



# OCCUPATIONAL HEALTH AND SAFETY POLICY

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## PURPOSE

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of South Kingsville Pre School, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by the Approved Provider, as the employer of staff, to ensure the health, safety and wellbeing of employees at the service.

## POLICY STATEMENT

### 1. VALUES

South Kingsville Pre School has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance South Kingsville Pre School places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

South Kingsville Pre School is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers
- systematic identification, assessment and control of hazards is undertaken at the service
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing risk in the service environment
- training is provided to assist staff to identify health and safety hazards which, when addressed, will lead to safer work practices at the service
- it fulfils its obligations under current and future laws (in particular, the *Occupational Health and Safety Act 2004*), and that all relevant codes of practice are adopted and accepted as a minimum standard.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of South Kingsville Pre School.

### 3. BACKGROUND AND LEGISLATION

#### Background

Everyone involved in an early childhood education and care service has a role to play in ensuring the service's operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2007* specifies the ways duties imposed by the OHS Act must be undertaken and prescribes

procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters<sup>1</sup>.

The legal duties of an **employer** under the OHS Act are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that the service's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the organisation's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

The OHS Act places the responsibility on **employees** for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at the service, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at the service, such as fire extinguishers.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Accident Compensation Act 1985 (Vic)*
- *AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
  - Standard 2.3: Each child is protected
    - Element 2.3.1: Children are adequately supervised at all times
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard, Quality Area 3: Physical Environment*
  - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
    - Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
    - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
  - Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

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<sup>1</sup> WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children, staff, students, volunteers, contractors and anyone visiting the service with an adequate level of care and protection against reasonable foreseeable harm and injury.

**Hazard:** An element with the potential to cause death, injury, illness or disease.

**Hazard identification:** A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

**Hazard management:** A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of South Kingsville Pre School or while engaged in activities endorsed by South Kingsville Pre School.

**Harm:** Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

**Material safety data sheet:** Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

**OHS representative:** A committee member that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

**Risk:** The chance (likelihood) that a hazard will cause harm to individuals.

**Risk assessment:** A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

**Risk control:** A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Early Childhood Management Manual*, ELAA
- *Getting into the Act*, WorkSafe Victoria
- *Getting help to improve health and safety*, WorkSafe Victoria
- *Guide to the OHS Act 2004*, WorkSafe Victoria
- *Managing safety in your workplace*, WorkSafe Victoria
- OHS in Early Childhood Services (ELAA): [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

## **Service policies**

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Emergency and Evacuation Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

## **PROCEDURES**

### **The Approved Provider (Committee) is responsible for:**

- providing and maintaining a work environment that is safe and without risks to health (OHS Act: Section 21). This includes ensuring that:
  - there are safe systems of work
  - all plant and equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards
  - substances, and plant and equipment, are used, handled, and stored safely
  - material safety data sheets are supplied for all chemicals kept and/or used at the service (refer to [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au))
  - there are adequate welfare facilities e.g. first aid and dining facilities etc.
  - there is appropriate information, instruction, training and supervision for employees

*(Note: This duty of care is owed to all employees, children, parents/guardians, volunteers, students, contractors and any members of the public who are at the workplace at any time)*
- ensuring there is a systematic risk management approach (refer to [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au)) to the management of workplace hazards. This includes ensuring that:
  - hazards and risks to health and safety are identified, assessed and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled
  - measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly
- ensuring regular safety audits of the following:
  - indoor and outdoor environments
  - all equipment, including emergency equipment
  - playgrounds and fixed equipment in outdoor environments
  - cleaning services
  - horticultural maintenance
  - pest control
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)
- protecting other individuals from risks arising from the service's activities, including holding a fete or a working bee etc., or any activity that is ancillary to the operation of the service e.g. contractors cleaning the premises after hours (OHS Act: Section 23)
- providing adequate instruction to staff in safe working procedures, and informing them of known hazards to their health and wellbeing that are associated with the work that they perform at the service
- ensuring that all plant, equipment and furniture are maintained in a safe condition
- developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace
- ensuring that OHS accountability is included in all position descriptions

