



WORKPLACE HEALTH & SAFETY POLICY

1. Purpose:

The purpose of this Policy is:

- To provide and maintain a safe work environment for staff, contractors, parents and visitors.
- To provide and maintain Workplace Health & Safety (WHS) procedures and practices.
- To promote WHS throughout the centre for staff, parents and visitors.
- To provide staff with the necessary information and/or training to fulfil WHS requirements
- To inform all staff, parents, visitors, employers, suppliers and contractors to recognise their duties of care.

2. Scope:

This policy applies to:

- Little Saints Early learning Centre (the Service) and
- St Andrew's After School & Vacation Care (the Service)

3. Policy Statement:

The Service recognises the importance of Workplace Health & Safety legislation, emphasising consultation and co-operation between employers and staff in regard to the sharing of information in order to reduce the risks of injury and disease.

4. Rationale:

The Service is committed to the provision of a safe and healthy working environment for the staff and providing high quality care for the children, their families and visitors when entering our premises.

5. Responsibilities:

5.1 Management must:

- Develop and maintain WHS policies and procedures in consultation with staff and parents in accordance with current legislative requirements.
- Provide a safe and healthy working environment for all employees
- Appoint a WHS Representative to be the first point of contact for all WHS issues and to sit on the St Andrew's Anglican College Safety Committee.

- Communicate to staff, parents, contractors and visitors the identity of the WHS Representative. (*Currently Trudiann Marshall*)
- Provide training and instruction in the correct use of all equipment and work processes used.
- Provide a consultative framework to address WHS issues.
- Address work hazards as they are observed or reported
- Investigate incidents and report to Licensee as necessary
- Ensure inspections and reports required by management are carried out (Refer: Director's Monthly Compliance Checklist and WHS Checklist)
- Ensure all staff are aware of first aid locations, fire protection and emergency procedures.

5.2 Staff must:

- Be aware of and adhere to the WHS Policy at all times
- Be aware of and adhere to all WHS practices and procedures at all times
- Ensure that WHS standards are met
- Report any WHS issues or incidents to the WHS Representative.
- Act responsibly
- Perform work in accordance with safety standards and training
- Follow lawful instructions of Director/Group Leader/Management
- Properly use control measures and protective equipment supplied by the employer e.g.: electrical equipment, gloves etc.

5.3 Parents must:

- Notify management of any potential hazards they see within the Service or grounds.
- Be provided with information relevant to WHS which may concern parents while visiting the centre (e.g. floor plans for fire evacuations located on the classroom walls)
- Notify management of any unsafe practices at the Service that they deem could be a WHS issue.
- Be involved in the consultative process through review of the WHS Policy at least annually.

6. Details:

The following practices and procedures are in place to create a safe work environment for staff, contractors, parents and visitors.

- Staff who open the Centre each morning must complete the Daily Playground Checklist to check that the grounds and equipment are safe.
- Staff are actively encouraged to raise any concerns they may have regarding safety at the Service with the designated WHS Representative or with Director.
- Staff must complete a Maintenance Form for any maintenance that is required, (Located in the Maintenance Folder) which will be checked and completed weekly.
- Staff will discuss WHS issues at staff meetings and the WHS Representative will report back on all findings at the next meeting.
- All staff are informed of appropriate WHS information, are appropriately trained and carry out agreed safe work practices in accordance with their obligations under WHS legislation.

- Staff are to fill in a daily cleaning checklist, which outlines both daily and weekly requirements.
- Staff must check each fridge twice daily to ensure the fridge is at the correct food storage temperature.
- Staff must ensure that all dangerous substances and medications are stored and locked away from children at all times.
- Material Safety Data Sheets (MSDS) for any chemicals or cleaning products must be obtained from the manufacturer and stored along with the item.
- All containers that contain substances are to be clearly labelled.
- Electrical equipment is to be Tested and Tagged annually (In accordance with the St Andrew's Anglican College test and tag schedule).
- Staff follow the correct manual handling guidelines when moving play equipment and furniture.
- Staff are to use ladders at all times. No chairs or tables are to be used.
- Fire escapes and Exit doors are to be marked and kept clear at all times.
- Fire equipment serviced every six months.
- Staff will undertake training on correct lifting and carrying techniques annually.

7.Measuring Tools:

- Workplace Health and Safety Checklist will be completed monthly by Management and strategies given to staff to amend non-compliance.
- External Workplace Health and Safety Audit to be completed annually.
- Staff are to use the equipment plan for lifting located in the shed.

8.Sources:

- National Law (2011)
- National Regulations (2012)
- Workplace Health and Safety Act 1995
- <http://www.deir.qld.gov.au/workplace/documents/showDoc.html?WHS%20Fast%20Facts/healthcommunity%20-%20childcare%20worker>
- <http://www.deir.qld.gov.au/>

9. Further Reading:

- Child Care Act
- Child Care Regulations
- Workplace Health and Safety Act 1995
- <http://www.deir.qld.gov.au/workplace/documents/showDoc.html?WHS%20Fast%20Facts/healthcommunity%20-%20childcare%20worker>
- <http://www.deir.qld.gov.au/>

10. Links to Other Policies:

- Nappy Changing and Soiled Items Procedure
- Use and Storage of Potentially dangerous products, plants, vermin and objects Policy
- Immunisation Policy - Staff and Children
- Sun protection and Clothing Policy
- Minimising the Use of Toxic and Dangerous Products Policy
- Accident and Incident Policy