



OHS Policy

Policy Number: 25

Date Updated: 27/07/2017

Rationale and Policy Considerations

All employees and contractors within the service have a right to a safe and healthy workplace. Employers have obligations under state/territory and federal legislation to provide a safe and healthy workplace. Employees and contractors also have obligations under law to take reasonable care to protect themselves and others in the workplace.

All children have the right to experience quality care in an environment which provides for their health and safety. The Education and Care Services National Law (WA) Act 2012 requires that approved provider/nominated supervisor/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection.

Legislation and Government Requirements

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.
- Federal and State Occupational Safety & Health Legislation

Needs

Children's

A safe and healthy environment in which to play and learn.

Families'

Reassurance that health and safety standards are maintained at the service, and that the safety of children is paramount.

Educators

A safe and healthy workplace; clear guidelines about their responsibilities for occupational safety and health.

Management

Clear guidelines about their responsibilities for occupational safety and health in the workplace.

Employees' co-operation in following health and safety instructions.

Scope

This policy is written for children, families, staff and visitors of Merino Court Childcare Centre

Policy Statement

The education and care service protects the health and safety of children, educators, staff, families, students, volunteers and visitors to the service by keeping informed about and complying with the Occupational Safety and Health Regulations 1996, complying with the Education and Care Services National Law (WA) Act 2012, and ensuring appropriate Codes of Practice, Standards and recommendations from recognised authorities are followed at the service to protect persons from harm, injury, illness or abuse.

The service is committed to implementing OSH practices to support its duty of care responsibilities that include:

- Developing and implementing OSH risk management systems;
- Regularly evaluating and updating OSH procedures and practices;
- Consulting and communicating widely with all stakeholders on OSH matters;
- Maintaining OSH records in accordance with federal/state OSH legislation;
- Providing orientation and professional development for educators/employees on OSH;
- Ensuring appropriate return to work programs are in place for injured employees.

Policy Principles

- An **Occupational Safety and Health Handbook** concerning policies and procedures regarding the Occupational Safety & Health (OSH) of the occupants and users of the service will be produced and followed. All educators/staff and management will be provided with a copy of the handbook.
- The approved provider/nominated supervisor will ensure that information about occupational safety and health legislation, codes of practice and guidelines are made available to educators/staff and families of children attending the service.
- Employee and Employer responsibilities for occupational safety and health are included in the **Occupational Safety and Health Handbook**. These responsibilities are highlighted to new educators/staff as part of their induction. The approved provider/nominated supervisor will ensure that young workers are given adequate supervision and on the job training to enable them to work safely.

OHS Representative

- A safety and health representative will be elected by the approved provider/nominated supervisor.
- The appointed OSH representative will be responsible to receive and investigate all hazards and reports of breaches to the safety and health of employees, in consultation with the approved provider/nominated supervisor.
- The approved provider/nominated supervisor understands their responsibility to consult and co-operate with an elected OSH representative and other employees, in regard to OSH issues, and will actively support and encourage educator/staff involvement in these areas.
- The centre's occupational safety and health officer and maintenance officer will monitor equipment and practices to ensure compliance with regulations. A checklist will be completed each month (refer to yearly diary) to assist in the monitoring of practices and equipment.

Professional Development

- A training program is organised every 12 months to ensure the approved provider/nominated supervisor and educators/staff can identify:
 - key elements of the relevant Occupational Safety and Health Act, including the content in general terms, responsibilities that apply to them, and consequences of failing to comply;
 - the service's health and safety procedures and policies;
 - safe and healthy workplace practices, including immunisations, hygiene practices, special requirements for employees with special health needs, pregnancy, young employees etc.;
 - how to report hazards;
 - how to have a say in safe work practices and procedures.

Risk Management Strategies

- Educators/staff must report all incidents leading to risk of injury including those leading to high stress levels, and positive steps will be taken to remove hazards and understand and minimise stress suffered by individual educators/staff members.
- Play areas and equipment will be checked daily by the educator/staff to ensure they are in a hygienic, clean and safe condition and do not pose a hazard to children; and that soft fall surfaces under and around outdoor play equipment are adequate and evenly spread. Educators/staff will notify the OSH representative/officer of any equipment and/or area that is not clean or in a safe condition, and will write details on a Maintenance Register.
- All new equipment will be checked against Australian Standards.
- The approved provider/nominated supervisor will ensure that furnishings and equipment used will limit risk of injury or ill health in the workplace i.e. adult size chairs for educators/staff, appropriate storage systems, safe electrical appliances and circuit breakers installed etc.
- The approved provider/nominated supervisor will ensure that health and safety practices followed in the service comply with federal and state legislation and will allocate sufficient resources in the annual budget to ensure a healthy and safe environment. This will cover direct costs such as provision of safety equipment, maintenance of buildings, fittings and equipment, purchase of safety and health advice, training and resources.
- All work related injuries and diseases or 'near misses' will be investigated to determine the causes, and action taken to prevent similar events in the future.

