



Health and Safety Plan

SMAG – Building Closure

13 April 2018

To ensure the safety of employees conducting core services in the museum building it is essential that we address the health and safety risks that this may include.

Building Access

First and foremost it is essential that any workers on site are authorised to be there by Manager - Building Assets and SMAG. All workers including contractors and visitors, on site are expected to sign in and out using the book located in the staffroom. All substantial movements around the museum building need to be noted on the whiteboard.

It is expected all employees on site meet for a toolbox meeting every morning to discuss the plan for the day, and contractors visiting, any issues or suggestions. They must carry with them, at all times, a fully charged cell phone or communication device.

Any access to the building outside 8:30am-5:30pm, the worker must have pre-approval from Manager-Building Assets and SMAG, notifying them on arrival and exit of the building.

Emergency Preparedness

The SMAG building evacuation plan must be reviewed to ensure the building can be evacuated in a timely and safe manner with the limited number of workers. All workers must be contactable and working in a way that ensures they have a safe passage out of the building at all times. All workers must be informed of any change in the evacuation plan and a drill must be conducted and reviewed by the end of May to ensure the effectiveness of this plan.

The Council Health and Safety Advisor will ensure that all museum employees currently in the building are following the below plan, by first a group discussion and then fortnightly catch ups with employees to ensure it is running smoothly.

Last Updated 3 May 2018

All controls in the below risk management plan must be actioned before work commences in the SMAG building.

Risk Management Plan

| Hazard | Risk | Controls |
|-----------------|--|--|
| Museum Building | <ul style="list-style-type: none"> • Risk of falling objects during seismic activity. • Risk of employees being difficult to locate/contact in an emergency. | <ul style="list-style-type: none"> • Location in Building <ul style="list-style-type: none"> • All workers must primarily be working in the shared work space. • All work undertaken in all other areas of the museum building will need to be conducted with a buddy if possible. If not practicable another member of staff must know where you are going and what you anticipate doing. • All substantial movements/work around the museum needs to be noted on the whiteboard in the staffroom. • Ensure all areas of work have a secure desk/table that can provide cover during a seismic event. • PPE <ul style="list-style-type: none"> • All workers on site must wear closed toe footwear. • All workers conducting work the museum must wear a hi vis vest. • There will be a plan created to move all items that are above head level down. In the meantime an inspection must be conducted |

| | | |
|----------------|--|--|
| | | <p>checking that these items are not at risk of falling.</p> <ul style="list-style-type: none"> • Administration Controls <ul style="list-style-type: none"> • Management is to ensure that all workers on site are aware of and have practiced the emergency procedures. - Drill to be conducted next week. |
| High Risk Work | <ul style="list-style-type: none"> • Risk of fall from height | <ul style="list-style-type: none"> • All high risk work will be prohibited unless authorised by Management. If authorised then this will require a HS plan that contains the use of a spotter and considers controls in the case of seismic activity. • Any work plans will be discussed at the morning meeting to ensure there is a plan in place for any other high risk work. |

Visiting lenders and artists

Any works currently installed in SMAG galleries will be deinstalled by the SMAG team, it will then be arranged to meet any lenders or artists at the front door for handing over.

Contractors

Any contractors working on site will be met at the front or side door by the nominated SMAG employee. The contractor will then be inducted and accompanied to the area they are working in. Contractors will have limited access to floors/galleries and be accompanied at all times.

ACKNOWLEDGEMENT

I _____ acknowledge that I have read and understood the Southland Museum and Art Gallery Health and Safety Plan. I will abide by this plan and follow any reasonable instruction given by Southland Museum and Art Gallery Management.

I understand that this plan may be updated from time to time and that it is my responsibility to be engaged in health and safety management and to keep up to date with these changes.

Signed

Date

Last Updated 3 May 2018