NUMBER	P15/1	VERSION	1.0
CATEGORY	Policy	SUBJECT	HR
ISSUED BY	Human Resources	APPROVAL DATE	21/08/2015
AUTHORISED BY	Trust	ISSUED DATE	21/08/2015
DISTRIBUTION	External	REVIEW DATE	21/08/2018

Work Health and Safety Framework

Purpose

This policy sets out Sydney Living Museums' (SLM) commitment to the safety and health of all people who work at or visit our museums or workplaces. It establishes the WHS Framework through which SLM will meet its work, health and safety (WHS) responsibilities and provides guidance to all workers and others in meeting their legal obligations.

Background

Under the NSW *Work Health and Safety Act 2011* (WHS Act) and the *WHS Regulation 2011* a person conducting a business or undertaking (PCBU), its workers and other persons have various health and safety duties. As a PCBU, SLM has a primary duty to ensure the health and safety of its workers and other persons who may be affected by its work. This includes, eliminating risks to health and safety, as far as is reasonably practicable.

Scope

This policy applies to employees, contractors, students, volunteers, interns (collectively known as workers), and visitors.

It applies to all activities conducted by and on behalf of SLM.

POLICY

1. WHS Policy Statement

The following text will be displayed at SLM workplaces.

SLM is committed to providing a safe work environment and safe systems of work that ensures, as far as possible, the safety and health of its workers and visitors.

To further this commitment SLM takes a systematic and preventative approach that:

- instils a proactive safety culture across all levels of the organisation
- actively consults and involves affected workers to improve WHS systems, policies and practices
- puts in place robust reporting and risk management practices to identify, assess and control workplace risk to minimise adverse incidences; and
- supports workers in their return to work should an injury or illness (including psychological or stress-related) occur.

SLM has established the WHS Framework to provide a logical structure for WHS policy, procedural, planning and reporting documentation to make it easier for workers to find and understand the contents and purpose of various documents (section 3). It also sets out the roles and responsibilities for officers, Managers and workers (section 2).

The WHS Framework sets out how SLM will meet its obligations under the NSW *Work Health and Safety Act 2011* and demonstrates SLM's commitment to ensure:

- the provision and maintenance of a work environment without risks to health and safety
- the provision and maintenance of safe plant and structures as well as safe systems of work
- the safe use, handling and storage of plant, substances and structures
- the provision of adequate facilities including ensuring access to those facilities

- the provision of any information, training, instruction or supervision necessary to protect all persons from risks to their health and safety
- that the health of workers and the conditions at the workplace are monitored to prevent injury or illness arising in the workplace, including psychological or stress-related injury or illness, and
- the maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

2. WHS Roles and Responsibilities

Effective management of health and safety requires input from all levels of an organisation. Additionally, the WHS Act establishes legal obligations for all individuals within an organisation from the Trust to the employees. Failure to comply with a duty may lead to prosecution under the WHS Act and will also be dealt with under the SLM Code of Conduct.

To meet SLM's obligations in relation to WHS, the responsibilities and accountabilities of all individuals within SLM are set out below.

2.1 Due Diligence Responsibilities of SLM Officers

Any person who makes or participates in making decisions that affect the whole or a substantial part of SLM are 'officers' for the purposes of the WHS Act. In SLM the Trustees, Executive Director and the Directors are considered to be officers.

Officers have a duty to exercise due diligence to ensure that SLM complies with its obligations under the WHS Act. The maximum penalty for an officer for failure to comply with a duty is $300,000 fine.

SLM officers must:

- acquire and keep up-to-date knowledge of work health and safety matters;
- understand the nature of SLM operations and the associated hazards and risks;
- ensure there are appropriate resources and processes to eliminate or minimise WHS risks;
- ensure that SLM has appropriate processes for receiving and considering information about incidents, hazards and risks and responding in a timely way to that information;
- ensure that SLM has and implements processes for complying with WHS duties, and
- verify the provision and use of work health and safety resources and processes.

2.1.1 SLM Executive (Executive Director, Directors)

The Executive is responsible for ensuring there are effective systems in place for managing WHS.

