

Approval Date:	September 2024	Approval Authority:	LUSA Executive
Review Date:	September 2026	Contact Officer:	LUSA President

Purpose

1. The purpose of this policy is to outline the responsibilities of LUSA, as a PCBU, to the obligations set out in the Health and Safety at Work Act 2015 and its supporting Regulations and to the Lincoln University current policies and processes.

Principles

2. Lincoln University Students' Association (LUSA) is committed to providing and maintaining a safe and healthy workplace for students and all its workers (as defined in the Health and Safety at Work Act 2015 includes employees, volunteers, contractors, and sub-contractors, referred to "workers" herein after) and to providing the training and supervision required to achieve this.

Responsibilities

3. LUSA, as a PCBU, has a duty of care towards its workers and is specifically responsible for:
 - 3.1. Adopting any process or guideline implemented by Lincoln University to provide a safe working environment and facilities for LUSA workers such as identifying and managing risks and having clearly defined roles and responsibilities
 - 3.2. Working closely with the Lincoln University Health and Safety team and seeking timely guidance related to health and/or safety issues
 - 3.3. Ensuring all LUSA workers are inducted to the workplace and provided with information about the overarching Lincoln University emergency response procedures, ways to reduce discomfort and how to report hazards and injuries and records of these inductions and training are kept on file
 - 3.4. Ensuring all LUSA workers are trained to use any specialised equipment and are supervised until they are designated as a competent user of that equipment
 - 3.5. Encouraging employee consultation and participation in all matters relating to health and safety
 - 3.6. Ensuring a risk register is maintained by LUSA recording all known workplace risks and controls and this is reviewed annually and communicated to all employees
 - 3.7. Ensuring all reports of incidents relating to the environment, hazardous or safety observations, injury, illness, discomfort, stress or fatigue are recorded into the Lincoln University health and safety management system, called Risk Manager, within 24 hours of their occurrence
 - 3.8. Ensuring that all LUSA workers are trained to the set Lincoln University processes to respond to emergencies, i.e. fire, evacuation, earthquake, medical emergencies and lockdown
4. LUSA Workers (as defined in the Health and Safety at Work Act 2015) are responsible for:
 - 4.1. Ensuring that they look after their own safety and do not do anything to negatively affect themselves or others in the workplace
 - 4.2. Meeting their own legal requirements under the Health and Safety Work Act 2015
 - 4.3. Ensuring they work to all safe work practices, rules and instructions
 - 4.4. Ensuring all reports of incidents relating to the environment, hazardous or safety observations, injury, illness, discomfort, stress or fatigue are reported to the LUSA Manager as soon as possible for follow up
 - 4.5. Assisting the LUSA Manager to maintain a safe and healthy workplace by actively contributing to all matters relating to health and safety in the workplace, reporting events and maintaining a tidy work environment, free of tripping hazards
 - 4.6. Coordinating activities prior to starting work

5. The LUSA General Manager is responsible for all of the above points relating to workers, plus:
 - 5.1. Ensuring all LUSA events have safety plans created in Risk Manager ahead of the event occurring allowing time for the Lincoln University Health and Safety team to review and comment on them when required
 - 5.2. Following up on any recommendations made by the Lincoln University Health and Safety team regarding events and risk control
 - 5.3. Overseeing the production of Health and safety plans for major events (Garden Party, O'Week, Re O'Week, and Grad ball) and educating relevant staff, Executive and volunteers around the operations plan including the health and safety plan.
 - 5.4. **Lincoln University Health and Safety** team will:
 - 5.5. Review and investigate any reported event that occurred and provide guidance on risk controls and/or remediation as required
 - 5.6. All serious harm events will be followed up by the Health, Safety and Compliance Manager and reported to the Regulator as required
 - 5.7. Review and advise all safety plans created by LUSA for events to be held both on and off campus in a timely manner

Definitions

- PCBEU: Person Conducting a Business or Undertaking. <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/primary-duty-of-care/who-or-what-is-a-pcbu/>

Review

This policy should be reviewed biennially by the LUSA Executive.

The Executive may change this policy in the interim.