



## Sydney Heritage Fleet Work Health and Safety Policy

<b>Date adopted by the Board</b>	30 <sup>th</sup> March 2021
<b>Replacing policy first dated</b>	23 <sup>rd</sup> November 2017 and all previous policies
<b>Date of latest review</b>	24 <sup>th</sup> May 2022
<b>Date for next review</b>	May 2023
<b>Related policies and documents</b>	Sydney Heritage Fleet Work Health and Safety Management Plan (2020)  Sydney Heritage Fleet Work Health and Safety Manual (2020).

### 1. Introduction

Sydney Maritime Museum Ltd (trading and hereafter referred to as Sydney Heritage Fleet) is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations.

### 2. Purpose

The purpose of this policy is to, as far as reasonably practicable:

- a. prevent workplace injuries and illnesses;
- b. promote a safe and healthy workplace culture;
- c. provide a framework for consulting, collaborating and communicating with workers and health and safety representatives;
- d. consider workplace health and safety in project planning and work activities;
- e. allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace;
- f. ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace;
- g. drive continuous improvement in workplace health and safety.

### **3. Definitions**

In this policy:

- a. **'worker'** means employees, directors, Governors, volunteers, contractors, sub-contractors, outworkers, trainees, apprentices, work experience students, labour hire employees, consultants, outworkers and suppliers;
- b. **'workplace'** means places where people work in connection with Sydney Heritage Fleet, whether in the workshops, on the vessels, in the office or any other location used by workers to engage in activities related to Sydney Heritage Fleet;
- c. **'occupational violence'** refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

### **4. Commitment to Workplace Health and Safety**

Sydney Heritage Fleet is committed to:

- a. safeguarding the rights of all people to work in an environment that is safe and does not pose risks to health;
- b. working in partnership with all workers to identify and address workplace health and safety issues;
- c. providing instruction and training in work processes to ensure that all workers are aware of their Work Health and Safety (WHS) obligations with respect to themselves and others;
- d. actively monitoring activities to ensure they are conducted safely;
- e. providing relevant, up-to-date WHS information to all workers;
- f. providing expert assistance in WHS matters where necessary;
- g. continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
  - identify, assess and control workplace hazards
  - ensure all plant and equipment is safe
  - reduce the incidence and cost of occupational injury and illness
  - provide a rehabilitation system for those affected by occupational injury or illness;
- h. ensuring all workers are free from bullying and occupational violence in the workplace;
- i. implementing and maintaining appropriate information, reporting and statistical system.

### **5. Applicable Legislation**

Sydney Heritage Fleet recognises that all workers (as defined in Clause 3 above) must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017
- NSW Workers Compensation Act 1987

- NSW Antidiscrimination Act 2011
- Fair Work Act 2009.

AS/NZS ISO 45001:2018 will form the benchmark for assessing Work Health and Safety within the Sydney Heritage Fleet.

All operational vessels under survey, when at sea or at the dock, must operate in accordance with relevant Australian Maritime Safety Authority (AMSA) Marine Orders, Regulations and Standards.

## **6. Implementation of this Policy**

The Board of Sydney Heritage Fleet is responsible for ensuring that the Fleet complies with its obligations under the Acts and other legal requirements referenced in Clause 5.

To achieve this outcome the Board will:

- ensure that there is a Safety Committee which is to operate under terms of reference approved by the Board;
- monitor the performance and effectiveness of the Work Health and Safety program at each Board meeting;
- ensure they are informed about relevant legislation and regulations;
- review the Work Health and Safety Policy on an annual basis;
- ensure that resources are allocated to support a fully compliant workplace;
- act expeditiously when notified of any Work Health and Safety related incidents or actual or potential breaches.

Further, the induction of and ongoing advice to all workers associated with Sydney Heritage Fleet will emphasise their obligation to:

- comply with safe work practices
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where required
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job, to management
- fix or report all known or observed hazards to their supervisor or manager.

Comprehensive details of the implementation of this policy are contained within two documents:

- Sydney Heritage Fleet Work Health and Safety Management Plan (2020)
- Sydney Heritage Fleet Work Health and Safety Manual (2020).