

ANMM Work Health and Safety (WHS) Policy

1. Purpose

This policy is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

2. Responsibilities

We are committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, codes of practice and other safety guidance material.

At the Australian National Maritime Museum, the responsibility for managing health and safety ultimately rests with the persons in control of the business or undertaking (PCBU) – ie Councillors, the Director and senior management. Workers also have important responsibilities for health and safety in the workplace.

Council, the Director and management will:

- Strive to create a “safety culture”
- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

3. Definitions

- **Consult** sharing of relevant information and providing reasonable opportunities to contribute to the decision making processes on health and safety matters.
- **Hazard** is a source or a situation with potential for harm in terms of personal injury or ill-health, damage to property, damage to the environment, or a combination of these. Hazards differ from incidents in that an actual event has not yet occurred.
- **Officer** is a senior executive who makes or participates in making decisions that affect the whole or a substantial part of a business.
- **PCBU** is a person or duty holder such as a company or partnership that operates a business – for example, the Museum.
- **Reasonably practicable** doing what is reasonably able to be done to ensure the health and safety of workplace participants.
- **Risk** is the possibility that harm (illness, injury or death) might occur when exposed to a hazard. Degree of risk associated on the basis of likelihood and consequence.
- **Worker** includes all employees of the Museum (whether ongoing or non-ongoing full-time and part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Museum (including contractors, subcontractors, volunteers, temporary staff and consultants).
- **Workplace** is the Museum workplace or any other location where Museum workers are working for or representing the Museum.

4. Scope

- This policy applies to all workers within workplace.
- It replaces the previous work, health and safety policy.
- This policy does not form part of any employee's contract of employment.

5. Accountability Statement

Position/Role	Accountabilities
PBCU – Australia National Maritime Museum	<p>The Museum will take all reasonably practicable steps to meet its accountability and safety obligations to provide a safe and healthy work environment for all workers by endeavouring to ensure:</p> <ul style="list-style-type: none"> • safe systems of work and a safe work environment with appropriate management review processes to ensure effective oversight; • adequate workplace facilities and suitable accommodation; • systems for safe use of plant and substances; • processes for the prompt notification, recording of workplace incidents and management of injuries; • the provision of adequate information, training, instruction and supervision for all tasks; • organisational compliance with statutory WHS requirements; and • the provision of effective systems for monitoring the health of workers and workplace conditions.
Officers – Council	<ul style="list-style-type: none"> • demonstrate effective health and safety leadership; • approve the WHS Policy; • review and monitor organisational WHS performance and implementation of the policy
Officers - Director, Deputy Director, Division Heads	<ul style="list-style-type: none"> • demonstrate effective health and safety leadership; • endorse the Museum's WHS Policy; • provide necessary resources to enable effective and consistent implementation of, and compliance with, the Museum's safety and

