

Internship Project Proposal

Human Resources – Safe Work Practices

Name (staff member submitting)	Lisa Walters				
Unit/portfolio	HR				
Supervisor (name of staff member who will supervise intern)	Nick Corbett (Work Health and Safety Coordinator)				
Phone	8239 2482	Email	nickc@sydneylivingmuseums.com.au		
Internship duration (number of weeks)	10 weeks	Number of days per week	1	Preferred days of the week	Wed/ Thu/ Fri
Internship start date/ month	May 2016	Internship end date/ month	July 2016		
Internship location	10 Macquarie St				
Are there any factors likely to affect the timing of this internship? Eg. holidays or periods of absence planned for key staff; key project deadlines? (If so please give details)					
Nick away 14-21 April 2016					
Project title	Human Resources – Safe Work Procedures				
Project description (please provide a brief description of the project)					
<p>The project manager will be the Work Health and Safety Coordinator, whose role is to develop and implement strategic approaches to WHS planning across SLM to ensure risks are effectively and promptly managed.</p> <p>This internship project will involve reviewing, updating and implementing safe work procedures with the Gardens Team. The intern will assist with facilitating team-based sessions with the Gardens Team, capturing information from these meetings, and assisting with the final implementation and auditing of these safe work procedures on site.</p> <p>The intern will work closely with the Work Health and Safety Coordinator, and members of the HR team.</p>					
Primary subject area (What is the <u>primary</u> subject area for the intern? eg. history, museum studies, marketing)	Work Health and safety				
Secondary subject area (What is the <u>secondary</u> subject area for the intern? eg. history, museum studies, marketing)	Human Resources				
Specialist skills required (Does the intern require any specialist skills? Please list them)					
<ul style="list-style-type: none"> • Strong communication skills, both written and verbal • Basic knowledge of risk management principles and Work Health and Safety legislation 					

Aims and objectives (What are the aims and objectives in engaging an intern in the project?)	
The objective of the project is to assist the Gardens Team in developing best practice approaches to risk management across SLM properties in order to ensure safety, increase productivity and create a positive safety culture.	
Outputs/deliverables (What key outputs or deliverables are you hoping to achieve through engaging an intern in the project?)	
1.	Delivery of introductory training in work health and safety and risk management to Sydney Living Museum's Gardens Team
2.	Assessment of work health and safety procedures and practices within the Gardens Team
3.	Facilitation of team based safety reviews within Gardens Team
4.	Development of Safe Work Procedures for the Gardens Team
5.	Implementation of Safe Work procedures within the Gardens Team
6.	Auditing the application of Safe Work Procedures within the Gardens Team
Milestones (List key milestones in the intern's involvement in the project. e.g. week 1: set plan complete, week 5: progress report)	
Week 1:	Project orientation and review of existing safe work procedures
Week 2-3	Development & facilitation of introductory training & facilitation of first team based safety meeting
Week 4-8	Facilitation of further team based safety meetings, and the development of modified/ new safe work procedures and site plans
Week 9-10	Implementation of safe work procedures through instruction, training and supervision and spot check audit
Week	
Are there any special opportunities for the intern to communicate/present their experience and findings? (eg. publish on SLM website or SLM intranet, present at team meeting)	
Have you secured the necessary facilities for the internship period?	
Workspace/desk Please specify where you are planning to locate the intern	Yes (might need to be with the finance team)
Phone line	No
Network access	Yes
Workplace Health & Safety	
Are there any risks associated with the intern's work beyond those of a regular office-based location? (eg. dust, heavy lifting, outdoor work)	No (except for risks associated with attending outdoor work sites)
If 'yes' do you have risk assessments and safe work method statements that are applicable?	Yes/No
On-the-job training	
Will the intern require access to any SLM staff for on-the-job training (eg. IMSS, Caroline Simpson Library staff, object handling) or specialist software programs? Please give details	If yes, has this been negotiated and approved with the relevant units/portfolios?
1. Only the WHS Coordinator	Yes

Other than support with training, will the internship require any other support or input from other Units/Portfolios?	
<i>If 'Yes' please list the Units/Portfolios.</i>	<i>If 'Yes', has this been negotiated and approved with the relevant units/portfolios? This should be arranged prior to submitting this</i>
1.	Yes/No
Will the internship involve travel?	Yes – only to properties with the WHS Coordinator
<i>If travel costs are anticipated (eg. reimbursement for travel fares) do you have a budget available for this?</i>	Travel would be with SLM vehicles
Will the internship involve working with children? <i>(If so this may require a Working With Children Check)</i>	No
Application process	<p>Students wishing to apply for this internship should submit an application to internships@sydneylivingmuseums.com.au including <u>ALL</u> of the following:</p> <ol style="list-style-type: none"> 1. A completed Student Information form (please visit http://sydneylivingmuseums.com.au/get-involved/internships to download the form) 2. Letter of interest, outlining why you are interested in the internship and why you would be best suited to the project. This is the main part of your application and it should address the 'project description' and 'skills required' sections of this Project Outline 3. CV including grades for completed units of study
Application deadline	<p>10am on Wednesday 6 April 2016</p> <p>Interviews are expected to happen in late April/ early May</p>