

SECTION 5 GENERAL POLICIES

3.14 Work, Health and Safety Policy

Background

1. The Gums Childcare Centre is committed to ensuring a safe and healthy working and learning environment for staff, children, families, students and visitors to the Centre.
2. The Gums Childcare Centre believes the best way to ensure a safe and healthy workplace is for management and staff to work together to identify and solve work health and safety problems.

Aim:

1. To ensure a safe and healthy environment for all children, staff, families, students and visitors.
2. To identify the responsibilities of the Director and of staff in maintaining a safe environment.
3. To comply with the Work Health & Safety Act 2012 and The Work Health & Safety Regulations (SA) 2012.

Process:

1. The Director will:
 - acknowledge that he/she has a primary responsibility for the health and safety of those who work under their direction.
 - ensure that WH&S responsibilities are appropriately defined and that line managers receive the training and resources they need to carry out their WH&S responsibilities competently.
 - regularly monitor WH&S and injury management practices and improve them wherever possible.
 - be committed to injury management aimed at the early and safe return to work of injured staff.
 - develop appropriate strategies for ensuring that facilities and any equipment hired, purchased or provided to the Centre meet all relevant standards.
 - review and develop policies in relation to other goods and services purchased or provided the Centre, which could affect occupational health and safety.
 - consult with staff to enable them to contribute to the making of decisions affecting their health, safety and welfare at work.
 - ensure that all workplaces are equipped and maintained to provide for all employees' health and safety while they are at work.
 - identify all current and foreseeable workplace hazards (including the potential for workplace violence or aggression), assess the risks associated with them and develop strategies to eliminate or control the risks.
 - maintain an appropriate workplace incident and injury reporting system that will provide information to help prevent incidents and work related injury or illness in the future.
 - conduct investigations into all accidents and incidents that may expose a person to the risk of injury or illness, or result in injury or illness.

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- ensure that all contractors understand the safety standards expected of them and meet these standards when carrying out their work.
- ensure that suppliers of equipment and substances understand and meet necessary Australian safety standards.
- In consultation with staff, review this policy every 3 years and at other times if any significant new information or legislative or organizational change warrants a change in this document.
- ensure the Centre complies with the Work Health & Safety Act 2012 and its associated regulations in its daily routines.
- ensure that WH&S policies and procedures are in place
- in consultation with staff develop, implement and review WH&S policies and procedures.
- support staff efforts to improve WH&S
- allocate resources to ensure a healthy and safe environment, including resources for training, protective clothing, safe equipment and suitable accommodation
- ensure that any changes to accommodation, equipment, staffing or work practices are designed to include improvements to WH&S.
- regularly inspect the Centre to identify areas where WH&S might be improved
- maintain WH&S records
- induct new staff in WH&S policies and procedures
- consult staff on WH&S issues
- keep up to date information on WH&S issues and provide it to staff
- promote staff discussion of WH&S issues by keeping WH&S a standing item on the staff meeting agenda
- undertake WH&S training

2. Team leaders will:

- have a duty to provide and maintain, as far as practical, a working and learning environment and conditions that are safe and without risk to health.
- ensure healthy and safe work practices in their work area
- identify and evaluate hazards in their work area
- act to control hazards in their work area

3. All Staff will:

- take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students and visitors.
- wear well supported shoes which are strapped or closed in with non-slip soles. Flat soled shoes are to be worn at all times.
- Wear clothing that covers the shoulders & upper arm area.
- Not wear pendants or dangling earrings / chains / necklaces or jewelry that has sharp edges or that protrudes significantly from the body (e.g. hoop earrings)
- report to their line manager any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any employee.
- co-operate with the Director / Assistant Director as far as necessary to enable compliance with any requirement under the WH&S Act, including complying with any reasonable WH&S instruction or direction given by their team leader or the Director.
- co-operate in any return to work plan developed for injured staff.
- participate in any training arranged to support the development, implementation and review of WH&S policies and procedures

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- follow WH&S procedures and act in a healthy and safe manner at all times
- record all children's injuries (no matter how minor they appear at the time) on *Accident Report forms and place in Director / Assistant Directors pigeon hole*
- record all staff injuries on a *Staff Accident Report form and hand directly to the Director / Assistant Director. If not in attendance, please notify them of injury by phone.*
- Use the *Hazard Report Forms* (located in the staff office) to report any near miss incidents and any damaged or faulty equipment so that it can be fixed or replaced by Maintenance.
- promote healthy and safe behaviour in the children through activities and example.
- Keep mobile phones in their lockers. They may be used in the staff room when staff have non-contact time. Emergency calls will be passed onto staff ensuring that staff are contactable while working with children.

4. The health and safety representative (the Director) will:

- represent the WH&S interests of the staff
- carry out her/his duties as authorised by the WH&S Act
- inspect the workplace to identify hazards regularly and a full audit bi-annually
- assist with evaluating and controlling hazards by checking the *Hazard Report forms* weekly.
- investigate complaints about health and safety matters
- discuss WH&S issues with staff
- stop unsafe work.

5. Consultation - the Centre aims to involve all staff in developing changes to improve WH&S, and in assessing likely WH&S impact of other changes, to ensure the Centre maintains high standards of WH&S.

