



Waipapa  
Taumata Rau  
**University**  
of Auckland



# Faculty and Service Division Health Safety Wellbeing Plan

# Health, Safety and Wellbeing Plan

<b>Faculty/Service Division:</b>	
<b>Period Covered:</b>	2026
<b>Prepared by:</b>	Heath Safety and Wellbeing

## Context

Deans and Directors are required under the University Health, Safety and Wellbeing policy to produce, resource and disseminate a Health, Safety and Wellbeing Plan. This template and guidance is intended to facilitate that process.

### 1. Purpose

The purpose of a Health, Safety and Wellbeing Plan is to foster a safe, healthy, and supportive environment for all staff, students, contractors, and visitors. It reinforces the University’s commitment to safeguarding the health, safety, and wellbeing of its community through a *Plan–Do–Check–Act* continuous improvement approach. This template document aids the creation of a Plan by providing strategic guidance to Senior Leaders, supporting implementation of the University’s Health, Safety and Wellbeing Policy.



### 2. Guiding Principles

The Dean, as the Senior Leader, holds the primary duty and responsibility for promoting a positive Health, Safety and Wellbeing (HSW) culture within the Faculty or Service Division

*Effective HSW leadership is demonstrated through:*

- Clarifying individual and shared accountability across all levels of the Faculty or Service Division
- Proactive risk management that identifies, assesses, and controls hazards and risks.
- A just culture that focuses on understanding system gaps rather than individual blame, building trust and collective learning.
- Transparent communication and consultation that encourages participation and inclusion.
- Ongoing improvement informed by planning, implementing, monitoring, review, and seeking constant feedback.

### 3. Objectives

- To ensure compliance with the University HSW Policy and relevant legislation.



- To maintain a structured and well-resourced HSW governance and management model.  
To reduce incidents and injuries through effective hazard identification and risk control.
- To support mental and physical wellbeing across the division/faculty.  
To ensure appropriate induction, instruction, information, training, and supervision for all staff, students, and visitors.
- To foster a culture of reporting, learning, and improvement.

#### 4. Governance and Leadership

- Dean/Director leads by example, chairs the faculty/service HSW Committee and endorses this plan.
- HSW Committee meets at least quarterly to review performance, incidents, concerns raised via HSW Representatives, and to agree and monitor actions. Key Roles such as Incident Triager, HSW Representatives, Fire Wardens, and First Aiders are appointed and trained.
- HSW is a standing item on senior leadership agendas and included in business planning.

**Reference:** [Governance & Committees](#)

#### 5. Risk Management

- Undertake minimum annual review of hazard/risk registers and controls.
- Conduct annual hazardous substances audits/stocktakes in all laboratories.
- Risk assessments are completed for all new research projects prior to commencement.
- A risk-based approach guides safety walk/inspection scheduling and operational planning.
- All areas must maintain up-to-date risk assessments with identified control measures implemented and reviewed regularly.
- Specific hazards (e.g. chemical, biological, fieldwork) are managed according to university protocols.
- Identified by risk assessment, staff and students participate in health surveillance organised by the HSW team

#### 6. Communication and Engagement

HSW matters are discussed at Faculty and team meetings and are communicated through bulletins, the intranet, and noticeboards. Active engagement is encouraged through staff and student feedback, surveys, and reporting systems. HSW Representatives are supported and consulted on relevant matters to ensure meaningful participation in health, safety and wellbeing initiatives and decision-making.



This approach aligns with the principles of the *Health and Safety at Work Act 2015* and WorkSafe New Zealand guidance, which emphasise that effective worker engagement and participation are essential to creating safe, healthy, and inclusive workplaces.

## **7. Training and Competency**

All new staff and students receive a local Health, Safety and Wellbeing (HSW) induction appropriate to their area of work or study. Individuals working in laboratories, workshops and other hazardous areas must be trained and competent to carry out their assigned tasks, with records of all training maintained. Line Managers are responsible for ensuring staff are adequately supervised until they are assessed as competent to work independently.

