



OCCUPATIONAL HEALTH AND SAFETY POLICY

Approved by the Council of Trustees
22 June 2020

Policy statement

- The Council of Trustees (the NGV) is committed to providing a safe and healthy environment for its employees, contractors, volunteers, interns, work experience students and visitors.
- The NGV will reduce or eliminate risks to health, safety and staff wellbeing so far as is reasonably practicable.
- The Council of Trustees, Executive Management Team and Managers are responsible and accountable for the development and implementation of a safety culture and for ensuring safe systems of work.
- All employees are responsible and accountable for compliance with approved safe systems of work and contribution to the safety culture.

Application

This Policy applies to all NGV employees, contractors, volunteers, interns and work experience students.

Context

This Policy is informed by the requirements of the:

- Occupational Health and Safety Act 2004 (Victoria)
- Occupational Health and Safety Regulations 2007 (Victoria)
- Workplace Safety Legislation Amendment Bill 2019 (Victoria)
- Electrical Safety Act 1998 (Victoria)
- Accident Compensation Act 1985 (Victoria)
- Accident Compensation Amendment Act 2010 (Victoria)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Victoria)
- Compensation Legislation Amendment Act 2016 (Victoria)
- Dangerous Goods Act 1985 (Victoria)
- Dangerous Goods Regulations 2012 (Victoria)
- WorkSafe Victoria Compliance Codes

Key principles

Roles and Accountabilities

1. The Council of Trustees will provide leadership in the development of a safety culture. The Executive Management Team and Managers are responsible for ensuring, so far as is reasonably practicable:
 - the provision and maintenance of a working environment that is safe and without risks to health and wellbeing for all employees, contractors, volunteers, interns and work experience students.
 - that visitors are not exposed to risks to their health and safety arising from the conduct of the NGV.



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- employees, contractors, volunteers, interns and work experience students are provided with information regarding this Policy and actively comply with associated procedures, safe work processes, risk assessments and directions.
2. All Employees, Contractors, Volunteers, Interns and Work Experience Students are responsible for:
- Taking reasonable care for their own health and safety, and ensuring that others' health and safety is not adversely affected by their acts or omissions,
 - Complying with this Policy and associated procedures, safe work processes, risk assessments and directions, and
 - Reporting all hazards, injuries and incidents to their appropriate Manager.

Strategic Planning

3. The NGV recognises that the effective management of Occupational Health and Safety (OHS) is an integral part of business operations and appropriate consideration of OHS issues will be incorporated into the planning for projects and day-to-day business activities.
4. NGV will maintain a sustainable OHS Framework, including policy, procedures, plans and systems to effectively manage health, safety and wellbeing at the Gallery.
5. The NGV will maintain an OHS Strategy, outlining the Gallery's commitment to providing a workplace that is safe and without risk to health for all employees, contractors, volunteers, interns, work experience students and visitors. This Strategy will be reviewed and updated annually.

Training and Supervision

6. Employees, contractors, volunteers, interns and work experience students will be provided with information, instruction, training or supervision as is necessary to perform their work in a way that is safe and without risk to health.
7. When requested and deemed reasonably practicable, Health and Safety Representatives will be provided with adequate time and resources to undertake the training relevant to their role.
8. The NGV will provide information, instruction, training and supervision to Managers to assist them to effectively manage the health and safety of their employees, contractors, volunteers, interns, work experience students and work areas.

Consultation and Communication

9. Designated Work Groups (DWG) will be established and Health and Safety Representatives elected to represent the health and safety interests of all employees within each DWG. The details of the DWG and Health and Safety Representatives will be communicated across the organisation.
10. All Managers will promote open communication and actively consult, as far as is reasonably practicable, with Health and Safety Representatives and employees whose health and safety may be affected prior to changes being made to the workplace, tasks undertaken at the workplace, procedures for health and safety matters and other issues as prescribed by the *Occupational Health and Safety Act (Victoria) 2004*.



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11. The NGV will establish and maintain an OHS Committee that operates in accordance with the *Occupational Health and Safety Act (Victoria) 2004*. The Committee will meet at least quarterly and minutes of the Committee meetings will be made available to all employees.
12. The NGV Terms and Conditions of Public Entry will be consistent with the OHS System and relevant legislation and regulations and will be displayed at all entrances to NGV premises and on the NGV public website.