- allocating adequate resources to implement this policy
- displaying this policy on our website and in our policy manuals on the premises
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- implementing/practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators and staff.
- identifying and providing appropriate resources, induction and training to assist educators, staff, visitors, volunteers and students to implement this policy
- ensuring the Nominated Supervisor, educators, staff, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy
- consulting appropriately with employees on OHS matters including:
  - identification of hazards
  - making decisions on how to manage and control health and safety risks
  - making decisions on health and safety procedures
  - the need for nominating an OHS representative on the committee
  - proposed changes at the service that may impact on health and safety
  - establishing health and safety committees
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- holding appropriate licenses, registrations and permits, where required by the OHS Act
- attempting to resolve OHS issues with employees or their representatives within a reasonable timeframe
- not discriminating against employees who are involved in health and safety negotiations
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks
- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

**The Nominated Supervisor (Educational Leader) is responsible for:**

- ensuring that all educators/staff are aware of this policy, and are supported to implement it at the service
- organising/facilitating regular safety audits of the following:
  - indoor and outdoor environments
  - all equipment, including emergency equipment
  - playgrounds and fixed equipment in outdoor environments
  - cleaning services
  - horticultural maintenance
  - pest control
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)

- ensuring that all equipment and materials used at the service meet relevant safety standards
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Approved Provider, educators and staff.
- identifying and providing appropriate resources and training to assist educators, staff, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

**Certified Supervisors and other educators/staff are responsible for:**

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the Approved Provider, including:
  - following OHS rules and guidelines
  - helping to ensure housekeeping is of the standard set out in service policies
  - attending OHS training as required
  - reporting OHS incidents
  - co-operating with OHS investigations
  - encouraging good OHS practices with fellow employees and others attending the service
  - assisting the Approved Provider with tasks relating to OHS, such as conducting OHS inspections during working hours
- not interfering with safety equipment provided by the Approved Provider
- practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators and staff.

**Students on placements, volunteers, contractors and parents/guardians at the service are responsible for:**

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by the service
- not acting recklessly and/or placing the health and safety of other adults or children at the service at risk.

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- encourage feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy on a periodic basis.
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any substantial changes to this policy, which would impact on the supervision or care of children.

## **ATTACHMENTS**

- Attachment 1: Weekly Playground Inspection Checklist
- Attachment 2: Term Playground Inspection Checklist
- Attachment 3: Weekly Internal Inspection Checklist

## **AUTHORISATION**

This policy was adopted by the Committee of South Kingsville Pre School on 19<sup>th</sup> September 2017

**REVIEW DATE:** 19/09/20

## **ACKNOWLEDGEMENT**

The SKPS Occupational Health and Safety Policy was originally created by ELAA ©2014

Telephone 03 94893500 or 1300 730 119 (rural)

# ATTACHMENT 1

## Weekly Playground Inspection Checklist

Checklist to be completed weekly by employees and kept on file.

Checklist is to be signed and dated by the staff member completing the inspection.

Circle Yes or No for corresponding item.

Any issues identified in the checklist to be followed up appropriately by employee in consultation with the appropriate employer representative.

MONTH:	Week 1	Week 2	Week 3	Week 4
Fencing is secure and unscaleable.	Yes / No	Yes / No	Yes / No	Yes / No
Gates are secure and cannot be opened by children.	Yes / No	Yes / No	Yes / No	Yes / No
Playground is free of rubbish. Special attention given to the area next to the perimeter fence.	Yes / No	Yes / No	Yes / No	Yes / No
Sandpit checked if uncovered or if covering is breached to ensure it is free of animal faeces.	Yes / No	Yes / No	Yes / No	Yes / No
Soft fall and grassed areas are free from hazards.	Yes / No	Yes / No	Yes / No	Yes / No
Paths and paved surfaces are free of slipping hazards.	Yes / No	Yes / No	Yes / No	Yes / No
Tyres and other equipment with recessed areas are free of snakes and spiders.	Yes / No	Yes / No	Yes / No	Yes / No
All equipment is safe and in good repair.	Yes/No	Yes/No	Yes/No	Yes/No
INSPECTION COMPLETED BY:				
SIGNATURE:				
DATE:				
Follow up required				



## ATTACHMENT 2

### Term Playground Inspection Checklist

Checklist to be completed at the start of each term and kept on file.

Checklist is to be signed and dated by the staff member completing the inspection.

