

Waipu Museum Trust Board Policies and Procedures

Title	Health and Safety Policy
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<p>1. Purpose and scope of the Health and Safety Policy</p>	<p>Under the terms of the Health and Safety at Work Act 2015 (HSWA) the Waipu Centennial Trust is committed to protecting workers, volunteers, visitors and third parties from injury as they go about their work or activities. The HSWA focuses on proactively identifying and managing risk so that everyone is safe and healthy. Accordingly Health and Safety is everyone’s business and everyone is expected to exercise their own sense of safety whilst engaging in activities on our sites.</p> <p>This policy outlines the scope of the Trust Board’s responsibilities, the enactment of which are detailed in a supporting operational Health and Safety Manual.</p> <p>Policy Objectives: In order to ensure the safety of employees, volunteers, contractors and visitors the Trust will :</p> <ul style="list-style-type: none"> • Provide systematic hazard identification and take steps to remove, manage and/or minimise these hazards; • Record all accidents and near misses and take steps to prevent these recurring; • Notify and investigate serious harm; • Make sure that all workers and volunteers understand their health and safety obligations and the appropriate practices and procedures to minimise risk to themselves or others; • Conduct an annual review of its Health and Safety Policy, Manual, and Hazard ID and Control documents and processes. • Monitor Health and Safety risk through monthly reporting to the Trust Board meeting.
<p>2. Monitoring by the Trust Board</p>	<p>The Trust Board recognises its responsibility for Health and Safety as the governing body. Accordingly Health and Safety is a standing agenda item for the monthly meeting, and Health and Safety is a standing reporting item from management to the Board on a monthly basis.</p>
<p>3. Employment, induction and training</p>	<p>Waipu Centennial Trust understands that the effective management of health and safety issues will be best achieved through cooperation and partnership with its employees and volunteers. The Trust acknowledges that workers and volunteers will often have relevant knowledge and expertise to contribute to making the workplace safer. Accordingly the Trust will provide opportunity for staff and volunteers to participate in health and safety processes including:</p> <ul style="list-style-type: none"> • Site safety briefings; • Health and safety meetings; • Filling out Accident/Occurrence/Improvement forms; and • Informal communications with managers and supervisors. <p>The Trust will ensure that staff and volunteers understand their responsibilities and are prepared to participate in health safety by:</p> <ul style="list-style-type: none"> • Providing induction and training about health and safety when a worker or

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	<p>volunteer starts work at the Museum;</p> <ul style="list-style-type: none"> Ensuring workers and volunteers are appropriately trained and supervised for the work required of them.
4. Visitors	The Centennial Trust Board has a duty of care to inform visitors to the Museum of possible hazards. Visible location of exit signs, first aid box and fire extinguisher are mandatory. The Health and Safety Manual will specify how and when warning signs will be implemented in accordance with site hazard identification.
5. Contractors	When Contractors or Sub-contractors are selected consideration will be given to their ability to complete the contract works in a safe manner. The Health and Safety Manual will provide guidance on how to assess such ability.
6. Hiring, leasing or loaning equipment	All leased equipment must be accompanied by a rental contract showing a warranty of worthiness plus services and responsibilities.
7. Hazard management	Hazard identification is a major component of the Health and Safety programme. Processes for identification and control of hazards is specified in the Health and Safety Manual, and Hazard Register maintained and made available to all staff and volunteers to record hazards and control or corrective actions.
8. Emergency response	<p>The Trust will ensure that there is an Emergency Response Plan in place including evacuation, closing down systems, and protection of buildings and collections in relation to major risks identified, and that all staff and volunteers are aware of emergency procedures.</p> <p>Volunteers and contractors are to sign in and out of the Museum so that staff know who is on the premises and where to look for them if there is an emergency.</p> <p>An annual fire drill will be held in accordance with regulations.</p> <p>A Disaster Preparedness Plan for the collections will be guided in part by the Health & Safety Policy in terms of how staff and volunteers assess risks, respond to threats, & address recovery of collections affected by disaster.</p>
9. Accident management	<p>The Trust will ensure that all accidents/incidents that occur in the workplace are recorded and investigated. The Health and Safety Manual will specify the processes that will be followed.</p> <p>Volunteers and contractors are to sign in and out of the Museum so that in the case of an injury there is a record to confirm that person was on site when it happened.</p> <p>Any incident causing serious harm will be reported to WorkSafe New Zealand according to the procedures laid out in the Health and Safety Manual, and in compliance with the HSWA.</p> <p>All accidents/incidents will be reported to the Trust Board as part of regular monitoring of Health and Safety.</p>