6. The Director will specifically consult with the health and safety representative on any proposed changes to the workplace that may affect the health, safety or welfare of staff.

7. The Centre will maintain and follow written procedures in at least the follow areas

- accident prevention (e.g. burns, cuts, falls etc)
- contagious disease management
- evacuation and emergency
- excursions
- first aid
- hazardous chemicals
- hygiene
- medicine storage and use
- sun care

8. Training in Occupational Health and Safety will be included in the Centre training plan, with at least the following training provided:

- Director and team leaders - initial training on supervisory and management WH&S responsibilities, plus annual follow up training on specific areas of need, interest, or concern
- staff - training at staff meetings on general WH&S and on specific issues, e.g. manual handling, accident prevention, etc.

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9. No smoking - Smoking is prohibited on the Centre's grounds. This includes all inside areas and outdoor areas including the car park. Staff, parents and visitors must refrain from smoking as to facilitate modelling of desirable health practices for children.

10. All WH&S policy and procedures will be reviewed at least every two years, by a process jointly involving staff and families.

11. Manual Lifting

Staff shall observe the correct manner in which articles, equipment and children should be lifted:

- Correct procedures shall be displayed on the WH&S noticeboard located in the staff room.
- No staff shall try to lift a weight, be it a child or a piece of equipment that is heavier than which s/he feels comfortable. Two or more staff shall lift larger pieces of equipment that cannot be lifted by one person e.g. Tables etc.
- No staff shall stand on any piece of equipment that may endanger themselves or others or set a bad example for children. The steps located in the staff room must be used in situations where additional height is required.
- Staff must ensure that all equipment and tools are kept in a safe and workable condition and that toys are used in a safe manner. All toys, tools and other equipment are to be stored in a safe place.
- No staff shall act in a manner that may endanger any other staff, child, themselves or that which may inflict bodily harm of any kind.
- All staff will observe all safety policies and work practices and bring to the attention of students, volunteers etc The Gums Child Care Centre Policies located in the front office.

12. The Work Place

- All areas, at all times will be kept safe
- There will be at least 4 evacuation & invacuation drills each year
- Hallways, the foyer and doorways will be kept clear at times to enable free access
- Hot drinks are NOT to be consumed in the rooms
- Water is the only acceptable drink to take into the rooms, any and all other drinks and food belonging to a staff member must remain in the staff room
- It is the responsibility of ALL staff to maintain a clean & safe laundry, shed, staff area and section
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- It is the responsibility of the cook to maintain a clean and safe kitchen
- Floors will be swept regularly when necessary during the day, particularly after food consumption
- All cleaning and poisonous liquids will be clearly labelled and kept out of the reach of children and stored in an enclosed, locked area not accessible to children
- No substances will be sorted, other than in their original container unless CLEARLY labelled with the name of the contents – only if diluted or in dispensing container
- The Gums Child Care Centre is committed to using as many natural products as it can source
- All electrical power points, when not in use, will have safety plugs inserted
- Cot sides must be down when placing or removing children
- All floors must be maintained to ensure that the surface is as non-slip as possible. Staff need to be aware of any wet areas and ensure that the staff & children avoid these areas until the floor has dried by using the 'wet area' sign

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- Bathroom / nappy change areas shall be thoroughly cleaned in the middle of the day. Floors to be washed in the middle of the day as needed.
- Material Safety Data Sheets shall be kept in the laundry and be available for all products used at The Gums. They shall be no older than 5 years
- Alcohol can be consumed at Staff functions / meetings in small amounts after hours when no children are present.

13. Hygiene Procedures

These procedures are intended to reduce cross infection by germs, and must be strictly followed.

Toys

Toys used by children in the Under Two section will be washed with warm soapy water or sanitised after use.

Toys for over 2's will be washed termly

All toys for any age group of children will be sanitised after each use when there is an illness that has spread to more than 3 children in the group.

Linen

Linen will be washed a minimum of once per week and immediately if soiled. Once used, bed linen will be labelled with the user's name. No child will use lined labelled for another child. Name labels will be removed when sheets are to be washed. No bed linen will be sorted when touching another. Cushion covers should be washed once a week. Each room will have a nominated 'wash' day so that the laundry is not over used and there is no linen. Paint smocks are not to be washed with general laundry, but should be washed once per week with paint / art cleaning cloths. All dress up clothes should be washed fortnightly.

Staff Accidents

1. Staff accidents should be written up on the *Staff Work Injury Report Forms*, located in the staff room. Staff accident reports must be signed by the staff member and the Director / Assistant Director.

2. If the staff member requires, medical attention as a result of an accident at work, they must inform the doctor that they injured themselves at work and ask for a doctor's certificate. The staff member should then pass this onto the Director / Assistant Director within 24 hours of the injury. The Director / Assistant Director will lodge a claim with WorkCover.

3. Staff requiring hospitalisation, must be accompanied to hospital by another staff member. This staff member is to stay with the injured person until next of kin arrives. The Director / Assistant Director will contact the staff member's next of kin.

All Accident report forms will be held at the Centre.

SOURCE: Work Health & Safety Act 2012

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Relates to Quality Area 2: elements 2.3.2 National Law section 167

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