

BRANFORD ELECTRIC RAILWAY ASSOCIATION, INC.
THE SHORE LINE TROLLEY MUSEUM

NUMBER 203
ADMINISTRATION

WORK CONDITIONS--STAFF HEALTH & SAFETY

Introduction

It is the policy of the Museum that the Board will establish standards and maintain scrutiny of the work conditions at the museum, particularly in respect to the health and safety of volunteer staff. Given the variety and magnitude of hazardous work conditions, this policy sets forth a responsible course of action to be implemented at the earliest possible time by the Board of Trustees.

Policy:

I HEALTH & SAFETY OF ALL MUSEUM STAFF

- A. All persons performing work at the museum, whether employees, volunteers, or contractors are subject to this policy.
- B. Each staff person directing or supervising elements of the museum's operation shall frequently review all potential elements and conditions within his/her area of responsibility that pose a hazard to health and safety.
- C. The Board shall cause to have promulgated a set of Regulations and Rules to be written and implemented to eliminate or minimize hazardous conditions.
- D. The Board of Trustees is responsible for eliminating reported hazardous conditions or preventing access to areas where hazardous conditions are known to exist. An annual inspection will be made to determine the existence of hazardous conditions on the museum's property.
- E. No member of the museum staff will be asked nor required to perform any task which is likely to have an adverse effect on his or her health or safety.
- F. Any injury sustained in performing work for the museum, no matter how insignificant the injury appears to be, must be reported to the person supervising the job where the injury occurred. Information about the injury will be forwarded through channels to the General Manager.

Work Conditions-Staff Health & Safety (continued)

- G. Staff members should avoid working alone in isolated locations. If it is necessary to work alone, notice should be given to another member of the museum staff or a notice should be posted in a designated location (e.g. sign-in book).
- H. Environmental conditions such as heat, cold and moisture are recognized as factors which can affect the health of members of the museum staff. Facilities where heat, cold and humidity can be controlled should be made available to staff members performing museum work whenever possible.
- I. Each worker shall be required to report to the supervisor his/her general health status, and such physical and/or sensory handicaps that he/she has. If there are reasonable concerns about the ability of any staff member to perform his or her assigned duties due to a physical or mental condition, the staff member will be requested to obtain a certification of his or her ability to perform those duties from an appropriate medical practitioner.
- J. If any member of the museum staff must be prohibited from performing a specific job due to an uncorrectable physical or mental condition, the museum will make efforts to assign that person to perform tasks which he or she is capable of doing.

II SAFETY

A. Safe Working Conditions

- 1. Supervisory or senior staff members should ascertain that new staff members are familiar with the work environment, procedures, tools, equipment and machinery being used.
- 2. Members of the museum staff are not permitted to operate equipment or machinery without supervision until a supervisor certifies competency. Careless or dangerous operation of equipment or machinery is cause for immediate decertification by a supervisor or project leader.
- 3. Until qualified, no member shall be allowed to operate machinery or equipment without close supervision of a qualified person.
- 4. All equipment and machinery should be equipped with automatic, fail safe shut down systems if possible.

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Work Conditions-Staff Health & Safety (continued)

5. The use of appropriate clothing for the job being done (e.g. gloves, hardhat, etc.) is recommended. Members of the museum staff are responsible for individually providing such personal equipment.

Approved by the Board of Trustees, September 8, 2012
Replaces Policy #14, August 12, 1986