Regular team talks are held on topical HSW issues relevant to each team or work area. Further information and resources on training requirements are available on the University's

**Reference:** [Health, Safety and Wellbeing Training](#), including links to mandatory learning such as [Fire Safety](#) and [Laboratory Safety](#).

## **8. Monitoring and Review**

- Incidents, near misses, concerns and hazards are reported via the University's online system.
- Incident investigations are conducted promptly with appropriate corrective actions, generated and managed to completion.
- Annual inspections, audits and/or self-assessments are undertaken as per central University protocols and per local processes, with findings reported to the HSW Committee or relevant reporting line.
- The plan is reviewed and updated annually or after significant changes/events.

## **9. Wellbeing Support**

- Promotion of the EAP (Employee Assistance Programme), Campus Care, and other internal wellbeing services.
- Initiatives supporting mental health, flexible working, and psychological safety are included in local action plans.
- Wellbeing is integrated into return-to-work and injury management processes.

## **10. Continuous Improvement**

- Feedback from audits, incidents, and surveys informs future actions.
- Areas of improvement are tracked, resourced, and reviewed quarterly.
- Successes and lessons learned are shared across teams.

## **11. Specific Role Responsibilities**

Line Managers and Academic Leaders



All staff with line management responsibilities, including research supervisors and laboratory managers, play a vital role in setting and monitoring health, safety and wellbeing performance standards within their areas of responsibility.

They are responsible for:

- Ensuring that risk assessments are completed, approved, and regularly reviewed.
- Making sure that control measures are implemented and maintained.
- Providing appropriate induction, training, supervision, and resources to staff and students.
- Identifying and referring workers for health surveillance as required.
- Addressing non-compliance and escalating issues through appropriate channels.
- Ensuring that personal protective equipment is provided and used correctly.
- Incorporating risk assessments into the planning stages of research activities.
- Supporting students undertaking paid work with training and management.

It should be noted that, whilst individual tasks can be delegated to others with appropriate authority, overall accountability for the above remains with the manager and cannot be delegated.

**12. HSW Representatives**

Faculties and Service Divisions must have Health and Safety Representatives (HSRs) in place and provide them with adequate time, training, and resources to enable them to fulfil their duties effectively.

**Reference:** [HSR Guidance](#),

**13. Example - Operational Activities and Initiatives**

This section outlines key operational actions that support the implementation of our Health, Safety and Wellbeing Plan. These activities are aligned with University protocols and local needs and are monitored regularly for progress.

Activity	Description	Responsible	Timeframe	Status/Notes



## Appendix 1, Alignment with Policy

Plan Reference	Policy Reference (2.2.x)	Notes / Alignment Rationale
1. Purpose	2.2.1, 2.2.3, 2.2.16	Emphasises leadership, planning, and continuous improvement in implementing the policy.
2. Guiding Principles	2.2.1, 2.2.4, 2.2.5, 2.2.13, 2.2.16	Covers leadership, partnership, communication, consultation, and ongoing monitoring.
3. Objectives	2.2.2, 2.2.3, 2.2.5, 2.2.10, 2.2.11, 2.2.12, 2.2.15, 2.2.16	Aligns with structured governance, risk control, training/supervision, wellbeing, and incident reporting.
4. Governance and Leadership	2.2.1, 2.2.4, 2.2.5, 2.2.6, 2.2.8, 2.2.9, 2.2.13	Strong alignment with leadership, committee operation, nominated roles, and inclusive communication.
5. Risk Management	2.2.2, 2.2.4, 2.2.10, 2.2.11, 2.2.12, 2.2.16	Reflects structured risk management, health surveillance, and regular review.
6. Communication and Engagement	2.2.7, 2.2.13, 2.2.15	Emphasises consultation, engagement, and reporting culture.
7. Training and Competency	2.2.11, 2.2.12, 2.2.14	Focuses on induction, training, competence, supervision, and record keeping.
8. Monitoring and Review	2.2.5, 2.2.15, 2.2.16, 2.2.17	Addresses performance review, incident investigation, and corrective action processes.
9. Wellbeing Support	2.2.1, 2.2.3, 2.2.13	Promotes wellbeing culture and engagement initiatives aligned with policy leadership and planning.
10. Continuous Improvement	2.2.15, 2.2.16, 2.2.17	Focuses on learning from incidents, monitoring, and addressing non-conformance.
11. Specific Role Responsibilities	2.2.2, 2.2.8, 2.2.9, 2.2.10, 2.2.11, 2.2.12, 2.2.17	Clearly mirrors delegated responsibilities, supervision, training, health surveillance, and enforcement.
12. HSW Representatives	2.2.7, 2.2.8, 2.2.13	Directly reflects consultation, resourcing, and inclusion of representatives.

