

B-2 Building Equipment Repairs & Maintenance

NQS

QA. 2.1.1	Wellbeing and comfort.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.1	Inclusive environment.
QA. 3.2.2	Resources support play-based learning.
QA. 3.2.3	Environmentally responsible
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Regulations

Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
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Policy Statement

We will provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance. This policy describes the process of selection, purchase and maintenance of equipment and personal protective equipment (PPE).

Related Policies

- Sylvania Heights BASC Policy A-15: Role of Management Committee
- Sylvania Heights BASC Policy B-1: Facility Management
- Sylvania Heights BASC Policy D-26: Security
- Sylvania Heights BASC Policy D-28: Workplace, Health and Safety
- Sylvania Heights BASC Policy D-34: Hazard identification, risk assessment and control

Procedure

Responsibilities

Management at the service have the responsibility to:

- Ensure selection and purchase of equipment and PPE is in consultation with staff (gloves, masks etc.)
- Ensure equipment and PPE conforms to the appropriate Australian Standards
- Ensure employees are instructed in the safe use of plant and equipment using standard operating procedures derived from the manufacturer instructions
- Ensure all plant and equipment is maintained in accordance with manufacturer instructions
- Provide appropriate PPE to staff and provide training in its use
- Ensure all new tasks and processes are Risk Assessed and if PPE is required provide as appropriate
- Promptly replace any lost or damaged PPE

Staff have the responsibility to:

- Observe directions and training received for use and maintenance of equipment and PPE
- Tag and report any defective or damaged equipment to management and ensure it is removed from use

A risk assessment will be undertaken when new equipment is purchased and either a standard operating procedure developed, or manufacturer instructions used to train all staff that may use the equipment. Training will be documented, and records retained.

Equipment will be chosen to meet the children's developmental needs and interests.

Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.

If PPE equipment is required, this will be issued to relevant staff as required and they will be trained in its use and maintenance.

There must be no damaged plugs, sockets, power cords or extension cords. All plug sockets shall be maintained as child safe.

Electrical appliances shall be in good working order.

Electrical circuit breakers will be installed and maintained.

Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.

All contractors should have their own public liability insurance.

The Centre and equipment will be regularly checked to ensure that they are in a good and safe condition and comply with relevant legislative standards.

Equipment will be regularly washed and cleaned.

Recycled craft materials should be checked for potential hazards.

Educators should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity.

Parents/guardians will be encouraged to notify the educators of any problems that they might observe.

Anything that requires maintenance is to be reported to the Centre Director as soon as possible and the appropriate Hazard Report forms completed.

Faulty equipment should be removed, or protection placed around any dangerous building sites. A system for locking out defective equipment will be in place and staff are to be trained in the procedure.

For urgent repairs, the Director will organise a contractor/repair person to attend to the problem. The contractor will be chosen in consultation with School administration.

Non-urgent repairs will be reported to the Director who will note this in their report and bring it to the attention of the Committee at the next meeting. The Committee and Director will organise to rectify the problem.

For major repairs, a minimum of three quotes will be sought and reviewed by the Committee who will make a decision on further course of action. The Director or someone on the committee may obtain the quotes.

Maintenance reviews should be done as part of the Director's report at each meeting.

It is the committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for educators, children and Parents / Guardians.

Should the Centre be considered unsafe or as posing a health risk, then the Centre will be closed, after notice has been given to all relevant parties (including the regulatory authority via NQAITS), until the problem has been rectified.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
- Kidsafe NSW
- Lease Agreement

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