- Educators/employees with special needs including pregnancy, a medical condition such as epilepsy or asthma, physical or intellectual disabilities, dyslexia or any other condition that means the person is unable to read, and people who are young and inexperienced, will be given special consideration of their safety and health needs. This will be achieved through careful consultation with the employee, and documentation, monitoring and review of the strategies established to ensure their special needs are met.
- OSH issues and incidents will regularly be discussed at educator/staff meetings.
- The approved provider/nominated supervisor will review OSH policy with the educators/staff team at least annually, or after a major incident has occurred, to ensure that the system in place is working, and as a general rule there is enough time for educators/staff to complete OSH tasks allocated to them. The review will identify who is responsible for various tasks, what resources are required, and when tasks are to be completed.
- The service is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. Passive smoking harms the lungs of young children and may trigger an asthma attack. Smoking is not permitted in cars with children.
- Whenever the education and care service is operating the approved provider/nominated supervisor and educators/staff members or volunteers present will not be affected by alcohol or drugs that adversely affect the person's ability to educate and care for children.
- Staff will be encouraged to maintain their immunisations (refer to staff immunisation policy).
- All staff will have their first aid certificate, Anaphylaxis and Asthma training and Child Protection training. At no time will the centre be without a person who holds a relevant qualification.
- The staff will conduct regular evacuation practices to ensure all children and staff are prepared should the need arise. A fire drill will be conducted at least every three months plus within two months of any new staff starting.
- Soiled clothes will be bagged and sent home. There will be no slushing to prevent cross contamination.
- Staff will be monitored on their manual handling and back care practices and training provided as needed.
- Compliance will be monitored and the following steps taken should staff be non-compliant;
 - In most cases, verbal direction given as to appropriate actions
 - If not addressed, written warning will be given and a relevant in-service will be attended
 - Failure to comply with a serious safety or health issue will risk termination of employment.

OHS Records

- Educators/staff will record their daily checks on a **Daily Safety Checklist**.
- Educators/staff will record all injuries or illness to children on the service's **Accident/Illness/Trauma Report**. Details entered will include: date, time, place of incident, injury or condition, brief description of events, adult witnesses, any anticipated treatment or outcome.
- Injuries or illness to educators/staff must be recorded on an **Educator/Employee Injury/Accident/Illness Report**.
- Educators/staff will record all incidents with the potential to cause injury or illness on a **Hazard Report**.
- The approved provider/nominated supervisor will complete a **Duty of Care Checklist** annually to ensure that all duty of care responsibilities are completed.
- The approved provider/nominated supervisor will ensure any other records required to be kept in compliance with OSH legislation and regulations will be maintained as appropriate.

Worker's Compensation and Rehabilitation

- The approved provider/nominated supervisor will ensure that appropriate workers compensation cover is available to all employees of the service, and that employees understand the importance of reporting injuries or illness which occurs during the course of their work. Employees will also be informed about the time deadlines for completing workers compensation forms, and be provided with information about what can be compensated.
- The approved provider/nominated supervisor will ensure that injured employees are provided with appropriate rehabilitation and health care services and that a flexible rehabilitation program is implemented in the service until they are fully recovered.

Related Documents

- [Education and Care Services National Law Act 2010\(Vic\)](#) - Section 3(2)(a); 167; 179
- [Education and Care Services National Regulations](#): 77; 85-102; 107; 108; 165;
- [National Quality Standard for Early Childhood Education and Care and School Age Care \(Nov 2010\)](#) - Element 2.1.3; Element 2.1.4; Standard 2.3; Standard 3.1
- [Early Years Learning Framework for Australia](#)
- [Framework for School Age Care in Australia](#)
- [Accident/Illness/Trauma Report](#)
- [Daily Safety Checklist](#)
- [Duty of Care Checklist](#)
- [Educator/Employee Injury/Accident/Illness Report](#)
- Educator/staff Code of Ethics
- Educator/staff orientation checklist
- [Hazard Report](#)

Links to other policies

- Accidents, Emergencies and First Aid
- Delivery and Collection of Children
- Educator/Staff Dress Code
- Educator/Staff Immunisation
- Establishing a Protective Environment
- Health, Hygiene and Infection Control
- Healthy Eating and Food Handling
- Illness
- Guiding Children's Behaviour
- Maintenance of a Safe Environment
- Managing Pregnancy within Education and Care Services
- Medications and Medical Conditions
- Sun Protection
- Supervision
- Use of Tobacco, Alcohol and other Drugs

Sources

Immunisation for adults, Victoria Department of health, www.betterhealth.vic.gov.au

Staying Healthy in Childcare, 2005, pg 26

www.pscalliance.org.au

Further Sources

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Morton, S - *Duty of Care Checklist - PSCWA Factsheet* - Retrieved 16 March 2011, from <http://www.pscwa.org.au/getdoc/71f5d325-7771-48fd-bf75-d42616d268b9/DutyofCareRiskRegister.aspx>

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Safe Work Australia - *Model Work Health and Safety Laws Fact Sheet* - Retrieved 16 March 2011, from <http://safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/553/ModelWorkHealthAndSafetyLawsFactSheet.pdf>

Worksafe WA - *Reducing the risk of infectious diseases in child care workplaces Guidance note* - Retrieved 16 March 2011, from http://www.commerce.wa.gov.au/WorkSafe/PDF/Guidance_notes/Guide-diseases_in_child_care.pdf

Worksafe ACT - *Links to national health and safety sites, and national worker's compensation sites* - Retrieved 16 March 2011, from <http://www.worksafety.act.gov.au/links>

Document History

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OSH	
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