



Bangalow Community Children's Centre
Raftons Road
Bangalow NSW 2479
Email: kidcare@bigpond.com
Phone: 02 6687 1552

WH&S Policy

Reviewed February 2017

Legislation:	Education and Care Services Regulations 2011 Education and Care Services Law 2011 Australian Workplace Safety Standards Act 2005 Australian Workplace Safety Standards Regulations 2005 Work Health and Safety Act 2011, No 10 Occupational Health and Safety Regulations 2001 Public Health Act 2010
Reference:	National Quality Framework Resource Kit 2011 www.kidsafensw.org

Introduction

The workplace health and safety of all persons employed within the service, the children and families and those visiting the service is considered to be of the utmost importance. The service maintains clear policies and procedures that ensure that all persons attending the service are safe from harm and hazards and procedures to identify and attend to potential hazards and risks are in place.

Goals

- To ensure a safe environment for all persons employed and/or contracted by our service (ie full time, part time, casual) as well as to all persons at or near the service workplace (ie children, families, clients, visitors, volunteers, students etc)

Practices

- At all times "due diligence" will be applied to maintaining a safe and healthy service environment and thereby protect all those involved in the service from any potentially adverse health and safety effects
- Government agencies, the unions and other peak industry bodies will be contacted where required to ensure its WHS management system meets the requirements of the WHS Act.
- WHS Policies and Procedures will be identified and discussed with all employees and contractors, students and volunteers to the service.
- WHS information, instruction, training and supervision is provided to employees to increase their personal understanding of workplace hazards and the need to follow safe work practices and to facilitate identification of unsafe workplace practices.
- Injured employees are provided with effective rehabilitation programs to ensure their recovery and return to work at pre-injury capacity, wherever possible.
- WH&S equipment, services and facilities will be sourced and provided, where needed, to support the implementation of an WHS system .
- Copies of all policies and procedures will be accessible to management and employees at all times and will be stored in the media file.
- Workplace inspections and evaluations will be conducted regularly
- Emergency Procedures and Drills will be implemented
- Incidents, accidents, injuries and illnesses will be documented and reviewed.
- Emergency numbers and first aid charts are displayed.
- The Service will have copies of the Child care Act and Regulations, the Workplace Health and Safety Act and Regulations and the NQF resource kit, available for staff and families to view. These booklets must not leave the Centre.

Practices (continued)

- All staff will be responsible for checking the safety of the building, grounds and equipment throughout each day to ensure a safe environment.
- Our Service endeavours to provide families with information about WH&S issues, in a variety of languages where relevant
- The Nominated Supervisor and teaching staff hold current first aid certificates and attend annual anaphylaxis and asthma training.
- Nominated staff will undertake professional development related to WH&S and will ensure that effective WH&S information, instruction, training and supervision is provided to all employees.
- Our Service periodically arranges an external audit from an WH&S expert about the WH&S practices in place.
- Heavy equipment will be moved using a team lift: that is, using two staff members to move items.
- Dangerous items, such as boiling water, will not be carried through a playroom except when children are not present in the centre. Water for heating bottles, etc, will be sourced from the kettle in the babies' room and kept away from children, for example, in gated kitchen.
- Our Service provides staff with immunisation information for adults who frequently work with children. Our Service encourages all staff to be immunised.
- When using and storing dangerous materials, equipment and chemicals the Service will:
 - Choose the least hazardous material for the job.
 - Choose bottles with child-proof lids.
 - Make sure all dangerous materials, equipment and chemicals are stored in their original bottles with intact labels. Do not transfer chemicals to another container and do not reuse containers once they're empty.
 - If original containers do not have child-proof lids store in a locked cupboard.
 - Storage areas that children cannot access are available for the following:
 - Cleaning materials
 - Poisonous substances
 - Tools
 - Toiletries
 - Medicine
 - First Aid Kit
 - Sharp objects, e.g. knives, which could be hazardous to children.
- Dangerous garden chemicals or heating oil's are kept in a separate outdoor shed away from the children's play area with a locked door and bonded floor.
- Adequate storage facilities are needed for any piece of equipment that uses a motor or anything else that poses a safety threat to children or staff.
- Any substances that need refrigeration are stored in a labelled child-proof container in a separate compartment or fridge that is not accessible by the children.
- The manufacturer's instructions for use, storage and first aid are followed when possible.
- Substances are disposed in accordance with manufacturer's guidelines when possible along with WHS regulations and regulations of the local council.
- Appropriate protective clothing is worn when using dangerous substances.
- Medical treatment is sought immediately if poisoning, swallowing, inhaling, skin or eye exposure occurs.
- Machinery and equipment are maintained to a high level and are used according to safety guidelines.

Practices (continued)

- **Personal Protective Equipment (PPE)** is used in the interests of health and safety.
- Disposable gloves, are used at all times when the following activities are taking place:
 - * Nose wiping
 - * Cleaning blood off broken skin
 - * Assisting children with toileting
 - * Food preparation or cleaning up after food has been consumed.
 - * Contact with vomit or faeces.
 - * First Aid administration
 - * Wiping over potties/toilet seats
 - * Washing nappies/cloths
 - * Washing dishes if desired.

Covered, safe shoes need to be purchased by staff, and should be worn when packing away or setting up heavy equipment. Staff members that choose not to wear covered shoes do so at their own risk. Sun Protection is recommended (refer Sun Protection Policy).

Management Responsibilities

The promotion and maintenance of workplace health and safety is primarily the responsibility of management. Management at all levels is required to make contributions to the health and safety of all persons in the workplace. Our Service has an WH&S representative who monitors staff practices, informs staff about training opportunities and recommends to management improvements that could be made to practices and the environment.

Employees Responsibilities

All employees are required to co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.

Contractors and Sub-Contractors Responsibilities

All contractors and sub-contractors engaged to perform work on the organization's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organization and to observe directions on health and safety from designated officers of the organization. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

National Law

Part 6 Operating an education and care service

National Regulations

103 Premises, furniture and equipment to be safe, clean and in good repair

NQF

2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Related Documents

Building/Equipment Safety and Maintenance Policy
Daily Safety Checklist
Outdoor Safety Checklist
Compliance Checklist
Supervision Policy
Workplace Inspection Checklist
Adult Accident, Incident, First Aid Form
Medication and Accident Form (for Children)
Storage of Dangerous Products

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

Bangalow Community Children's Centre

The **WH&S Policy** has been read, understood and reviewed by:

[illegible]

Bangalow Community Children's Centre

Comments on WH&S Policy

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