

## D-28 Workplace Health, Safety and Environment

### NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

### National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 5	Children are effective communicators

### Policy Statement

We are committed to the workplace health and safety of our staff and children at the Centre. The Centre is to 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**

- THE KIDS CASTLE Policy A-4: Enrolment
- THE KIDS CASTLE Policy A-13: Participation and Access
- THE KIDS CASTLE Policy A-17: Privacy and Confidentiality
- THE KIDS CASTLE Policy A-19: Nominated Supervisor
- THE KIDS CASTLE Policy C-3: Staff Orientation and Induction
- THE KIDS CASTLE Policy C-9: Relief Staff
- THE KIDS CASTLE Policy C-10: Volunteers/Students/Visitors
- THE KIDS CASTLE Policy D-22: Child Protection

## **Procedure**

The Management Committee and Nominated Supervisor hold the responsibility for promotion and maintenance of Workplace Health and Safety (WHS) 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 achieve compliance.

The following WHSE responsibilities are defined for the Management Committee, Nominated Supervisor / Centre Coordinator, and staff.

The Management Committee will ensure that:

- WHS is discussed at every meeting
- the WHSE Policy is reviewed at least annually
- staff at the Centre are implementing identified risk control strategies
- the budget reflects WHS training and program implementation
- they actively participate in WHS consultation with the staff, parents and children
- they review the success of risk control strategies

The Nominated Supervisor will ensure that:

- safety is discussed at every staff meeting
- relevant training opportunities are 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
- regular hazard and risk assessments are undertaken and 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
- they actively participate in WHS consultation with management, staff, parents and children
- all WHS issues are reported to management

The staff at the Centre will:

- undertake appropriate training as directed by Management and the Nominated Supervisor
- actively participate in consultative processes implemented at the Centre about WHS
- report to the Nominated Supervisor any risks or 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.

### **WHS “Hot Spots” in OOSH**

The Management Committee and Nominated Supervisor will ensure that a checklist is developed and updated to reflect daily checks on specified hazards and frequent checks (i.e. once a term) on other hazards. These hazards may be related to, but not limited to, the following:

- Infectious Disease
- Hazardous Substances
- Electrical Safety
- Personal Protective Equipment (PPE)
- Slips, trips and falls safety
- Emergency procedures
- Machinery and equipment safety
- Manual handling and ergonomic practices
- Food preparation and handling
- Scalding and burns
- Storage and heights

Other areas to be aware of in relation to staff include:

- Violence or harassment in the workplace
- Staff amenities
- Stress

### **Adopting a risk management approach to WHS**

Risk assessment is a key part of risk management. To develop a risk management approach, the Nominated Supervisor together with staff and Management will:

- Identify potential or actual hazards within the Centre, including when and how they may occur or when they may be more prevalent
- Assess the potential risk of incident, injury, harm or illness to children and adults

- Develop strategies to eliminate or minimise risk and hazards from occurring, or to control hazards when they happen
- Inform others with an interest in the Centre about when, why and how to implement WHS strategies
- Develop a reporting system to document incidents, injuries and illnesses
- Regularly review, evaluate and improve, where necessary, WHS strategies

### **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 one 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.

### **Assessment of Risk**

To assess a risk, a judgement is made asking the following questions in conjunction with the risk matrix:

- How likely is it that the hazard would cause an incident?
- If the hazard did cause an incident, what would the consequences be?

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 if eliminating the hazard is not practicable. More than one control may be needed.

- 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
- USE ENGINEERING CONTROLS

- USE ADMINISTRATIVE PROCEDURES – documented procedures and training
- USE 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.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Children (Education and Care Services National Law Application) Act 2010
- NSW Government: WorkCover Authority of NSW [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)
- Safe Work Australia: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
- Network of Community Activities Factsheet – ‘Workplace Health and Safety’
- Network of Community Activities Factsheet – ‘WHS “Hot Spots” in OOSH’

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