Circle YES or NO for corresponding item.

Any issues identified in the checklist to be followed up appropriately by employee in consultation with the appropriate employer representative.

	Term 1	Term 2	Term 3	Term 4
Drainage grates are not blocked.	Yes/No	Yes/No	Yes/No	Yes/No
Walls, gates and fences in good order without gaps or protrusions and do not have footholds for climbing.	Yes/No	Yes/No	Yes/No	Yes/No
Pathways are free of raised bricks, potholes, tree branches.	Yes/No	Yes/No	Yes/No	Yes/No
Childproof locks fitted to gates where needed	Yes/No	Yes/No	Yes/No	Yes/No
Impact absorbing material under all equipment where fall height could exceed 50 cm	Yes/No	Yes/No	Yes/No	Yes/No
Equipment has no protruding bolts, nails or splinters	Yes/No	Yes/No	Yes/No	Yes/No
All equipment is checked regularly to ensure it is safe and in good repair	Yes/No	Yes/No	Yes/No	Yes/No
Adequate storage provided	Yes/No	Yes/No	Yes/No	Yes/No
Storage areas kept tidy	Yes/No	Yes/No	Yes/No	Yes/No
Shelving in good order	Yes/No	Yes/No	Yes/No	Yes/No
Storage areas locked and kept free of obstructions and rubbish	Yes/No	Yes/No	Yes/No	Yes/No
In the shed, equipment if stored between shoulder and knee level	Yes/No	Yes/No	Yes/No	Yes/No

if possible				
All chemicals locked away and an MSDS has been supplied for each hazardous substance	Yes/No	Yes/No	Yes/No	Yes/No
Gardens maintained – debris and dead, loose or overhanging branches are removed and grass is cut	Yes/No	Yes/No	Yes/No	Yes/No
Gardens and grounds are free of sharp objects (glass, metal, woods, needles etc)	Yes/No	Yes/No	Yes/No	Yes/No
Trolley available to move heavy or unstable loads	Yes/No	Yes/No	Yes/No	Yes/No
Tyres checked for exposed wire	Yes/No	Yes/No	Yes/No	Yes/No
<b>INSPECTION COMPLETED BY:</b>				
<b>SIGNATURE:</b>				
<b>DATE:</b>				
Follow up required				

## ATTACHMENT 3

### Weekly Internal Inspection Checklist



Checklist to be completed weekly by employees and kept on file.

Checklist is to be signed and dated by the staff member completing the inspection. Circle Yes or No for corresponding item.

Any issues identified in the checklist to be followed up appropriately by employee in consultation with the appropriate employer representative.

MONTH:	Week 1	Week 2	Week 3	Week 4
<b>Work areas, floors, aisles and exits and physical hazards</b>				
Mats provided at entrance for wiping feet	Yes / No	Yes / No	Yes / No	Yes / No
Floor coverings in good order	Yes / No	Yes / No	Yes / No	Yes / No
Floors clean and not slippery	Yes / No	Yes / No	Yes / No	Yes / No
Computer and other electrical leads kept clear of aisles and walkways	Yes / No	Yes / No	Yes / No	Yes / No
Work areas storerooms, corridors free from clutter or obstruction	Yes / No	Yes / No	Yes / No	Yes / No
Lighting is adequate for the work required	Yes / No	Yes / No	Yes / No	Yes / No
Sunblock is available and in date	Yes / No	Yes / No	Yes / No	Yes / No
Benches and shelves are tidy and hazards are out of reach of children	Yes / No	Yes / No	Yes / No	Yes / No
Doors to storage areas kept closed	Yes / No	Yes / No	Yes / No	Yes / No
Protective equipment is available and in use	Yes/No	Yes/No	Yes/No	Yes/No
Noise levels are appropriate	Yes/No	Yes/No	Yes/No	Yes/No
<b>Electrical Hazards</b>				
Power leads are kept clear of walk ways	Yes/No	Yes/No	Yes/No	Yes/No
Extension leads are only used for temporary power supply	Yes/No	Yes/No	Yes/No	Yes/No
There are no power cables near water	Yes/No	Yes/No	Yes/No	Yes/No
Power boards are in use -No double adapters	Yes/No	Yes/No	Yes/No	Yes/No
Electrical equipment has been tested –Once a year	Yes/No	Yes/No	Yes/No	Yes/No
There are no power lead hanging within children’s reach	Yes/No	Yes/No	Yes/No	Yes/No
Items which generate high levels of heat are posted with warning signage	Yes/No	Yes/No	Yes/No	Yes/No

