**Bridgetown Historical Society Work Health and Safety Policy 2017**

**Introduction**

Bridgetown Historical Society Inc. (BHS) and its committee are committed to ensuring the Work Health and Safety (WHS) of the working environment for its members, volunteers and visitors. BHS acknowledges that everyone has a right to be safe at work and is owed a general duty of care as far as is reasonably practicable whilst volunteering for BHS.

**Purpose**

The BHS WHS Policy ensures members and volunteers are aware of their WHS responsibilities towards BHS, its volunteers and visitors, under the *Occupational Safety and Health Act 1984*, following guidelines from WorkSafe WA.

**POLICY**

BHS recognizes its moral and legal responsibilities to provide a safe and healthy work environment for its members, volunteers and visitors. BHS further endeavours to ensure that their operations do not place the wider community at risk of injury or illness.

BHS is committed to:

* Undertaking risk management activities to adequately manage risks to volunteers, including review of changes to voluntary work methods and practices as required
* Compliance with all relevant legislation standards and other requirements to which BHS subscribes
* Ensuring that all plant equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
* Maintaining safe systems of voluntary work, premises and environment, including systems to adequately manage emergency response
* Providing adequate facilities to protect the welfare of all members and volunteers
* Providing adequate training to all BHS volunteers in WHS procedures
* Providing information to all members/volunteers enabling them to work in a safe and healthy manner
* Providing adequate resources to facilitate the fulfilment of BHS’s WHS responsibilities

**Responsibilities**

The BHS Committee will be accountable for providing a healthy and safe environment for members and volunteers and will ensure adequate resources are provided to meet the WHS objectives and implement supporting strategies. In particular the Committee will nominate a designate Committee Member to ensure the following:

* Appropriate health and safety policies and procedures are developed and implemented, to enable the effective management of WHS and control of risks to health and safety
* Mechanisms are provided which enable the identification, development, implementation and review of appropriate WHS related to policies and procedures
* WHS performance is an integral component of the BHS business and financial plans
* Mechanisms are provided to regularly monitor and report on WHS performance
* BHS’s WHS strategic plan is developed, implemented and annually reviewed to meet WHS and legislative objectives and requirements

**Members and Volunteers**

Have a responsibility to:

* Report any incident or hazard (s) at work to the Committee or to the designated Committee member
* Carry out their roles and responsibilities as detailed in the relevant WHS policy and procedures
* Follow any reasonable instruction aimed at protecting their health and safety while in a voluntary capacity
* Use any equipment provided to protect their health and safety whilst at work
* Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
* Consider and provide feedback on any matters which may affect their health and safety
* Ensure that they are not affected by alcohol or drugs which may endanger them or others, including visitors

**Review of Policy**

The Work Health and Safety policy will be reviewed by the BHS Committee, to assess the effectiveness of the policy and WHS program by such means as

* Reviewing overall health and safety performance
* Monitoring the effectiveness of policies and procedures

**Dissemination of Policy**

The WHS policy and related procedures shall be displayed in the Volunteer Information folder at The Old Gaol and at the BHS office. All members are requested to read and acknowledge the WHS policy (with a completed acknowledgement on the Membership form) and will be provided with a copy of the policy upon request.

The Policy will be reviewed annually to ensure it complies with the relevant Western Australia legislation *Occupational Health and Safety Act 1984*.