

Health and Safety Policy

- Purpose** To ensure Canterbury Museum provides and maintains the highest standards of health and safety throughout the Museum's sites.
- Scope** All Museum personnel ie staff, Board members, research fellows and associates, volunteers, contractors, lessees, lessees' staff, consultants, tenants and visitors to the Museum, hereafter referred to collectively as workers,
- Review Date** March 2025
- Policy Statement** Canterbury Museum Board, management and staff are committed to achieving the highest standards of health, safety and wellbeing throughout the Museum's sites by undertaking all reasonably practicable steps to ensure
1. their own and each other's health, safety and wellbeing
 2. the safety of our visitors and others.

1. Museum Trust Board

As the Person Conducting a Business or Undertaking 'PCBU', the Museum Trust Board acknowledges its primary duty of care to protect workers health and safety and maintains a zero appetite for health and safety risk.

Reports will be supplied to the Trust Board at every scheduled business meeting to inform them of principal health and safety risks and other health, safety and wellbeing matters.

2. Management

The Health and Safety Procedures and the Health and Safety Manual will outline the Museum's comprehensive approach to health and safety through leadership, risk management and worker engagement and participation.

Managers at all levels are to give due consideration to Health, Safety and Wellbeing implications in their decision making.

Managers will ensure that all meetings from the Board to team level will include Health and Safety as a standard agenda item.

A comprehensive critical incident management system and emergency procedures and plans will be maintained and updated as required. Training in Health and Safety will be provided to staff relative to their job positions.

External Health and Safety audits, as required, will be conducted by suitably qualified independent professionals.

3. Museum Personnel ie Existing Workers

All workers will be provided with the necessary instruction and specific health and safety training needed in order to undertake their role and maintain a safe workplace. All workers will be supervised by their respective manager or assigned buddy until deemed competent.

All workers will be made aware of any hazards impacting on their work and will be supervised in any identified hazardous areas by the Museum's designated contact person(s).

Risk assessment procedures will be proactively undertaken, and steps taken to eliminate all risks where possible and implement mitigation measures and

actions if the activity must still be done. All workers will be made aware of hazards so they can look after themselves, take appropriate steps to ensure their personal safety and the safety of others.

The Museum will actively promote the health and wellbeing of its staff including the promotion of preventative initiatives such as influenza vaccinations and workplace ergonomic assessments.

The Museum is committed to ensuring that an injury management programme is in place to support any employee who has suffered an injury, accident or illness. All Museum employees will be provided with the necessary support for a safe and structured return to work after an injury, incident or illness where there is suitable work available.

The Museum will maintain membership and participation in the Employee Assistance Programme (EAP) which is available to all employees and their immediate families.

4. New Museum Personnel

New workers will be provided with a Health and Safety induction on commencement of employment or contract work at the Museum. All new employees and volunteers will receive a copy of the Health and Safety Manual and have access to updates and Health and Safety information and resources.

A specific condition of employment or engagement is that every worker agrees to abide by the Museum's Health and Safety policy and associated procedures, and the guidance set out in the Health and Safety Manual.

5. Contractors

The Museum takes its joint PCBU responsibilities with its Contractors seriously and will undertake and require specific pre-qualification checks in relation to Health and Safety. The Museum will ensure ongoing collaboration and communication during the work of contractors on site.

6. Reporting

It is mandatory for all Museum workers to report risks, accidents, incidents, work related illness and near misses. A no blame policy will exist to ensure reporting of hazards, risks, accidents, incidents and near misses for the purposes of continuous improvement.

7. Health, Safety and Wellbeing Committee

The Museum will convene a Health, Safety and Wellbeing Committee to ensure employee consultation and participation. The committee will meet monthly and more often if circumstances require. The work of the Committee will be in line with the Health and Safety at Work Act 2015 (part 3). Agenda items will be sought, minutes will be published, put on Staff Noticeboards and be accessible on the Museum drive (B drive).

8. Machinery and Equipment

All machinery and equipment will be maintained in safe working order. Any defect or fault will be reported immediately, and the plant item will be lockout tagged and not used until serviced and/or repaired.

9. Definitions

Note the terms in this Policy and associated procedures for PCBU (Person Conducting a Business Undertaking), Officer and Worker are the same as those in the Health and Safety at Work Act 2015. In brief:

9.1 Person Conducting a Business or Undertaking (PCBU) – the Museum Trust Board and the Director

- (a) means a person conducting a business or undertaking—
 - (i) whether the person conducts a business or undertaking alone or with others; and
 - (ii) whether or not the business or undertaking is conducted for profit or gain; but
- (b) does not include—
 - (i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking;
 - (ii) a volunteer association;
 - (iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work;
 - (iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking;
 - (v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

9.2 Officer, (in relation to a PCBU), — the Director and other senior management

- (a) means, if the PCBU is—
 - (i) a company, any person occupying the position of a director of the company by whatever name called;
 - (ii) a partnership (other than a limited partnership), any partner;
 - (iii) a limited partnership, any general partner;
 - (iv) a body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and
- (b) includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive); but
- (c) to avoid doubt, does not include a person who merely advises or makes recommendations to a person referred to in paragraph (a) or (b).

9.3 Worker means an individual who carries out work in any capacity for a PCBU, including work as—

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- (e) an outworker (including a homeworker); or
- (f) an apprentice or a trainee; or
- (g) a person gaining work experience or undertaking a work trial; or
- (h) a volunteer worker; or
- (i) a person of a prescribed class.

10. Related Documents

Health and Safety Manual
Risk Management Policy
Critical Incident and Emergency Management Policy and Procedures
Contractors on Site Policy and Procedures
Discipline and Procedural Fairness Policy and Procedures
Drug and Alcohol Policy
Smoke-free Policy and Procedures
Harassment Policy

Adopted by the Canterbury Museum Trust Board
on 10 March 2014 for immediate implementation

Revised and adopted by Canterbury Museum Trust Board 8 June 2015

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