## **Appendix 2, Statements of Responsibilities for HS&W (As at October 2024)**

### **2.0 DEANS OF FACULTIES AND DIRECTORS OF SERVICE DIVISIONS**

Deans of Faculties and Directors of Service Divisions are responsible for ensuring compliance with health, safety and wellbeing matters on a day-to-day basis.

#### **2.1**

Deans of Faculties and Directors of Service Divisions are responsible for ensuring compliance with health, safety and wellbeing matters on a day-to-day basis. They are therefore responsible through the Vice- Chancellor to the Council for ensuring compliance with the requirements of the University's Health, Safety and Wellbeing Policy, and generally for ensuring, in the areas for which they are responsible, that there are satisfactory standards, procedures, mechanisms and guidelines in place to provide a health, safety and wellbeing environment for staff, students and visitors (including contractors). In particular;

#### **2.2**

Deans of Faculties and Directors of Service Divisions will:

1. Provide leadership and governance which supports and strengthens our health, safety and wellbeing culture.
2. Define a clear health, safety and wellbeing management structure in their area to support the implementation of University policy and protocols, including the effective completion of risk assessments and the appropriate corrective actions.
3. Produce and disseminate a faculty or service division health, safety and wellbeing plan and resource it.
4. Work in partnership with the Health, Safety and Wellbeing Service, including their Health, Safety and Wellbeing Managers and other specialists, to ensure implementation of University health, safety and wellbeing protocols.
5. Put in place mechanisms (e.g. health, safety and wellbeing committee) to assure and monitor the implementation of the policy and protocols.
6. Chair their faculty/ service division health, safety and wellbeing committee.
7. Ensure that Health, Safety and Wellbeing Representatives are fully consulted as equal partners in inspections and meetings and with the formulation of local arrangements.
8. Ensure that appropriate staff are nominated to fulfil specific health, safety and wellbeing functions including Health, Safety and Wellbeing Coordinators, Incident Triagers, and any other roles identified within the protocols.
9. Identify people responsible for health, safety and wellbeing management for any visiting staff, students and contract workers within their remit.
10. Ensure that risk assessments identify where health surveillance is required and that workers (staff, students or contractors) are then referred to the appropriate occupational health provider.
11. Ensure that staff and students receive training and induction (and records are kept), and are competent to undertake tasks safely, with adequate time, resources and support.
12. Ensure that all staff and students have the appropriate level of supervision, information and personal protective equipment.



13. Ensure that all members of their community are involved by promoting two-way communication relating to health, safety and wellbeing.
14. Ensure that faculty and service division engaged contractors receive induction (and records are kept), and are competent to undertake tasks safely, with adequate time, resources and supervision.
15. Promote the importance of reporting accidents (including ill-health), incidents (including near misses) and non-conformities affecting work and be involved with investigations.
16. Monitor and review health, safety and wellbeing performance within their remit.
17. Ensure processes are in place to address breaches of this policy or its associated protocols.