Hazard Identification, Assessment and Control

13. All Managers must ensure, as far as is reasonably practicable, that hazards are identified and assessed for areas and tasks for which they are responsible. Where reasonably practicable, these assessments should be conducted in a consultative manner with Health and Safety Representatives and employees.
14. All Managers are responsible for ensuring the implementation of controls identified in Hazard Assessments or Incident Investigations, aimed at eliminating or reducing the risk of injury or incident.
15. All activities undertaken by the NGV other than on NGV Premises (such as education outreach activities, touring exhibitions and fundraising events) are subject to the OHS System including the conduct of Hazard Assessments and implementation of resulting controls where reasonably practicable.
16. All property, plant and equipment are to be maintained in a safe condition. The appropriate Manager in charge of the plant or equipment must ensure those using the equipment are appropriately trained prior to use, and that personal protective equipment is provided and used as directed.

Incident Management

17. All OHS incidents will be managed in accordance with the NGV Incident Response and Reporting Procedures. The WorkCover Coordinator will follow up on any employee injuries, which will then be managed in accordance with the NGV Return to Work Policy and Workers' Compensation Claim Procedures.
18. The Manager, Facilities, will notify WorkSafe immediately after becoming aware an incident has occurred.

Recording and Reporting

19. Performance against measures identified in the NGV OHS Strategy will be regularly reported on to the Executive Management Team, OHS Committee and Audit, Risk and Compliance Committee.
20. The NGV will report to the Audit Risk and Compliance Committee on all Notifiable Incidents that occur at the Gallery.
21. The NGV will ensure all OHS related documentation, including assessments, Incident investigations and Serious Incident Notifications to WorkSafe, are managed as records and in accordance with the NGV Records Management Policy.



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Definitions

Control

A measure or action that is implemented to modify risk. Controls include any policy, procedure, practice, process, technology, technique, method, or device that modifies or manages risk.

Corrective Action

An action, identified through a hazard or investigation process that is to be implemented to eliminate or reduce the risk of injury.

Designated Work Group (DWG)

A grouping of employees who share similar workplace health and safety conditions. They are determined using a range of categories such as geographical location, type of work undertaken, shift work, number of employees. A DWG is established to form the 'electorate' that may then elect a Health and Safety Representative (HSR).

Hazard

A potential source of harm to people or property. Hazards may be day-to-day or long-term issues that require ongoing monitoring. Hazards are broadly categorised as physical, psychological, chemical and/or biological in nature.

Health & Safety Representative (HSR)

An individual within a Designated Work Group (DWG) that is elected by its members to represent them in health & safety matters as per the provisions of the Occupational Health and Safety Act. A HSR should not be a Manager.

Incident

An unplanned event resulting in, or having the potential for, injury, ill-health, damage or other loss.

Manager

An employee's immediate supervisor, including members of the Executive Management Team, Heads of Departments, Managers, Supervisors and Team Leaders.

NGV Premises

All sites and buildings occupied and used in the ordinary course of business by the NGV.

Notifiable Incident

A Notifiable Incident is a workplace health and safety incident resulting in fatality or serious injury. Notifiable Incidents must be reported to WorkSafe.

OHS

Occupational Health and Safety.



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Occupational Health and Safety (OHS) System

The framework of policies, procedures, guidelines, training, consultation and reporting which support the effective management of OHS.

Reasonably Practicable

In determining what action is reasonably practicable in relation to ensuring health and safety the following must be taken into account:

- The likelihood of the hazard or risk concerned eventuating; and
- The degree of harm that would result if the hazard or risk eventuated; and
- What the person concerned knows, or ought to reasonably know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk; and
- The availability and suitability of ways to eliminate or reduce the hazard or risk; and
- The cost of eliminating or reducing the hazard or risk.

Risk

The effect of uncertainty on objectives. Risk is often specified in terms of an event or circumstance and the consequences that may flow from it. Risk is measured in terms of a combination of the impact of an event and its likelihood.

Serious Incident Notification

Incidents are defined in accordance with the Occupational Health and Safety Act and include incidents involving death, serious injury or impairment and dangerous occurrences.

WorkSafe Victoria

The statutory body in Victoria responsible for enforcing various health and safety legislation. Comprises two main sections – WorkSafe – the prevention of workplace injuries and illnesses and WorkCover - oversees the insurance, injury management and compensation processes.

WorkCover Coordinator

The key person in the workplace who ensures that injured employees and their managers understand the WorkCover compensation process, that all relevant documentation is completed, and that injured employees are supported to work.

Breach of policy

In the case where this or related policies are breached, resolution will be according to the NGV Performance and Discipline policy.

Further information

NGV Risk Management Policy
NGV Return to Work Policy
NGV Workers' Compensation Claims Procedure
NGV Incident Response and Reporting Procedure



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NGV Safety Procedures and Safe Work Method Statements
NGV Terms and Conditions of Public Entry
NGV Information Privacy Policy
NGV Public Interest Disclosure Procedures
NGV Records Management Policy

Approval

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Next review due

3 years