MUSEUM OF AUSTRALIAN DEMOCRACY
AT OLD PARLIAMENT HOUSE

Work Health and Safety Plan

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Director
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Due for review – April 2028

Work Health and Safety Plan

Version Control

Version	Date	Reviewer	Summary of Changes	Approved by SMG
V1.0	December 2020	Facilities	Updated Policy	April 2021
V2.0	February 2024	Facilities	Bi-annual review	April 2024
V2.1	August 2024	External WHS Consultant	Review following Comcare audit	September 2024
V2.1	August 2025	Facilities	Update to new template	August 2025
V3.0	March 2026	Facilities	Bi-annual Review	17 April 2026

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1. Purpose

This plan has been developed for consideration by the Work Health and Safety (WHS) Committee as an outline of the plan and targets to be aimed for by the Museum of Australian Democracy Old Parliament House (the Agency) in fulfilling its obligations and duties under the Work Health and Safety Act 2011.

The overall plan will consist of regular inspections of the workplace, WHS Training, quarterly WHS Committee meetings, annual independent audit of our property and regular and ongoing review of our performance.

2. Workplace Inspections

These are carried out on an ongoing basis. Safety checks are carried out daily by day and night security personnel and any issues or concerns that are noted are logged into an internal system. An annual inspection by an external provider is also undertaken.

Where urgent matters are noted, they are dealt with immediately, either by fixing them and/or restricting access so that staff; workers; tenants; and members of the public cannot come into contact with them.

3. WHS Training

As part of equipping Agency staff with the skills to undertake their work safely and without risk of injury, we will conduct the following training:

- Manual handling training for all curatorial staff, those involved in setting up and changing displays, and other staff as required by their role.
- Incident investigation training for all Senior Management and EL1 staff to ensure that they can play a pro-active role in following up WHS related incidents and taking corrective actions.
- Officer duties training for all Senior Management and EL1 staff to ensure that there is a sound understanding of what and how duties under the WHS Act operate.
- Induction training for all new staff to ensure that they are familiar with and understand the operation of our internal WHS reporting system.
- Annual WHS refresher training for existing staff.

4. WHS Committee

The WHS Committee meets four times per annum. The Chair is nominated by the Deputy Director and has members from key areas of the organisation, including senior management, Facilities & Security and Human Resources. It is also attended by the agencies first aid officers, mental health first aid officers, harassment contact officers & HSR's and an external WHS Consultant who acts as an expert advisor to the committee and the organisation. Minutes of the meetings are made available to all staff on our internal intranet.

The WHS Committee reviews all accident reports at each meeting and is updated on corrective actions that are taken.

The WHS Committee also reviews performance towards the targets that have been set as outlined below.

5. Independent Audit

On an annual basis, the Agency has an external WHS expert do a whole of building audit to identify any WHS issues present or emerging that require attention. This review is finalised with a detailed written report with recommendations that forms the basis of an action plan that is kept under regular review by the WHS Committee.

The audit covers both staff and general public WHS issues and covers every room within the building and includes roof space and access, and basement spaces.

6. Performance Targets

Consistent with Safe Work Australia's Australian Work Health and Safety Strategy 2023-2033, the Agency has set the following annual targets:

- Fatalities as a result of workplace WHS issues – 0 (zero)
- Incidence of all claims resulting from workplace WHS issues – 1 (one)
- Incident of musculoskeletal injuries resulting from workplace WHS issues – 1 (one)

Performance against these targets is monitored by the WHS Committee and reported to Executive Management.

7. Provisional Improvement Notice (PIN)

A PIN is issued by a Health and Safety Representative. Comcare issue improvement notices under section 191 of the Work Health and Safety Act 2011.

A PIN requires the duty holder to whom it is issued to remedy a contravention, prevent a likely contravention from occurring or remedy the things or operations causing the contravention or likely contravention of the WHS Act or the Work Health and Safety Regulations 2011.

Section 97 requires that where a PIN is issued the Agency must, as soon as possible, display a copy of the PIN in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the PIN.

The agency can request the review of a PIN by a Comcare Inspector, who has the power to rescind the PIN or confirm it as an Improvement Notice.

Other level notices may be issued by a Comcare Inspector and these are outlined in detail in the WHS Procedures.

8. Benchmarking

Benchmarking against other Cultural Institutions will be undertaken at the end of the financial year to identify and share learnings with each other with the view to implementing better practices within the Agency.

9. Review of WHS

Whilst performance against the plan targets and objectives will be monitored on an ongoing basis, a formal review and recasting of targets, objectives and work plans will be carried out each year in the third quarter with the plan updated accordingly.