

# 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 workplaces as free of foreseeable risks as is reasonably practical while remaining true to our vision and mission*

## National Quality Standards (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	
Policies and procedures are required in relation to health and safety	
Policies and procedures to be kept available	
Tobacco, drug, and alcohol-free environment	

## PURPOSE

Our objective is to protect the health, safety and welfare of children, families, educators, and visitors within the Service whilst being conscious of 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 take action to prevent and respond to bullying in its workplace.
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees
- Ensuring Safety Data Sheets (SDS) are provided for all hazardous chemicals used at the Service
- Providing staff with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment.
- Providing a program of continuous improvement through engaging with industry, new technology and reviewing and updating policies and procedures.

### The Nominated Supervisor and Educators will ensure:

- Service policies and procedures are being followed and adhered to
- Workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and take appropriate action to prevent further incidents from occurring.
- Comply with any reasonable instruction or lawful direction, including wearing personal protective equipment supplied by the employer as required.
- Report any incidents and hazards and participate in training and consultation with the support of management.
- That the health and safety of children, families and visitors of the Service are not at risk of harm
- They observe, implement, and fulfill the responsibilities under the current Work Health and Safety Act
- They Follow the correct manual handling procedures
- Work areas are safe and help reduce accidents to themselves and others

- Management and/or WHS Officer of any incidents and accidents in the workplace as soon as practicable
- All safety checklists are implemented as required on a regular basis
- Correct record keeping procedures for incidents and accidents etc. Including the Quality Improvement Plan and WHS Reporting folder are followed
- To report any potential and actual hazards in the workplace to the WHS officer
- Children's equipment is regularly checked
- Always supervise children
- Store all dangerous chemicals appropriately
- Ensure all power points have safety plugs
- Do not have hot drinks around children
- Clean up all spills immediately (to prevent slipping)

#### Families and visitors are to:

- Take reasonable care of their own health and safety
- Report health and safety issues and participate in consultation in work health and safety 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:

- Give all educators and staff the chance to nominate a Health and Safety Representatives and to choose to determine if there is more than one contender.

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
- Can take paid leave to attend to their health and safety duties
- Can 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
- Can access any resources, facilities, and assistance that they reasonable 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 while 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

### Manual Handling

Our Service refers to the Manual Handling Code of Practice as part of our commitment to ensure a best practice approach.

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

### Hazardous Materials

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials.

### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Work Health and Safety Act
- Work Health and Safety Regulations
- Staying Healthy in Child Care 5<sup>th</sup> Edition

### Review

Policy Review Date
July 2021