Specifically, the Executive will:

- establish a WHS & Injury Management Action Plan (WHS Action Plan) and ensure that key actions are embedded in organisational planning at all levels, including the SLM Corporate Plan;
- monitor the implementation of the WHS Action Plan and progress towards the goals specified, via periodic reports from the WHS Committee, Heads of Portfolio (HoPs), the Head of Human Resources (HR) and others;
- report to the Trust on the implementation progress of the WHS Action Plan;
- oversee SLM's WHS Framework and make recommendations to the Trust regarding improvements to the Framework;
- promptly address WHS issues raised, in consultation with those involved or affected;
- ensure effective consultation occurs between officers, workers and other duty holders when identifying, assessing and resolving WHS issues, including during event planning and implementation, site redesign /redevelopment and purchasing;

- ensure the WHS risk management system as set out in the WHS Risk Management Policy (to be developed) meets legislative requirements and is integrated into all SLM operations;
- ensure systems are in place for the provision of WHS information, instruction, training and supervision to Managers and workers to enable them to meet their obligations. This includes ensuring Health and Safety Representatives (HSRs) receive their entitlements to training;
- wherever necessary implement effective control measures addressing the work environment and systems of work in order to minimise risks of psychological harm;.
- maintain effective procedures for reporting, investigating, actioning, monitoring, recording, & communicating with staff results of hazard, risk & incident reporting;
- provide leadership in, and promote, work health and safety, including awareness of risk factors for work-related stress; and
- include work health and safety as an agenda item at Executive meetings.

2.1.2 Trustees

As officers, Trustees have shared responsibility with the Executive for managing WHS risk in accordance with their authority and degree of influence. This includes:

- considering and approving the WHS Action Plan and the WHS Framework , on the recommendation of the Executive;
- receiving reports and making recommendations regarding the implementation of the WHS Action Plan from the Executive; and
- receiving reports and making recommendations on significant WHS risks, through the Audit and Risk Committee.

2.1.3 Audit & Risk Management Committee (ARC)

The ARC provides assistance to the Trust by overseeing and monitoring SLM's governance, risk and control framework, and its external accountability requirements. The ARC will monitor and advise the Trust on significant WHS risk management matters including compliance with statutory obligations.

Note: The ARC Charter can be found on the SLM intranet at [*insert link*].

2.2 WHS Committee

The WHS Committee is a consultative committee, comprising Employee and Management Members, that monitors WHS performance and ensures a co-ordinated approach to managing WHS risks across SLM. It provides recommendations and reports to the Executive on WHS issues and the implementation of the WHS Action Plan.

See the WHS Committee and Health and Safety Representatives Policy for further detail.

2.3 Management (Team & Portfolio Heads)

Each Manager is required to ensure that SLM's policy and the WHS risk management system are effectively implemented in their area of control, and to support supervisors and workers, and hold them accountable for their specific responsibilities.

Specifically the Manager must:

- ensure supervisors and workers have the appropriate knowledge, skills and experience to meet the WHS requirements of their position;
- ensure that supervisors and workers are given appropriate resources for the identification, evaluation and control of hazards;
- ensure risk assessments are undertaken and recorded to relevant registers for monitoring and reporting purposes, as per the WHS Risk Management Policy;
- ensure identified risks are controlled as far as is reasonably practicable;
- support key actions of SLM's WHS & IM Plan for areas under their control by incorporating performance objectives into Team planning and personal development plans (PDPs) where appropriate;

- monitor WHS performance and coordinate the approach to managing health and safety risks across the Portfolio/Team, and review areas that are not meeting WHS objectives;
- ensure the consultative arrangements are in place (as set out in the WHS Consultation Policy) so that appropriate work groups are represented on WHS matters;
- consider WHS aspects of new works, installations, exhibitions or events;
- be mindful of and take steps wherever possible to mitigate risk factors for work-related stress;
- support workers in their efforts to implement health and safety initiatives; and
- ensure Health and Safety Representatives are involved in consultations about WHS matters affecting the work group they represent.

2.4 Supervisors (all first line supervisors of workers)

Each supervisor is responsible for taking all practical measures to ensure that the:

- workplace under their control is safe and without risks to health;
- behaviour of all persons in the workplace is safe and without risks to health.

