



WORK HEALTH & SAFETY POLICY

Our Service is committed to creating and maintaining a safe and healthy environment for its staff, children, families, and visitors. We strive to make our workplace as free of predictable risks as is reasonably practical while remaining true to our vision and mission.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Policies and procedures are required in relation to health and safety

RELATED POLICIES

Administration of First Aid Policy	Incident, Illness, Accident and Trauma Policy
Administration of Medication Policy	Lockdown Policy
Anaphylaxis Management Policy	Medical Conditions Policy
Asthma Management Policy	Nappy Change & Toileting Policy
Child Protection Policy	Nutrition and Food Safety Policy Control of
Cyber Safety Policy	Infectious Disease Policy
Dental Health Policy	Physical Environment Policy
Diabetes Management Policy	Pregnancy in Early Childhood Policy
Emergency Evacuation Policy	Road Safety Policy
Epilepsy Policy	Safe Storage of Hazardous Substances Policy
Furniture and Equipment Policy	Sick Children Policy
Hand Washing Policy	Staffing Arrangements Policy
Health and Safety Policy	Sun Safety Policy
	Water Safety Policy

PURPOSE

Our objective is to protect the health, safety, and welfare of children, families, educators, and visitors within the Service adhering to moral and legal obligations. We aim to go beyond compliance with all relevant legislation and work towards best practice to ensure a safe work environment. Our Service is committed to continuous improvement in all areas of workplace health, safety, and wellbeing.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

IMPLEMENTATION

We believe that the provision of a safe working and learning environment for children, families, staff, and visitors is an integral and essential responsibility during the Service operation.

Management is committed to:

- Providing all employees with a safe and healthy working and learning environment.
- Promoting dignity and respect within the Service and taking action to prevent and respond to bullying in its workplace.
- Implementing a strategic approach to health and safety by using measurable objectives to monitor performance.

- Supporting and promoting health and well-being.
- Providing return to work programs to facilitate safe and sustainable return to work for employees.
- Meaningful consultation with employees regarding work, health and safety issues.
- Providing staff with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment.
- Providing an effective and accessible safety management procedure for all employees to guide safe working and learning throughout the workplace.
- Reporting incidents and accidents in accordance with National Regulations and Service policy requirements to ensure action can be taken to manage the incident or accident, prevent further incidents and accidents, and provide support where required.
- Providing a program of continuous improvement through engaging with industry and new technology and reviewing and updating policies and procedures.
- Implementing the safety management systems / procedures.

A Nominated Supervisor and Educators will ensure:

- That Service policies and procedures are being followed and adhered to.
- That workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and taking appropriate action to prevent further incidents from occurring.
- Compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment supplied by the employer as required.
- Reporting of any incidents or hazards and participating in training and consultation with the support of management.
- Notification to the regulatory authority within 24 hours of any incident, situation or event that has occurred and presented imminent or severe risk to the health, safety and/or wellbeing of any person present at the Service or if an ambulance was called in response to the incident/situation (not as a precaution).
- That the health and safety of children, families, and visitors of the Service are not at risk of harm.
- That they observe, implement and fulfil the responsibilities under the current Work Health and Safety Act and Regulations.
- They follow the correct manual handling procedures.
- They take practical steps and responsibility for their own health and safety and of others affected by their actions at work.
- That work areas are safe, and they will help reduce accidents to themselves and others.

- That management and/or the WHS Officer is notified of any incidents and accidents in the workplace as soon as practicable.
- All safety checklists are implemented as required on a regular basis.
- That correct record keeping procedures for incidents and accidents including the Quality Improvement Plan and procedures in the WHS Reporting folder are followed.
- That any potential and actual hazards in the workplace are reported to the WHS officer.
- Children's equipment is regularly checked.
- That children are supervised at all times.
- All dangerous chemicals are stored appropriately.
- All children are kept out of kitchen areas.
- All power points have safety plugs.
- No hot drinks are around children.
- Gates are closed and locked after entry/exit.
- All spills are cleaned up immediately (to prevent slipping), following the correct cleaning procedure.
- Work health and safety issues are a priority to identify, and action is planned to address these in consultation with workers, referring to the Service's risk assessment.
- Identified risks are assessed and controlled.
- Work, health, and safety audits are conducted frequently to ensure the Service is maintaining a safe environment for children, families, staff and visitors.
- Reports and/or concerns about work health and safety are reviewed and responded to.
- Current work health and safety knowledge is maintained.
- Appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve work health and safety compliance.
- Work, health and safety issues which are unable to be resolved are referred to management/approved provider.
- Reasonable care is taken for their own health and safety.

Families and visitors are to:

- Take reasonable care of their own health and safety.
- Report health and safety issues and participate in consultation on work, health and safety issues affecting them.
- Follow Service policies and procedures in relation to work health and safety.

HEALTH AND SAFETY REPRESENTATIVES

Our educators and staff will designate Health and Safety Representatives. If a request is made for a Health and Safety Representative, the Approved Provider/Nominated Supervisor will:

- Initiate consultation with workers about the number of Health Safety Representatives required.
- Provide all educators and staff with the opportunity to nominate a Health and Safety Representative and contribute to the decision of who will hold this position if there is more than one contender.
- Notify staff of the outcome of the consultation as soon as possible.

