

# **Work health and safety policy**

POL-C-064

Version 3.1 22 September 2025

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<b>ID</b>	POL-C-064
<b>Version</b>	3.1
<b>Version date</b>	22 September 2025
<b>Type</b>	Council
<b>Approval dates</b>	20 November 2025
<b>Availability</b>	Public and all staff
<b>Keywords</b>	Work health and safety, officers, workers, monitoring, risk
<b>Responsible officer</b>	Work Health and Safety Manager
<b>History</b>	Health and Safety Management Arrangements 2011
<b>Review date</b>	November 2028
<b>Related documents</b>	Policies and procedures relating to the WHS Management System
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## 1. Title

Work health and safety policy

## 2. Introduction

The National Museum of Australia (the Museum) is a major cultural institution charged with researching, collecting, preserving and exhibiting historical material of the Australian nation. The Museum is established under the *National Museum of Australian Act 1980*, which along with the *National Museum of Australian Regulations 2019*, defines the Museum's role, functions and powers.

## 3. Scope

The Museum places a high priority on work health and safety. The Museum acknowledges its duty of care towards the health and safety of its workers. As required under section 47 of the *Work Health and Safety Act 2011* (WHS Act), this policy has been developed by the Museum as the Person Conducting a Business or Undertaking (PCBU), in consultation with its workers.

This policy:

- enables effective cooperation between the Museum and workers in developing and promoting measures to ensure workers' mental and physical health, safety and welfare at work
- provides adequate mechanisms for consulting with workers about work health and safety matters
- provides adequate mechanisms for reviewing the effectiveness of the policy
- provides adequate mechanisms for the variation of the policy in consultation with workers
- provides for a dispute resolution mechanism to deal with disputes arising in the course of consultations held under the WHS Act between the PCBU and workers
- requires the establishment of a Work Health and Safety Committee (WHSC)
- is consistent with the principles of preventing health and safety incidents from occurring and resolving these issues as close to the workplace as possible in the most efficient and resource-effective manner.

The Museum understands it is a unique work environment that includes, but is not limited to public visitation, warehousing, laboratories, offices and mechanical and fabrication workshops. In this context, WHS at the Museum is affected by internal and external factors that include visitation, exhibitions, programs, security, the political environment, legislation changes, collection objects and strategic direction.

## 4. Principles

The Museum, as the PCBU, will meet its obligations under the WHS Act to provide a healthy and safe work environment by:

- developing and implementing a Work Health and Safety Management System (which clearly states the roles and responsibilities of officers, managers and workers)
- developing and implementing a Work Health and Safety Management Plan that outlines the scope, format and structure of the Work Health and Safety Management System along with targets and objectives
- providing the resources required, ensuring necessary work health and safety programs and activities are established and maintained, including first aid provisions
- encouraging a cooperative, consultative relationship between officers, managers and workers in regard to work, health and safety issues through the facilitation of an effective network of trained health and safety representatives and through the WHSC
- implementing strategies which provide a safe and healthy environment for workers such as prevention, including access to information programs to promote overall

- health and wellbeing for workers, early intervention and return to work programs
- ensuring officers, managers and workers undertake the necessary training to enable them to perform their duties safely and meet their responsibilities under the WHS Act
- providing comprehensive and professional work health and safety advice to assist officers, managers and workers
- developing reporting processes for officers as part of the due diligence responsibilities
- establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness
- undertaking regular review and monitoring of the WHSMS to identify areas for improvement.

## 5. Definition of terms

### **Person Conducting a Business or Undertaking (PCBU)**

The National Museum of Australia is a PCBU.

Under the WHS legislation, a PCBU has the primary duty of care to ensure, so far as is reasonably practicable:

- the health and safety of its workers while they are at work
- that the health and safety of other people are not put at risk from work carried out as part of the conduct of the PCBU.

### **Officer**

It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act. Under the Act, these officers are:

- Members of the Museum Council
- Senior Executive staff.

A person is an officer under the WHS Act only if they 'make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing'. Whether a person is an officer or not under the WHS Act will depend on the facts of the particular situation.

### **Worker**

Includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, interns, work experience students and volunteers.

### **Health and safety representative (HSR)**

A worker elected by members of their work group to represent them in health and safety matters.

### **Other persons**

Includes any visitors.

## 6. Definition of responsibilities

### **Executive staff**

The Director is the champion of WHS and the Museum's Work Health Safety Management System. The Director, the Museum's Council and the Executive team are considered Officers under the WHS Act and hold a responsibility to comply with its obligations. This will be achieved by:

- exercising due diligence
- keeping up-to-date with current WHS legislation, regulations and codes of practice
- endorsing the Museum's initiatives to eliminate or mitigate work health and safety risks

- ensuring allocation of resources and equipment that helps maintain and operate in a work environment that minimises risks to health and safety as far as is reasonably practicable.

**Officers/managers/supervisors must ensure:**

- effective implementation of this policy
- their responsibilities under the WHS Act and Regulations are met
- agreed procedures for regular discussion between managers and workers are followed
- required documentation is provided
- all workplace hazards are identified, and risks assessed and controlled
- regular workplace inspections are conducted
- information, training and supervision are provided for all employees in the correct use of plant, equipment, personal protection equipment, chemicals and other substances.

**Workers:**

- have a duty to take care of their health and safety and that of others
- must comply with safety procedures and directions
- must follow reasonable instructions
- must not willfully interfere with or misuse items or facilities provided in the interest of health and safety
- must inform their manager or supervisor of hazards, accidents and near-accidents at the workplace.

**Visitors and contractors must:**

- not put themselves or any employees at risk
- abide by applicable WHS policies and procedures
- not enter restricted areas without permission.

## **6.1 WHS monitoring and review**

Key performance indicators (KPIs) will be identified and targets set to monitor and improve overall WHS performance.

Reports will be prepared detailing the performance against KPIs and regularly presented to the WHSC and the Executive Management Group.

## **6.2 Reviewing the effectiveness of the WHS Policy**

This WHS policy will be regularly reviewed as required by legislation and organisational changes or, at a minimum, every two (2) years.

## **7. References**

*Work Health and Safety Act 2011 (Cth)*

*Work Health and Safety Regulations 2011 (Cth)*

## **8. Implementation**

### **8.1 Coverage**

This policy applies to all officers, workers, visitors and contractors of the Museum.

### **8.2 Other related policies and procedures**

PRO-032 WHS incident/hazard reporting and investigation procedure

PRO-033 WHS consultation and communication procedure

PRO-034 WHS issue resolution procedures

PRO-035 WHS training and competency procedure

PRO-039 WHS measurement and evaluation procedure

PRO-040 WHS auditing procedure

PRO-047 Psychosocial hazards procedure

PRO-050 Working with trauma and distressing content procedure

### **8.3 Exclusions**

There are no exclusions to this policy.

### **8.4 Superseded policies**

This policy supersedes the NMA Health and Safety Management Arrangements 2011.

### **8.5 Monitoring**

This policy is monitored by the WHS Manager and will be reviewed in November 2028.