Specifically, the supervisor must:

- demonstrate active and visible leadership in WHS risk management;
- identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
- assess and control identified risks in consultation with those involved or affected, and with reference to the SLM WHS Risk Management Policy;
- ensure safe working procedures are developed and implemented for hazardous jobs in consultation with workers, and make sure that they are documented and regularly reviewed;
- inform workers and relevant others about WHS requirements and expectations, and provide relevant guidance and training (including work health and safety inductions)
- promptly address work health and safety issues raised, in consultation with those involved or affected;
- be mindful of and take steps wherever possible to mitigate risk factors for work-related stress;
- refer WHS issues beyond their control to the relevant Manager, while ensuring that interim practical action is taken to reduce the risks;
- ensure that all workers have the protective equipment that they require for their jobs
- investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence; and
- take or recommend appropriate remedial action (or recommend that a Manager with appropriate authority take disciplinary action) when workers do not comply with SLM policies, procedures or workplace instructions which impact upon the health and safety of either themselves or others in the workplace.

2.5 Health and Safety Representatives (HSRs)

HSRs represent the workers in a work group regarding WHS issues. See the WHS Committee and Health and Safety Representatives Policy for further detail.

2.6 All workers (including all employees, volunteers and contractors)

All workers at SLM have a general, personal responsibility for work health and safety. All workers are required to comply with SLM's WHS policies and procedures to ensure their own health and safety and the health and safety for others in the workplace.

Specifically, workers must:

- comply with all reasonable instructions as well as policies and procedures relating to WHS;
- adopt and use safe work practices, including the use of personal protective equipment and clothing;

- promptly report work related hazards, injuries and incidents, including near misses
  note: See Report of accident, incident, injury or near miss form [insert link];
- attend required WHS training and instruction in safe work practices and procedures;
- undertake duties if you are an elected WHS Representative, including participating in the WHS Committee; and
- co-operate with WHS inspections, audits and investigations and emergency procedures.

2.7 Others in the Workplace (including visitors and members of the public)

Other people in the workplace, such as visitors and members of the public, have responsibilities under the WHS Act.

Specifically, others in the workplace must:

- take reasonable care of his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply as far as reasonably able, with any reasonable instruction that is given by SLM in order to comply with health and safety requirements.

3. WHS Policies and Procedures

SLM's WHS policies and procedures include the policies, procedures, registers and other guidelines and documents that have been drafted or adopted by SLM as a means of protecting the health and safety of workers and visitors. Policies and procedures are essential to ensuring a proactive safety culture, implementing the key actions of the WHS Plan and meeting legislative requirements.

SLM's WHS Policies and Procedures are set out below.

3.1 WHS Framework

Establishes the WHS Framework. Also sets out the WHS Policy Statement, WHS policies and procedures, and describes the WHS duties of officers, Managers, workers and other persons under the WHS Act.

3.2 WHS Consultation Policy

Sets out how SLM will achieve its key actions and comply with the WHS Act in relation to WHS consultation. This includes SLM's WHS Consultation Statement, the duties of all workers to effectively consult on WHS matters, consultation methods and the WHS issue resolution process.

3.3 WHS Committee and Health and Safety Representatives Policy

Sets out the purpose of the WHS Committee and its terms of reference. It also details the responsibilities of Health and Safety Representatives (HSRs) who represent the workers of defined SLM work groups on WHS matters.

3.4 Injury Management and Return to Work Policy

Sets out how SLM will help injured workers with their recovery from workplace injury or illness and return to the workplace. Also includes processes for reporting and managing injuries and dealing with workers compensation claims.

Additional forms and registers that support this Policy include:

- Form: Report of accident, injury, incident or near miss (this is also relevant to risk management)
- Register: Injury/incident/near misses (property specific)
- Register: SLM Injury Register
  SLM maintains its Injury Register in CHRIS, the payroll and employee management software, which has the capacity to record details of the injury, rehabilitation and return to work for employees as well as volunteers and other persons injured.

3.5 WHS Risk Management Policy (in draft)

Establishes the processes for managing WHS risks and provides standards and instructions for undertaking risk assessments.

The following registers and templates are central to the SLM's WHS Risk Management Policy:

- Register(s): WHS property risks and hazards (feed into broader SLM risk management processes e.g. see HHT Audit & Risk Committee Charter)
- Template(s): WHS property inspection (feed into property WHS risk register)
- Template(s): Program/Event risk assessment

Additional policies, procedures, processes and registers that support this Policy include:

- **Procedure: Inspection, testing/tagging of electrical equipment/plant**
  - o Register: Testing and Tagging of electrical equipment/plant
  - o Register(s): Plant
- **Work Cover Safe Work Procedures**: for activities including: working at height/roof access; working in confined spaces; use of hazardous chemicals; use of plant, structures and equipment; remote or isolated work; and electrical safety
  - o Safe/Standard operating procedures for machinery and equipment
- **Pesticide Use Notification Plan**
  - o Register(s): Chemical– Property based (note need to identify what we have)
- **Employee Tenancy Policy**
  - o Form: SLM Risk Assessment for Employee Tenancies

