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CATEGORY	Policy	SUBJECT	Work, Health & Safety
ISSUED BY	People and Culture	APPROVAL DATE	22/03/2022
AUTHORISED BY	Executive	ISSUED DATE	01/04/2022
DISTRIBUTION	Internal	REVIEW DATE	01/04/2024

WORK HEALTH AND SAFETY

Policy

State Archives and Records Authority and Sydney Living Museums (SARA/SLM) are committed to providing an inclusive workplace that is physically and mentally safe for all our workers, volunteers, interns, visitors and others. This policy sets out how SARA/SLM will fulfil this commitment.

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

In meeting these commitments, SARA/SLM will:

- Ensure compliance with all relevant legislative and other statutory requirements including the *Work Health & Safety (WHS) Act 2011* and *Regulations 2017* and the *Workplace Injury Management and Workers Compensation Act 1998*.
- Regularly consult with employees and others as necessary, to ensure, so far as is reasonably practicable, that risks to health and safety are eliminated or minimised.
- Provide appropriate information, training and instruction to ensure all parties are aware of their rights and responsibilities and to ensure tasks are undertaken in a safe manner.
- Maintain a structured health and safety management system with standards to provide a framework for effective identification and elimination of hazards or minimisation of risk so far as is reasonably practicable.
- Provide an injury management framework to support injured or ill workers with a focus on a safe, supported recovery at work (return to work).
- Commit to continuous improvement of health, safety and wellbeing performance, through regular review and evaluation of health and safety incidents, investigations, risk assessments, gap analysis, audits and inspections.
- Provide supportive health and wellbeing programs and support for employees
- Provide adequate resources to enable fulfilment of this policy and the SARA/SLM's health and safety responsibilities.

Summary

Through the provision of procedures, guidelines and its resources SARA/SLM is able to provide safe workplaces for all our workers, volunteers, interns and visitors. Everyone has a responsibility for health and safety under the *Work Health & Safety (WHS) Act 2011* and *Regulations 2011* and the *Workplace Injury Management and Workers Compensation Act 1998*. While SARA/SLM has the primary duty of care, all employees have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with SARA/SLM's policy and procedures. All instructions and directions should be carried out so far as they are reasonably able; this will assist in preventing harm to themselves and others.

Objectives

SARA/SLM believes that the provision of a safe and health working environment is an integral and essential part of our role in becoming a leader in the research, documentation, conservation, interpretation, presentation and engagement of our state's history, for the people of NSW.

The key objectives of the policy are to:

- Provide everyone in our workplaces with a safe and health working environment
- Foster a culture that empowers and requires everyone to be responsible and accountable for health, safety, and injury management
- Outline the health and safety management system used across all sections of SARA/SLM
- Define and communicate health, safety, and injury management roles and responsibilities
- Regularly consult with employees and others as necessary, to ensure, so far as is reasonably practicable, that risks to health and safety are eliminated or minimised.
- Establish a process for the development, review, evaluation, and improvement of all work health and safety policies, procedures and systems
- Establish, implement, test, improve and maintain an emergency plan
- The reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents and provide support where required
- Provide appropriate information, training and instruction to ensure all parties are aware of their rights and responsibilities and to ensure tasks are undertaken in a safe manner.
- Adopt a preventative and strategic approach to health and safety and use measurable objectives and targets to monitor performance
- Support and promote health and wellbeing; including providing a return-to-work program to facilitate safe, timely and durable return to work for employees, where possible, for both work related and non-work-related health conditions
- Provide a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards.

Scope

This policy applies to all workers, interns, volunteers and other people (as defined below) who carry out work for SARA/SLM in any capacity or who are undertaking a business activity at any of our sites.

Policies Directives and Guidelines

This policy is consistent with and should be read in conjunction with all other policies and procedures related to work health and safety and provides a framework for governance and risk management within SARA/SLM. Further WHS information can be found on the intranet.

The Head of People & Culture is responsible for monitoring and evaluating the implementation and effectiveness of this policy and for reviewing this policy as required.

Investigating and Reporting Incidents

The people responsible for the implementation and management of incident notification and reporting are those with appropriate management authority over workplaces.

Responsibilities

Through the provision of procedures, guidelines and its resources the SARA/SLM is able to provide safe workplaces for all our workers, volunteers, interns and visitors. Everyone has a responsibility for health and safety under the Work Health & Safety (WHS) Act 2011 and Regulations 2011 and the Workplace Injury Management and Workers Compensation Act 1998.

While SARA/SLM has the primary duty of care, all employees have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with the policy and procedures.

The Accountability Statement sets out how stakeholders will fulfil this commitment. The Accountability Statement should be read in conjunction with SARA/SLM's Work Health and Safety Policy, guidelines and other resources. See Appendix A: WHS Accountability Statement

Issues management

SARA/SLM has measures in place to resolve health, safety and wellbeing issues that are raised with officers. These are outlined in the Grievance Management policy.

Issues that cannot be resolved in consultation with an immediate supervisor will be escalated by reporting to the following people/groups in the order below:

- a health and safety representative (HSR);
- People and Culture Team;
- the WHS Committee;
- an external party/expert (consultant); and finally
- SafeWork NSW (consultation). All parties should make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with this procedure.

Delegations

- SARA/SLM Employment Delegations

Legislation

This policy is consistent with and should be read in conjunction with, all SARA/SLM policies and procedures related to work, health and safety. SARA/SLM endeavours to comply with all relevant legislation and codes of practice, including:

- Work Health and Safety Act 2011 (the WHS Act); and
- Work Health Safety Regulations 2011 (the WHS Regulations).

Related policies and procedures

- WHS Accountability Statement
- SARA/SLM Code of Conduct
- Breach of the Code of Conduct including Misconduct procedures
- Issue Resolution and Grievance Management
- Prevention and Management of Bullying and Harassment in the Workplace
- Other Related SARA/SLM Policies, Procedures, Directives and Guidelines: Internal:
- Working With Distressing Material Procedure
- Footwear Directive
- All relevant codes of practice

Superseded documents

This policy replaces:

- SARA WHS Policy

Revision history

Version	Date issued	Notes	By
1	01/04/2022	New policy for SARA Executive Agency.	Head of People and Culture

Review date

Reviews will be undertaken by the People and Culture Team at least every 2 years, and more frequently if changes in legislation, policies or other Codes of Practice require amendment of this policy. The next scheduled review is due in April 2024.

Contact

If you require any additional information, contact the People & Culture team at:

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