

Australian Museum Work Health & Safety Policy



OUR COMMITMENT

We are committed to the providing a safe & healthy workplace for our workers, volunteers, interns and visitors. This Policy defines the principles of this commitment and the Australian Museum's approach to the continuous improvement of health and safety in the workplace.

This Policy sets out the overarching principles for the Australian Museum's commitment and management of work health and safety requirements and gives effect to the Australian Museum's Workplace Health and Safety Management System, procedures and guidelines.

All members of the Australian Museum community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

OUR GOALS

- To minimise accidents, injuries, and workplace illnesses which could be potentially caused by our activities.
- To improve the health and wellbeing of people working for or on behalf of the Australian Museum.

OUR PLAN

We are committed to:

- Developing, implementing, and reviewing this Work Health and Safety (WHS) Policy.
- Promoting a culture of continuous improvement in work health, safety, and wellbeing.
- The risk management process and ensuring consistency with the nature of our workplace activities and scale of WHS risks.
- Complying with relevant WHS legislation and other requirements placed upon the organisation or to which we subscribe.
- Providing appropriate WHS training to all workers.

- The consultation process to ensure all workers are included in the decision making processes impacting on work health and safety.
- The dissemination of WHS information to all workers and others at the workplace.
- Implementing the provisions of this Policy consistently in all areas of our business activity and on all sites where our activities are undertaken.

RESPONSIBILITIES

Australian Museum

The Australian Museum has the responsibility, so far as is reasonably practicable, to eliminate risks to the health and safety of its workers, and when elimination is not possible, to minimise those risks. Further, the Australian Museum will ensure, so far as is reasonably practicable, that other persons are not put at risk from works being undertaken on the Museum's behalf.

Officers

Officers make the decisions, participate in decisions that affect the whole, or a substantial part of a business or undertaking and have the capacity to significantly affect the financial standing of the business. Officers include:

The Trustees of the Australian Museum

By exercising due diligence, the Trustees of the Australian Museum are responsible for providing an effective governance structure for work health and safety and ensuring the Australian Museum has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. Trustees are also responsible for ensuring that the Museum has and uses the appropriate resources and processes to eliminate or minimise risks to health and safety.

The Executive Director and CEO

By exercising due diligence, the Executive Director and CEO is chiefly responsible for ensuring that Australian Museum complies with its duties and obligations under WHS Law. The Executive Director and CEO is involved in the development of this Policy and therefore endorses and supports the implementation of the Policy and the associated WHS programs.

The Executive Director and CEO is committed to exercising due diligence in accordance with the Australian Museum's Work Health and Safety Management System, ensuring the appropriate resources to establish and maintain a consultative and systematic approach to WHS and injury management under this Policy.

The Executive and Managers or Supervisors

By exercising due diligence, each Executive member, manager or supervisor is responsible for ensuring that the Australian Museum complies with its duties and obligations under WHS Law.

Each Executive member, manager or supervisor is responsible and accountable for implementing this Policy and WHS programs in their areas of control and will support workers in fulfilling their WHS obligations and responsibilities. Each Executive member, manager or supervisor will consult with their staff on issues that affect their health and safety, and refer any concerns to the Director.

Workers

Workers are everyone who conducts work for, or with the Australian Museum at Australian Museum workplaces and includes employees, volunteers, interns, contractors, and labour hire staff.

Each worker is required to take reasonable care for their own health and safety, and make sure that their acts or omissions do not adversely affect the health and safety of other persons.

Workers must also comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Australian Museum regarding work health and safety and to abide by the policies and procedures of the Australian Museum relating to health or safety.

Others at Work

Visitors

All visitors entering the Australian Museum's premises are required to comply with the Work Health and Safety Policy, procedures and programs of the Australian Museum and to observe directions on Work Health and Safety from designated workers of the Australian Museum.

WHS Committee

The WHS Committee ensures a consultative approach is maintained and employees are advised and involved in changes that affect WHS.

The WHS Management System used by the Australian Museum provides the framework for setting and reviewing measurable objectives and targets to ensure continual improvement aimed at the elimination of all workplace injury and illness. Individual commitment and a team effort is essential to ensure that hazard identification and risk management become everyone's responsibility. Periodic reviews of the system will ensure that it remains relevant and effective for all of the Australian Museum's operations.

Executive Director and CEO
Date 09/05/16