

Health, Safety and Wellbeing Policy

Purpose	To ensure Canterbury Museum provides and maintains the highest standards of health, safety and wellbeing throughout the Museum's sites.
Scope	This Policy applies to all Museum controlled worksites, and all Museum employees, contractors, Board Members, visiting researchers, and volunteers (called collectively 'workers' in this policy).
Review Date	April 2028
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 their own and each other's health, safety and wellbeing and 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, safety and wellbeing and maintains an uncompromising approach to risk management and wellbeing.

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.

For cultural Health, Safety and Wellbeing advice, the guidance of Ōhākī o Ngā Tipuna will be sought where appropriate.

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 Trust Board to team level will include Health, Safety and Wellbeing 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, Safety and Wellbeing will be provided to staff relative to their job positions.

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

3. Museum Personnel ie Existing Workers

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

All workers will be made aware of any hazards impacting on their work. Where needed, workers 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 appropriate management programme is in place to support any employee who has suffered an injury, accident or illness. All Museum employees will be provided with appropriate support for a safe and structured return to work after an injury, incident or illness, where there is suitable and viable 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, Safety and Wellbeing 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, Safety and Wellbeing information and resources.

A specific condition of employment or engagement is that every worker agrees to abide by the Museum's Health, Safety and Wellbeing 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). A Health, Safety and Wellbeing report goes to the Board each month that informs them of principal health and safety risks and other health, safety and wellbeing matters.

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)

- (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),

- (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 and Procedures
Critical Incident and Emergency Management Policy and Procedures
Contractor Management Policy and Procedures Discipline and Procedural
Fairness Policy and Procedures
Drug and Alcohol Policy and Procedures
Smoke-free Policy and Procedures
Harassment Policy

Adopted by the Canterbury Museum Trust Board
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