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 and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 5	Children and young people are effective communicators

Policy Statement

In accordance with the Work Health and Safety Legislation 2011 this service recognises its moral and legal obligation to provide a safe and healthy working environment for Educators, Directors, relief Educators and Centre visitors, (defined in the WHS Act 2011 as workers) so far is reasonably practicable. 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

- Sylvania Heights BASC Policy A-4: Enrolment
- Sylvania Heights BASC Policy A-13: Participation and Access
- Sylvania Heights BASC Policy A-17: Privacy and Confidentiality
- Sylvania Heights BASC Policy A-19: Nominated Supervisor
- Sylvania Heights BASC Policy C-3: Staff Orientation and Induction
- Sylvania Heights BASC Policy C-9: Relief Staff
- Sylvania Heights BASC Policy C-10: Volunteers / Students / Visitors
- Sylvania Heights BASC Policy C-15: Return to Work Program
- Sylvania Heights BASC Policy D-22: Child Protection – Mandatory Reporting
- Sylvania Heights Policy D-33: Legal Responsibilities and WHS Information
- Sylvania Heights Policy D-34: Hazard Identification, Risk Assessment and Control
- Sylvania Heights Policy D-35: Workplace Inspection

Objectives

So far as is reasonably practicable we will:

- Provide a safe and healthy workplace for all employees at this service
- Provide safe equipment
- Provide written procedures and instructions that ensure safe systems of work
- Ensure compliance with WHS legislation and current industry standards
- Provide relevant training, information, instruction and supervision to workers, and visitors to ensure their health and safety
- Provide assistance and ongoing support to workers regarding WHS issues.
- Ensure job specific training is identified, developed, delivered and recorded

Procedure

The Management Committee and Nominated Supervisor hold the responsibility for promotion and maintenance of Workplace Health and Safety (WHS) at the Centre. All staff are responsible and will be held accountable for implementing those aspects of the Policy for which they are responsible. Performance will be measured regularly in accordance with Centre's policy.

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

The Management Committee will ensure that:

- they provide the centre in a safe condition
- WHS is discussed at every meeting
- the WHS Policy is reviewed at least annually
- they be involved in developing, promoting and implementing health and safety policies
- staff at the Centre are implementing identified risk control strategies
- one member of the Management Committee and an elected staff member be appointed as WHS officers
- 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
- the staff WHS officer is fully informed of their responsibilities
- relevant job specific training opportunities are identified and staff are encouraged to attend
- all records of staff and contractors inductions and job specific training will be maintained
- Copies of training materials/certificates will be kept in individual staff files
- Copies of attendance records for training sessions will be kept
- 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
- WHS objectives and targets are met (see appendix 1)

WHS Officers

The Management and Staff WHS Officers will ensure that:

- Objectives and Targets are met (see appendix 1)
- A checklist is developed and updated to enable a daily check on hazards with all hazards being regularly monitored. These hazards may be related to but not limited to the following:
    - Hazardous Substances and Chemical safety
    - Slips, trips and falls safety

    - Emergency procedures
    - Electrical safety
    - Machinery and equipment safety
    - Manual handling and ergonomic practices
    - Food preparation and handling
    - Storage and heights
- They develop risk control strategies.

The adopted risk control strategies are implemented and regularly reviewed.

The staff at the Centre will:

- receive induction training, including WHS knowledge and individual responsibilities
- take reasonable care for their own health and safety
- take reasonable care not to affect the health and safety of others
- follow all procedures detailed with our Centre WHS policy and procedures
- report any injury, illness, hazard or unsafe work practice to Management.
- undertake appropriate training as directed by Management and the Nominated Supervisor
- produce copies of all qualifications/certificates relevant to WHS and their role
- 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
- Mental Health

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 – V2.0
- Work Health and Safety Act 2011
    - pt.2 div.2 s.19 (Primary duty of a 'person conducting a business or undertaking')
- AS/NZS 4801:2001 OHS Management Systems
- AS/NZ4801:2001 OHS Safety Management Systems
- Work Health and Safety Regulations 2017
- Children (Education and Care Services National Law Application) Act 2010
- Safe Work Australia: 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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APPENDIX 1
WHS Objectives and Targets

Purpose
The purpose of this section is to set measurable objectives and targets for the workplace to help the Centre comply with its WHS obligations that allocate responsibilities and provides indicators to measure performance. For individuals these objectives should be adjusted and incorporated into position descriptions.

Scope
These objectives and targets apply throughout the Centre

Objective	Target	Indicator / Evidence	Responsibility	Date for Completion
All staff know their WHS responsibilities, conduct themselves in a safe and responsible manner	Staff are familiar with, and operate in accordance with the Policy and Procedures Manual and their job descriptions	WHS Self Audit semi-annually to confirm the WHS System is fully implemented.	Management to implement and maintain WHSMS. Staff to assist and cooperate.	Ongoing. WHS Self Audit semi annually Staff performance reviews annually
WHS–related training is a priority issue, training needs are identified and met	All staff trained in accordance with requirements of their position descriptions.	Training needs and requirements are known, training is conducted, and training records are accurate.	Management to assess needs, provide training and ensure its implementation Staff to attend training and apply.	Ongoing. WHS Self Audit semi annually On expiry of individual staff qualifications.
Minimise incident frequency and severity occurring to staff and others.	Nil incidents.	Where incidents occur RTW procedures are followed, and investigations undertaken	Management to maintain WHSMS plan and respond quickly to Hazard reports.	Ongoing. WHS Self Audit semi annually
Contractor management processes in place and implemented	Contractors provide confirmation of insurances; safe work statements Contractors receive site induction.	Documents recorded and regularly updated induction and training records where relevant.	Management to establish management procedures and ensure implementation	Ongoing. WHS Self audit semi annually Certificates of currency annually

Maintain workplace WHS Management System in a current practical format	Current WHSMS implementation	Regular workplace inspections, risk assessments, staff trained, internal audits, current documentation	Management to review regularly and decide on action in consultation with staff	WHS Self Audit semi annually
Workplace inspections are undertaken, and all items identified are rectified	Inspections monthly	Documented records	Management to review regularly and decide on action in consultation with staff	Ongoing –monthly minimum