

# Occupational Health and Safety Policy



**The Australian Museum is a leading broad based museum of nature and culture. The diversity of function and activity within the Museum has the potential to impact on the health and safety of our employees, volunteers, members, contractors, visitors and other people involved in our business, either directly or indirectly. This Policy sets out the Museum's general framework for ensuring a safe workplace, and should be read in conjunction with specific safety policies and procedures.**

## OUR COMMITMENT

The Museum's commitment is to the health, safety and welfare of all employees, volunteers and visitors. We also seek to safeguard contractors and any third parties who come into contact with our organisation.

The Australian Museum will ensure safe systems of work by:

- > Providing induction and revision training for all staff members to enable employees, volunteers, honorary associates, research associates, senior fellows, visiting students and researchers to carry out their tasks and responsibilities without risk to themselves and others
- > Providing and maintaining safe work equipment that does not create risks
- > Providing and maintaining safe places of work
- > Providing the information and supervision required for the health, safety and welfare of staff at work
- > Providing to all people working at the Australian Museum, whether employees or not, adequate information of known risks, hazards and protective measures
- > Providing adequate first aid facilities

- > Complying with all applicable OH&S legislation, regulations, and codes of practice as identified to support our commitment
- > Committing to establishing measurable health and safety objectives and targets to assist in the ongoing prevention of work related injury and illness

## ORGANISATIONAL RESPONSIBILITIES

The Australian Museum Executive under the guidance of the Director is accountable for the health and safety of the organisation in accordance with the New South Wales Occupational Health and Safety Act 2000, Regulations, Codes of Practice and Standards. Resources and funding will be allocated as necessary to ensure the good management of health and safety within the organisation, including the employment of specialist health and safety manager/advisors as required.

The Executive, in concert with all managers and supervisors, is responsible for the 'day to day' operation of the organisation and for the development of a health and safety focused culture. This requires the development and implementation of safety plans in accordance with this policy, designed to ensure continuous improvement in the management of health and safety.

Managers are required to report on and review their health and safety performance and to issue, review and when necessary, raise specific policies, procedures and rules relevant to their work activities. They are also responsible to assist in the timely return to work of an injured employee and to provide suitable return-to-work duties.

Employees are to comply with all the health and safety procedures and instructions as directed by a manager or supervisor. Employees are also required to take positive action to avoid, eliminate or minimise hazards of which they are aware.

Employees are further required to participate in all health and safety initiatives such as emergency evacuation exercises.

Contractors and/or their agents are required to comply with all occupational health and safety controls, policies and procedures that are issued by the Australian Museum or its direct representative. Contractors are to ensure that they have their own occupational health and safety management systems in place, including certificates of currency and workers compensation insurance. Contractors are to carry out work site risk assessments before commencing work. They are also required to continually identify and report all hazards and to rectify them immediately if considered life threatening.

## CONSULTATION

The Australian Museum has an OHS committee in compliance with NSW legislation. The committee is directly responsible for:

- > Assisting management and employees to reach consensus on matters pertaining to occupational health and safety
- > Reviewing procedures for ensuring the health and safety of all people at the Museum's work site eg. safe work method statements
- > Promoting awareness of health and safety throughout the worksite

- > Assisting in hazard identification, incident /accident investigation and other matters relating to workplace occupational health and safety
- > Posting copies of OHS committee meeting minutes in the worksite for all employees
- > Being involved with and assisting in workplace inspections

## RISK ASSESSMENT AND INCIDENT INVESTIGATION

Managers must ensure risk assessments are carried out for their areas. Following the risk assessments, appropriate measures including technical, procedural and behavioural, must be taken in order to prevent injury or ill health.

All staff has the responsibility to report any hazardous situations and obvious risks and if possible rectify or remove the hazardous situation. All incidents that result in a personal injury, illness, property damage or near-miss, must be reported and investigated.

## POLICY CONTROL AND REVIEW

This policy will be made available to all employees and stakeholders. Further, it is to be displayed at the William Street entrance of the Museum for all people to view. The policy will be brought to the attention of employees, volunteers, contractors, visitors and other stakeholders and be included as part of the induction process. The policy will be reviewed biennially and revised in the event of changing legislation or to better meet the needs of the Museum.

Frank Howarth  
Director  
Australian Museum  
March 2007