

HEALTH AND SAFETY POLICY



MOTAT is committed to providing a safe and healthy environment for all team members, visitors, and contractors. Ensuring that the Museum meets its health and safety obligations under the Health and Safety at Work Act 2015 and all other relevant legislation, including the Railways Act 2005, is a critical consideration all Museum operations.

MOTAT (the PCBU), its officers, and workers (employees, volunteers, and contractors) are committed to continuous improvement in health and safety across the Museum. Each shall ensure that they have an up-to-date understanding of health and safety requirements relative to their positions.

The MOTAT Board is responsible for monitoring and promoting all aspects of health and safety across the Museum's operations.

MOTAT officers are responsible for:

- establishing objectives and targets to ensure continuous improvement in health and safety across all three of MOTAT's sites;
- ensuring the implementation of health and safety policies, procedures, and initiatives through MOTAT's Health and Safety Management System;
- ensuring workers are competent to carry out tasks that they are engaged to perform;
- encouraging worker participation and consultation in health and safety matters;
- taking an active role in promoting health, safety and wellbeing management across the Museum;
- providing supervision, training, and information for all workers to undertake their tasks in a safe manner;
- monitoring compliance from all workers to ensure that safe work practices are adhered to;
- accurately reporting and recording all workplace incidents; and
- supporting the safe and early return to work for MOTAT Team Members.

MOTAT workers are responsible for:

- ensuring that they undertake all work in a safe manner;
- attending any training required to allow them to operate safely in their positions;
- actively participating in and promoting health and safety across the Museum;
- taking all reasonable steps to reduce risk by actively controlling hazards and near misses in the workplace; and
- accurately reporting injuries, incidents, hazards, and near misses at the time of the event.

While contractors may also operate under the health and safety guidelines set out by their employers, they must also adhere to MOTAT's health and safety policy and procedures while working on any of the MOTAT sites.



CE / Museum Director

22/08/19
Date



Signed on behalf of the MOTAT Board

22/08/19
Date

This policy will be reviewed and reissued on an annual basis.