The Approved Provider/Nominated Supervisor must keep a current list of all Health and Safety Representatives and display a copy at the workplace.

A Health and Safety Representatives (HSR) can:

- Inspect the workplace as directed by management.
- Be present and represent a staff member at an interview (with their consent) with the Approved Provider/Nominated Supervisor or an inspector regarding health and safety issues.
- Monitor compliance measures by the Approved Provider/Nominated Supervisor.
- Enquire into any risk to the health or safety of staff at the Service.

Our Service will ensure Health and Safety Representatives are:

- Never prevented from carrying out any of their duties.
- Able to give people assisting them access to the workplace.
- Able to take paid leave to attend to their health and safety duties
- Able to take paid leave to attend an initial work, health and safety course or annual refresher training approved by the regulator within 3 months of their request to attend. The Service will pay the course costs and reasonable expenses.
- Able to access any resources, facilities and assistance that they reasonably require to undertake their duties.

Health and Safety Representatives are elected for 12 months unless they leave the Service, are disqualified or resign. They are not personally liable for anything done or not done in good faith whilst carrying out their role.

DUTY OF CARE

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

- Provision of adequate supervision,
- Ensuring grounds, premises and equipment are safe for children's use,
- Implementing strategies to prevent bullying, and
- Providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a child who is injured or becomes ill at the Service.

The Approved Provider and Nominated Supervisor will ensure all practical steps are taken to ensure the health and safety of all educators, staff, volunteers, children, their families, and any other people impacted by the Service operations. This includes ascertaining and eliminating or minimising all realistically foreseeable hazards and providing suitable training and instruction for employees to ensure health and safety. Educators, staff, and volunteers will also take reasonable care for their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people.

MANUAL HANDLING

Our Service refers to [Safe Work Australia / Manual Handling](#) practices as part of our commitment to ensure a best practice approach. All staff members are required to undertake Workplace, Health and Safety Training that will continue to be updated to ensure safety.

Educators are at risk of work-related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult sized furniture.

To prevent this, Educators are to:

- Use adult height utilities and equipment, including sinks and change tables.
- Use small chairs with good back support instead of squatting or bending for interaction with children.
- Use an adult feed chair for feeding infants or sit in a low chair with good back support at child level.
- Use drop sides on cots.
- Use beds that are light weight and stackable with washable mattresses.
- Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them.

- Minimise lifting of children by having steps/foot stools/ladders in areas where lifting of children is likely to be needed, such as nappy change rooms.
- Where possible kneel rather than bend.
- Carry children only when necessary in the correct way - with one arm under the child's buttocks and the other arm supporting the child's back. At the same time hold the child facing you, as close to your body as possible. Try to avoid carrying a child on your hip because this will strain your back.
- Be careful to lift with a balanced and comfortable posture when lifting awkward loads.
- Minimise the need to reach above shoulder level and use a step ladder.
- Avoid extended reaching forward e.g. leaning into low equipment boxes. Share the load with another if the equipment is heavy, long or awkward.
- Ask for help and organise a team lift when sliding, pulling or pushing equipment.
- Use equipment and furniture that can be moved around safely, easily and as comfortably as possible.
- Place lighter items on higher shelves.
- Lift furniture using at least two or more people.
- Where possible arrange children's activities and sleep around furniture and equipment to minimise manual handling.

HAZARDOUS MATERIALS

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. We adopt a risk management strategy that enables practices that minimise the risk of harm, injury, or illness caused by any hazardous material.

As far as is reasonably practical, our Service will:

- Provide the least hazardous chemical, product, or equipment for the task without jeopardising hygiene.
- Ensure that staff, contractors, students, and visitors are protected from both short- and long-term health effects of hazardous substances and processes.
- Ensure all staff, contractors, visitors, and students have access to Safety Data Sheets and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- Ensure that non-toxic plants are planted within the workplace and regular garden and grounds maintenance will be undertaken to minimise the risk of toxic plants within the grounds and premises.

RISKY PLAY

Educators will provide an environment that encourages children to effectively learn in play which involves supporting them to take risks. No play space is risk free. It is important for children's development to become adventurous and participate in opportunities to explore and test their own capabilities, manage risk, and to grow as capable, resourceful, and resilient people.

As educators we will talk to the children when they are playing and encourage them to test their abilities within a safe environment. When we find children exploring risky play, Educators will supervise and assist when appropriate.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

Revised National Quality Standard. (2018).

Work Health and Safety Act 2011 (Cth).

Work Health and Safety Regulations 2017

REVIEW

POLICY REVIEWED	June 2019	NEXT REVIEW DATE	June 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Grammar, punctuation and spelling edited. • Some sentences reworded/refined. • Additional information added to points. • Sources checked for currency. • Sources/references updated, and alphabetised. • Related policies alphabetized and made into two columns. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
June 2018	<ul style="list-style-type: none"> • Included the 'Related Policies' section • Adjustments made to support further compliance with current Work Health and Safety Regulations (NSW) 	June 2019	
October 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard 	June 2018	
June 2017 August 2017	<ul style="list-style-type: none"> • Minor changes made to policy and terminology. • Added section about risky play. • Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. 	June 2018	