

Health, Safety and Wellbeing Policy



MOTAT is committed to the health, safety, and wellbeing of all MOTAT Team Members, visitors, and contractors. Ensuring that the Museum meets its health, safety and wellbeing obligations under the Health and Safety at Work Act 2015 and all relevant legislation, including the Railways Act 2005, is a critical consideration of all Museum Operations.

MOTAT (the PCBU), its officers (the MOTAT Board, Chief Executive and Executive Leadership Team), 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 and understand best practice and lessons learned from the industry, relative to their positions.

The MOTAT Board is responsible for monitoring and promoting all aspects of health, safety, and wellbeing across the Museum, while MOTAT officers are responsible for:

LEADERSHIP AND ACCOUNTABILITY

Monitoring and promoting all aspects of health, safety, and wellbeing across the Museum operations.

CONTRACTOR MANAGEMENT

Engaging with contractors to ensure MOTAT's service providers and visitors take all reasonable steps to reduce risk, work in a safe manner, and are competent to do so.

PLANNING

Establishing objectives and targets to ensure continuous improvement in health, safety, and wellbeing across all MOTAT sites. Ensuring the implementation of policies, procedures, and initiatives through the Museum's Health and Safety Management System.

WELLBEING

Establishing and maintaining processes that enhance mental health and wellbeing; encouraging worker participation and consultation in wellbeing and safety matters.

COMPLIANCE

Monitoring compliance for all workers, including contractors, to ensure that safe work practices are adhered to.

REHABILITATION

Supporting rehabilitation through the Return to Work process following an accident or illness, to support a return to work for all MOTAT Team Members regardless of the cause.

ACCIDENT AND INCIDENT MANAGEMENT

Ensuring all workplace incidents, injuries, and illnesses are accurately reported and recorded, investigated and any outcomes arising from them are shared or implemented in a timely manner.

RISK MANAGEMENT

Continuing to develop the MOTAT risk management system that identifies hazards and their controls. Ensuring these hazards and controls are shared with MOTAT Team Members, contractors, and (where applicable) visitors to the Museum.

TRAINING

Providing the resources, equipment, training, and supervision to allow our team to work safely and promote wellbeing in their positions.

INVOLVEMENT AND PARTICIPATION

Ensure team members' consultation, involvement, and participation to achieve the objectives of this Policy, and associated objectives, through open consultative engagement.

While contractors may also operate under the health and safety guidelines set out by their employers, they must also adhere to MOTAT's Health, Safety and Wellbeing Policy and procedures while working on any of the MOTAT sites. While working at MOTAT, contractors should demonstrate a clear understanding and adherence to all policies, procedures, and work rules.

CE / Museum Director

Signed on behalf of the MOTAT Board

29/6/23
Date

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