

D-25 Work Health and Safety

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1.1	Children feel safe, secure, and supported
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Policy Statement

We are committed to the health and safety of our staff and children at the Centre. The Centre will be maintained in a safe condition and all substances at the Centre are to be used safely. We will continue to provide safe work systems and work environments through cooperative consultation, training, implementing risk control strategies and regular reviews. Everyone is to be aware of safety at the Centre by both identifying hazards and taking steps to control risks. We understand that all children have a right to be protected from possible or potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment.

Related Policies

- Building Equipment Repairs and Maintenance Policy
- Daily Routines Policy
- Emergency Procedures Policy
- Facility Management and Security Policy
- First Aid Policy
- Hazardous Materials Policy

- Hygiene Policy
- Indoor and Outdoor Environment Policy
- Maintenance of Records Policy
- Pest Control Policy
- Relief Staff Policy
- Role of Management Committee Policy
- Staff Orientation and Induction Policy
- Volunteers / Students / Visitors Policy
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Procedure

The Management Committee, Director and WHS Committee representative in the staff all hold the responsibility for promotion and maintenance of work health and safety at the Centre.

Resources will be committed to enable staff and management to comply with relevant aspects of the WHS Acts and Regulations including a budget to enable purchase of new equipment, maintenance of existing equipment and training to staff to effect compliance.

In order to achieve an informed and proactive approach to work health and safety, a management representative and an elected staff member will be assigned the roles of WHS Officers.

The following WHS responsibilities are defined:

Management Committee

The Management Committee will ensure that:

- Safety is an agenda item at every committee meeting.
- The WHS Policy is reviewed at least annually.
- Staff at the Centre are implementing identified risk control strategies
- One member of the Management Committee and an elected staff member are appointed as WHS Officers
- The budget reflects WHS training and program implementation.
- They actively participate in WHS consultation with the staff, parents and children
- Review the success of risk control strategies

Director

The Director will ensure that:

- Safety is an agenda item at every staff meeting.
- The staff WHS Committee are fully informed of their responsibilities
- Relevant training is identified and staff are encouraged to attend
- Children in the Centre are aware of WHS practices and are encouraged to inform carers at the Centre of any risks or hazards they come across.

- Hazard and risk assessment is undertaken on a monthly basis by the WHS Officer and that identified risks are controlled.
- Consultation through staff meetings and staff memo's will ensure that issues concerning WHS will be raised and resolved.
- New staff and all visitors to the Centre are briefed regarding WHS practices.
- Actively participate in WHS consultation with management, staff, parents and children.
- All WHS issues are reported to management

WHS Committee

The Management and staff WHS Committee will ensure that:

- A checklist is developed and updated to enable a daily check on hazards with all hazards being checked on a monthly basis. These hazards may be related to but not limited to the following:
 - Chemical safety
 - Slips, trips and falls safety
 - Emergency procedures
 - Electrical safety
 - Machinery and equipment safety
 - Manual handling and ergonomic practices
 - Food preparation and handling
 - Storage and heights
- They develop risk control strategies
- The adopted risk control strategies are implemented and regularly reviewed.

Staff

The staff at the Centre will:

- Undertake appropriate training as directed by Management and Director
- Actively participate in consultative processes implemented at the Centre about WHS
- Report to the WHS Committee any risks of hazards of which they are aware
- Ensure that children in their care play and undertake activities in safe areas whilst demonstrating safe and healthy practices e.g. wearing of hats outdoors, in-boundary areas are the only areas used for play etc.

Hazard Identification

Hazard identification can occur through the following activities:

- Safety audits
- Workplace inspections
- Accident investigations
- Staff consultation
- Injury and illness records
- Complaints and safety risks



- Observations by people at the Centre

Hazard Assessment

Hazard assessment is made with regard to the following points:

- More than once cause (combination of factors)
- Exposure (frequency and duration of hazard)
- Severity (extent of injury or harm)
- Human differences (skills, physical capabilities)

Hazard assessment needs to consider the required performance standards and priorities based on extent of available human, financial and physical resources. The following table assists in prioritising identified hazards.

	How SEVERELY could it hurt someone?		
How LIKELY is it to hurt someone?	KILL or DISABLE	SEVERAL DAYS OFF WORK	FIRST AID
Very likely – could happen regularly	1	2	3
Likely – could happen occasionally	2	3	4
Unlikely – could happen, but only rarely	3	4	5
Very unlikely – could happen, but probably never will	4	5	6

Risk Assessment Strategies

Risk control strategies are used to eliminate or reduce the exposure to the risk. The following “hierarchy of control” ranks the types of control strategies in decreasing effectiveness. More than one control may be needed.

DESIGN – hazards are designed out when new systems are planned

REMOVE – substitute with less hazardous materials or equipment

ADOPT A SAFER PROCESS – change work systems

ENCLOSE OR ISOLATE THE HAZARD – use gates or remote handling

PROVIDE EFFECTIVE VENTILATION – where exhaust system is beneficial

ADMINISTRATIVE PROCEDURES – documented procedures and training

PERSONAL PROTECTIVE EQUIPMENT – must be suitable and include training

Where hazards or risks are associated with Department of Education property, the school Principal will be informed for immediate rectification.

WHS Committee

The staff (excluding Management Team) may choose to elect a WHS committee to represent them. This committee will be voted by the staff and will handle issues that the staff raise regarding policies, procedures, and overall safety.

The WHS committee will also assist the management team with implementing Work Health and Safety policies and procedures and perform tasks linked with the safety of the staff, children and visitors of the Service.

The voting process will consist of the staff nominating who they would like to represent them. If that person or persons choose to accept the nomination, then a vote will be carried out. All staff can choose to vote and will be asked to allocate a number value from three to one (three being the highest) for whom they would like to represent them. Scores will be tallied, and the persons with the highest number values will be elected. Within the elected WHS committee, a member can be elected to head the committee if they choose to.

The WHS committee will be voted in annually and consist of five people.

Return to Work

The service will maintain a return to work program. This program is listed in appendix A to this policy and will be reviewed no less regularly than every two years

Sources

- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Network of Community Activities – Work Health and Safety Sample Policy
- Work Health and Safety Act 2011

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202306	- Added reference to return to work program	Staff	
v.2.202206	- Updated MTOP - Updated Sources	Staff	
v.1.202006	- Added WHS Committee procedure		
v.1.201906	- Separate policy created	Staff	