



2.19 Work Health Safety Policy

POLICY STATEMENT

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.

AIM

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.

STANDARDS AND PROCEDURES

Management/Nominated Supervisor/ Responsible Person will:

- 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.
- Appoint a WHS officer to inspect the workplace frequently
- Implementing a strategic approach to health and safety by using measurable objectives to monitor performance.
- Supporting and promoting health and wellbeing.
- 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 in all workplaces.
- 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 incident and accidents and provide support where required.
- Providing a program of continuous improvement through engaging with industry, new technology and reviewing and updating policies and procedures.
- Report any incidents and hazards and participate in training and consultation with the support of management.
- That if an incident, situation or event does occur and presents imminent or severe risk to the health, safety and wellbeing of any person present at the service or if an ambulance was called in response to the incident/situation (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- That the health and safety of children, families and visitors of the service are not at risk of harm
- Correct record keeping procedures for incidents and accidents etc. Including the Quality Improvement Plan and WHS Reporting folder are followed.
- Children's equipment is regularly checked.
- Supervise children at all times.
- Store all dangerous chemicals appropriately.
- Ensure all power points have safety plugs.

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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.

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 certify the health and safety of all educators, staff, volunteers, children, their families and any other people impacted by service operations. This includes ascertaining and eliminating or decreasing 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 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.

To prevent this, Educators are to be attentive 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
- Use child sized ladders for nappy changing
- Where possible kneel rather than bend to avoid back problems
- 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 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 comfortable as possible
- Place lighter items higher on shelves
- Lift furniture using at least two or more people
- Where possible arrange children's activities, sleep around furniture, and equipment to minimise manual handling
- 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

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.
- Ensures that staff, contractors, students and visitors are protected from both short- and long-term health effects of hazardous substances and processes.
- Ensures 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.
- Ensures that non-toxic plants are planted within the workplace and undertake regular garden and grounds maintenance 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 and immerses them to take risks. No play space is risk free. It is important for children's development to become adventurous and create opportunities to explore and test their own capacities, manage risk, and to grow as capable, resourceful and resilient people.

As educators we will talk to the children when they are playing with encouragement for them to test their abilities. When we find children exploring risky play, educators will supervise and assist when appropriate.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 115 - Premises designed to facilitate supervision
- 168 - Policies and procedures are required in relation to health and safety

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children’s Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Newsletter of the National Childcare Accreditation Council \(NCAC\) - Supervision in Children’s Services, Issue 15 \(2005\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)

RELATED POLICIES

- 2.04 Incident, Illness, Accident and Trauma Policy
- 2.11 Emergency Evacuation Policy
- 2.12 Lockdown Policy
- 2.15 Supervision Policy
- 2.18 Safe Storage of Hazardous Chemicals Policy
- 3.02 Physical Environment Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	<ul style="list-style-type: none"> • Minor terminology changes made to policy • Added section about risky play. • Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. 	May 2019