporting procedures into Vault, via Moodle.
 - How to identify and report significant hazards.
 - Where relevant and practicable, orientation programmes will include information about the location of personal protective equipment (PPE).
 - Specialised safety features (e.g. safety showers, eye wash, spill kits etc.) and
 - Site specific Inductions
- **Exclusion from Class**
 - Any lecturer, or any other duly authorized person in charge of a class or other like activity has authority to exclude any student from that class or other like activity if that person has reasonable grounds to believe that the student's presence will give rise to a health or safety risk to that student, other student(s) or any other person(s).

3. Contractors

- **Before Work Commences**

- Contractors are required to complete a Health and Safety Induction with a Health and Safety Advisor at least 2 weeks prior to the works start date.
- This is to ensure that the Facilities Management security code is issued and registration completed prior to work commencing.
- If Work permits are required e.g. Working at Heights, or Working in Confined Spaces, contractors must contact a Health and Safety Advisor to acquire a Permit.

- **When Work Commences**

- Contractors must sign in and out through the Security Office by using their FM Security Code.
- Unitec's Health and Safety Policy and procedures apply to external contractors carrying out work for Unitec or on Unitec premises.
- The contractor is responsible for ensuring the health and safety of its employees and any subcontractors while carrying out work for Unitec.
- The contractor must ensure that all of its employees and subcontractors are adequately trained and supervised and that first aid is available on site at all times.

4. Visitors

- Unitec's Health and Safety policy and procedures will apply to visitors.
- Each School, Department or unit will (wherever possible and practicable) maintain a visitor sign in system. Supervisors or hosts will ensure that visitors sign in and out through this system.
- A Visitors Induction Checklist must be completed by visitors requiring full access to the Campus and its Buildings. It is the responsibility of the supervisor or host to ensure that a visitor induction checklist is completed.

Responsibilities

Role	Responsibilities
Staff, students, visitors	All staff, students and visitors have a legal responsibility to take reasonable care of their own safety, and ensure that their acts or omissions do not adversely affect the health and safety of other persons.

Definitions

Term	Means
Visitors	Includes contractors who are not engaged through the Facilities Management tendering/contractor selection process, such as contractors who are working in an administrative or teaching consultancy role.
Contractor	A person engaged by Unitec (other than an employee) to do any work for gain or reward.

Reference Documents

- [Health and Safety at Work Act 2015](#)
- [Unitec Health and Safety Policy](#)
- [Visitor Induction Checklist](#)

- Contractors Risk Register
 - Health & Safety at Work Regulations 2016
 - Code of Conduct
-

Approval Details

Version number	1	Issue Date	1 February 2019
Approval authority:	Executive Leadership Team	Date of Approval	1 March 2019
Procedure Sponsor (Has authority to approve minor amendments)	Executive Director People and Infrastructure	Procedure Owner:	Director Infrastructure Operations
Contact Person	Director Infrastructure Operations	Date of Next Review	2022