<b>Chemicals</b>				
All chemical containers are clearly labelled with content	Yes/No	Yes/No	Yes/No	Yes/No
Dangerous or harmful substances are stored appropriately with keyed locks	Yes/No	Yes/No	Yes/No	Yes/No
Adequate ventilation and or exhaust fans are used when chemicals are present	Yes/No	Yes/No	Yes/No	Yes/No
Necessary protective equipment is available and in use	Yes/No	Yes/No	Yes/No	Yes/No
<b>Emergency Evacuation, Fire and Security</b>				
Adequate locks on all external doors	Yes / No	Yes / No	Yes / No	Yes / No
Adequate locks on all external windows	Yes / No	Yes / No	Yes / No	Yes / No
Emergency evacuation exits and fire equipment is free from obstruction	Yes / No	Yes / No	Yes / No	Yes / No
Emergency evacuation exits and fire equipment is clearly sign posted	Yes / No	Yes / No	Yes / No	Yes / No
Emergency Services phone numbers are located beside each phone	Yes / No	Yes / No	Yes / No	Yes / No
External gates and doors are securely locked with keys readily accessible where appropriate	Yes / No	Yes / No	Yes / No	Yes / No
The emergency Evacuation Assembly Point is clearly signposted	Yes/No	Yes/No	Yes/No	Yes/No
An emergency evacuation drill has been completed	Yes/No	Yes/No	Yes/No	Yes/No
<b>Equipment and Manual Handling</b>	Yes/No	Yes/No	Yes/No	Yes/No
All equipment and furniture are in good repair	Yes/No	Yes/No	Yes/No	Yes/No
Broken items have been tagged and removed	Yes/No	Yes/No	Yes/No	Yes/No
Special precautions are clearly displayed for using dangerous equipment	Yes/No	Yes/No	Yes/No	Yes/No
Heavy items or frequently used items are stored properly between hip and shoulder height	Yes/No	Yes/No	Yes/No	Yes/No
Lifting and climbing aids are available in good repair and stored properly	Yes/No	Yes/No	Yes/No	Yes/No
All staff have been provided with information regarding safe manual handling procedures	Yes/No	Yes/No	Yes/No	Yes/No
<b>Biological Hazards and Waste</b>				
Known infection risks are identified and proper notices in place	Yes/No	Yes/No	Yes/No	Yes/No

Known infection risks are identified and proper notices in place	Yes/No	Yes/No	Yes/No	Yes/No
Protective equipment is available and in use	Yes/No	Yes/No	Yes/No	Yes/No
Benches and work stations are disinfected regularly with appropriate chemicals	Yes/No	Yes/No	Yes/No	Yes/No
Toys furnishings and utensils are disinfected regularly with appropriate methods	Yes/No	Yes/No	Yes/No	Yes/No
<b>Environmental Considerations</b>	Yes/No	Yes/No	Yes/No	Yes/No
Lights are turned out when not needed	Yes/No	Yes/No	Yes/No	Yes/No
Paper, cardboard, plastics are recycled	Yes/No	Yes/No	Yes/No	Yes/No
Double sided photocopying and printing is used where possible	Yes/No	Yes/No	Yes/No	Yes/No
Taps are checked for leaks	Yes/No	Yes/No	Yes/No	Yes/No
<b>House Keeping</b>				
All work areas kept clean and tidy	Yes/No	Yes/No	Yes/No	Yes/No
Toys put away after use	Yes/No	Yes/No	Yes/No	Yes/No
Pet Enclosures are cleaned out regularly	Yes/No	Yes/No	Yes/No	Yes/No
Dishes cleaned and put away after use	Yes/No	Yes/No	Yes/No	Yes/No
<b>INSPECTION COMPLETED BY:</b>				
<b>SIGNATURE:</b>				
<b>DATE:</b>				
<b>Other findings/Hazards</b>				
<b>Follow up required</b>				
<b>Inspection Action</b>				
OH&S officer Name:	Location	Problem	Action (repair, replace)	Date