	<p>wellbeing policies, procedures and strategies including necessary safety equipment required to perform tasks in a safe manner;</p> <ul style="list-style-type: none"> • effectively identify and manage health and safety risks in each business area through the promotion and use of a risk management framework; • establish, implement and maintain a mechanism for health and safety issues to be regularly tabled, discussed and monitored at an executive level; and • manage poor safety behaviour that places workers at risk.
Workers – Managers/ Supervisors/ Team Leaders	<ul style="list-style-type: none"> • demonstrate effective health and safety leadership; • ensure workers and visitors have relevant information, instructions and training in risk management; • ensure all tasks undertaken have the appropriate works permits and/or risk assessments and Safe Work Method Statements (SWMS) where required; • participate in the identification and assessment of risks in the workplace; • demonstrate leadership in hazard and incident management including reviewing all reported hazards and incidents; • conduct incident investigations; • encourage and recognise positive safety behaviour; • ensure scheduled inspections and checks occur on plant, equipment and premises; • coordinate site safety inspections; • take all reasonable steps to ensure contractor health and safety compliance while on Museum premises; and • manage poor safety behaviour that places workers at risk.
Workers – Employees	<ul style="list-style-type: none"> • take all care for the health and safety of themselves and others while at work; • cooperate with the Museum as far as reasonably practicable with regard to work health and safety matters and requests; • adhere to relevant health and safety policies, procedures and protocols; • participate in hazard identification and risk management processes; • know where to find necessary health and safety information; • attend and actively participate in health and safety training as required; • use correct tools for the job and follow safe work procedures where applicable; • inspect tools and equipment prior to use to ensure they are safe; • report any incidents including near misses and injuries and notify the relevant supervisor as soon as practicable; • assist in workplace inspections as required; and • participate in health and safety consultation as requested.
Workers - Contractors, Volunteers and Visitors	<ul style="list-style-type: none"> • take all care for the health and safety of themselves and others while on Museum sites: • cooperate with the Museum as far as reasonably practicable with regard to work health and safety matters and requests; • adhere to relevant health and safety policies, procedures and protocols; • report hazards and incidents to their Museum contacts/supervisor; and • participate in health and safety consultation as requested.

<p>Health and Safety Representatives and Work Health and Safety Committee</p>	<ul style="list-style-type: none"> • review health and safety policies/procedures and forms and make health and safety recommendations to management for consideration; • investigate health and safety matters brought to the attention of the WHS Committee and/or Health and Safety Representative; • participate in workplace inspections, safety self-assessments and accident investigations; • communicate health and safety concerns to managers/supervisors; and • accompany a ComCare inspector as an observer.
<p>WHS Manager</p>	<ul style="list-style-type: none"> • develop, promote and maintain the Museum’s health and safety management system and associated documents; • undertake audits, workplace inspections and risk assessments as requested; • review reported incidents and collate and prepare accurate health and safety reports for distribution; • provide advice on how to reduce workplace illness, injury and disease; • manage injured workers and optimise return to work outcomes; • monitor and manage employee health surveillance; • assist in the development of operational plans and risk registers for the various business areas; • develop and implement well-being strategies; and • manage the health and safety system verification process.
<p>First Aid Officer</p>	<ul style="list-style-type: none"> • Provide first aid assistance to workers; • maintain current first aid qualifications; • check and maintain first aid kits as replenish stocks as required; • maintain records of treatment provided and audits of first aid kits; and • where applicable complete the “Defibrillator annual audit”.
<p>Fire Warden</p>	<ul style="list-style-type: none"> • Provide guidance during an emergency evacuation; • ensure all floor wardens are suitably trained; • record and maintain documentation of fire alarm checks; • facilitate and record debriefing meetings following an evacuation; and • maintain signage and floor plans identifying floor wardens, evacuation routes and evacuation assembly points

6. Associated documents

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

7. Questions

If a team member or contractor is unsure about any matter covered by this policy and procedure, they should seek the assistance of the WHS Manager.

8. Variations

The Museum undertakes to review this policy annually or as required to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy by Council from time to time and all team members and contractors are required to comply with those changes.

The Museum reserves the right to vary, replace or terminate this policy from time to time.

9. Actions to achieve this policy

This policy and procedure will be communicated as appropriate.

10. Authorities and responsibilities

- The Director will be responsible for endeavoring to ensure compliance with this policy by museum workers.
- The Deputy Director, Corporate Services and Divisional Heads (e.g. Assistant Directors) will be responsible for ensuring that all workers reporting to them in their area of responsibility comply with this policy including allocation of adequate resources to achieve compliance with the policy.
- The WHS Manager will be responsible for monitoring compliance with this policy and will, from time to time review and recommend updates to this policy in line with changes in legislation.
- All Museum workers will be responsible for individually complying with this policy as it relates to them.

Version 1: October 2018	Administered by: Deputy Director, Corporate Services
Endorsed by: Executive Committee	Approval date: 27/03/2019
Review date:	27/03/2019