3.6 WHS Disaster Preparedness Policy (in draft)

Establishes the framework for responding to disasters and emergency situations, including:

- Property Disaster Preparedness Plans
- Property Emergency Response Procedures

3.7 Contractor induction: site conditions & safety Procedure

This procedure is to ensure all contractors, subcontractors and consultants working on external contracts on SLM premises have been made aware of, and agree to SLM site and safety requirements.

- The information sheet is to be provided to all contractors performing work at SLM as part of their induction.
- Form -   Hot Works Permit: must be completed whenever cutting, welding or other Hot Work is performed outside a dedicated workshop
- Form - Fire Impairment Notification: the form the TMF coverage scheme require to be used to notify of any impairment to Fire Protection Systems exceeding 12 hours (or overnight).

3.8 First Aid Officers: designated positions, training and allowances Policy

Defines the SLM positions which are designated as First Aid Officers, their duties and the First Aid training requirements**.**

- First aid register

3.9 Others

- Protocol: Fire Safety (RHHF) – sets out the safety procedure for use of the wood fireplace at Rouse Hill House and Farm Museum kitchen.
- Visitor Care during Extreme Weather – sets out appropriate responses to extreme weather including exceptionally high temperatures, dangerously windy conditions, hail and electrical storms – including when and who may make a decision to close a property to visitors.

- Procedure: Dealing with Unreasonable Behaviour – provides guidance about how workers should respond to the unreasonable behaviour of customers or members of the public.

Roles and responsibilities
- See section 2.

Delegations
- none

Legislation
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workplace Injury Management and Workers' Compensation Act 1998
- Workplace Injury Management and Workers' Compensation Regulation 2002

Related policies
- See section 3

Other related documents
- WHS & Injury Management Action Plan 2015-17 (draft)
- Form: Report of Accident, Injury or Near Miss
- Form: Safety Observation
- Form: TMF Fire Safety Protocol & Fire Impairment Notification
- Procedure: Contractor Induction: Site Conditions and Safety, including Information Sheet, Checklist and notification templates.
- Procedure: Dealing with Unreasonable Behaviour
- Procedure: Cash Handling and Management
- Safe Work Australia National Code of Practice for Work Health and Safety Consultation, Cooperation and Coordination – December 2011
- SLM Visitor Care during Extreme Weather
- Work Cover Safe Work Procedures
- Standard operating Procedures for items, machinery and equipment
- Risk Registers: e.g. Plant, Chemicals, Property WHS risks and hazards
- WHS property inspection template
- SLM Staff induction
- SLM Program/Event risk assessment template
- SLM Risk Assessment for Employee Tenancies form

Definitions
- Person's Conducting a Business or undertaking (PCBU): is a primary duty holder under the WHS Act and includes agencies, businesses and charities etc. SLM is a PCBU.
- Hazard: means a source of potential harm, or a situation with potential for harm, to human health or wellbeing or damage to property or the environment.
- Health: means physical and psychological health
- Incident: means an occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or "near misses" when there is potential for injury.
- Risk: means, in relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring.
- Work Health and Safety & Injury Management Action Plan: means the current WHS Action Plan as determined from time to time by the Executive
- Work group: is a grouping of workers for the purpose of electing Health and Safety Representatives (HSRs) and enabling effective WHS consultation.

- Worker: means a person who carries out work for SLM and may include: employees; contractors or subcontractors and their employees; contingent workers; apprentices; work experience students and interns; or volunteers.
- Workplace: means any place where work is carried out for SLM and includes any place where a worker goes, or is likely to be, while at work. SLM workplaces include, but are not limited to: museums, offices, warehouses/stores, pasture, kitchens, home offices, and places of work while travelling on official duties.

Superseded documents

This policy replaces:

- WHS Policy Statement (2013)

Revision history

Version	Date issued	Notes	By
1	21/08/2015	New policy	Policy and Compliance Officer

Review date

This policy will be reviewed every three years. The next review date is 21/08/2018

Contact

Trish Kernahan

Assistant Director, Operations

trishk@sydneylivingmuseums.com.au

02 8239 2360