

HEALTH AND SAFETY GOVERNANCE POLICY

Name	Trust Board Health and Safety Governance Policy
Document Number	10-PO-002
Level	Governance
Business Owner	Director, People and Organisation
Owner/Approver	Trust Board
Approval Date	October 2022
Next Review	October 2024

1. Overview

Manaakitanga is a guiding principle for the Auckland War Memorial Museum (Museum) and caring for the health and safety of our people and visitors is central to achieving this principle. The Trust Board of the Museum is committed to providing leadership that inspires everyone throughout the Museum to strive for the highest standards of Health and Safety in the physical building and in all activities “beyond the walls”. In setting the tone and overseeing the processes and outcomes, the Trust Board requires everyone to recognise the legal responsibility and the moral obligation to create a healthy, safety-conscious and efficient environment for every person involved in any way with the Museum. It will provide the strategic direction and secure and allocate resources with the aim of ensuring the Museum has the appropriate people, systems and equipment to meet its health and safety requirements.

The Trust Board recognises that each of us has a duty to the Auckland War Memorial Museum Act to ensure that the Museum complies with the Health and Safety at Work Act 2015 (“Health and Safety at Work Act 2015”) in order to ensure that the Museum complies with its wider health and safety obligations.

2. Introduction

This governance policy applies to the Auckland War Memorial Museum Trust Board members. Trust Board Members are those appointed in accordance with the Auckland War Memorial Museum Act 1996.

3. PCBU obligations under the Health and Safety at Work Act 2015

The Museum Chief Executive and Executive Directors recognise the specific duties of due diligence placed on us under the Health and Safety at Work Act 2015. These are to take reasonable steps to:

- a) acquire, and keep up to date, knowledge of health and safety matters
- b) maintain an understanding of the nature of the operation of the Museum’s undertakings and, generally, the hazards and risks associated with its operations
- c) ensure the Museum has available, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the Museum’s undertakings
- d) ensure the Museum has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information
- e) ensure the Museum has, and implements, processes for complying with its health and safety duties and obligations
- f) verify the provision and use of the Museum’s resources and processes.

4. Outline of how the Trust Board will discharge its obligations and due diligence in accordance with the Auckland War Memorial Museum Act 1996

Our goal is to ensure each Trust Board member attains and maintains an understanding of relevant matters affecting the Museum in order to enable and empower leadership, through the Chief Executive and the Executive Directors (the PCBU), in matters of workplace health and safety.

To achieve this goal and discharge our duties of due diligence and compliance management, the Trust Board will do the following:

Policy and Planning:

- a. develop and maintain this governance policy
- b. structure regular Trust Board meetings to include incidents and corrective actions (if any), work plan progress and wellness
- c. structure the Museum so that health and safety has the appropriate focus, priority, expertise and continuity at every meeting, including such measures as: where individual members send apologies for attendance they are accountable for making themselves aware of the health and safety matters discussed in their absence; the Board may consider setting up focus/interest groups from time to time that enable reporting and facilitate member engagement with particular health and safety projects, training or interest areas
- d. require that the Chief Executive's role description include health and safety responsibilities and ensure accountability by reference to actions taken and data reported in performance reviews
- e. require that there is a performance review process for the Chief Executive and senior management in respect of health and safety, with clear goals which are then specifically reviewed.

Delivery

- a. communicate an expectation to the Chief Executive that the Museum maintain and update its policies and procedures on health (Safety Management System) and safety for statutory and best practice and seek reporting to confirm this
- b. adopt a systematic approach to safety risk management aligned to ISO 45001 International Occupational Health & Safety Management System Standard
- c. hold the Trust Board to account for the effective discharge of their due diligence duties, for example by periodic self-assessment of their performance under this governance policy
- d. periodically undertake Board training on the Museum's systems and processes so board members are personally aware of the Museum's hazards and risk control systems and processes
- e. obtain suitable independent advice, where necessary, and commit to our own development, for example, undertake legal and/or industry training on approaches to health and safety taken in similar institutions locally
- f. require management to maintain and update (as necessary) procedures and processes for the selection, induction, training and oversight of contractors
- g. encourage an open culture of full and immediate reporting of health and safety risks, hazards and incidents
- h. confirm systems are in place for checking plant equipment is fit for purpose and maintained. for example, ask the Executive to commission audits of 'high risk' areas such as workshops and check the results
- i. undertake periodic checks on systems for capturing data on health and safety incidents and reporting by, for example, periodically commissioning a presentation to the Board (by an experienced member of staff or external contractor) on how the data is captured and reported at the Museum and testing the information in the presentation, to determine any gaps or areas of improvement
- j. ensure sufficiency funds are available for implementation of initiatives, maintenance of systems and processes, and compliance with health and safety obligations, and for wellness initiatives, and developed by workers and reported to the Board.

Monitoring

- a) make clear the reporting requirements and require regular reporting of health and safety performance results at every Trust Board meeting
- b) review any serious incidents and satisfy themselves that both reporting and the actions taken were adequate
- c) participate systematically in sampling the conduct of health and safety practice, for example, through periodic site consultative safety walks and purposeful meetings with the Health and Safety Committee.

Reviewing

- a) carry out an annual review of health and safety and formulate outcomes and actions from the review
- b) periodically review the Museum's health and safety risk register and check robust systems and processes are in place to identify risks and hazards
- c) ask the Executive to commission and report on independent review of aspects of the health and safety system or process, as required.

5. Authorities / Approval Process

The Trust Board is the owner of this governance policy and is responsible for approving any amendments.

6. Review Process

This governance policy will be reviewed on a two-year cycle.

Approved by the Trust Board – 20 October 2022

ASSOCIATED DOCUMENTS

Safety Management System Framework (held on Diligent)

[Auckland War Memorial Museum Act 1996](#)

[Health & Safety at Work Act 2015](#)

[Worksafe New Zealand Guidance for Writing Health & Safety Documents](#)