

# Edgeworth Child Care Centre Inc.

## Work Health and Safety Policy

### Aim

The aim of Edgeworth Child Care Centre is to ensure that all children and staff members adhere to the Work Health and Safety policy in accordance with the Education and Care Services National Regulations 2011 and Workplace Health and Safety Act 2011.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011  
Work Health and Safety Act 2011

### Who is affected by this policy?

Educators  
Staff  
Families  
Children  
Management

### Implementation

Edgeworth Child Care Centre accepts primary responsibility for ensuring a safe and healthy working environment for all its employees and visitors.

#### Roles and Responsibilities

A workplace health and safety representative will cooperate with management to:

- a. encourage employees to fully support injury and illness prevention
- b. assist staff to identify and assess hazards
- c. consult with staff to eliminate or control these hazards
- d. conduct health and safety inspections
- e. investigate workplace injuries, accidents or illnesses
- f. liaise with the Director to resolve workplace health and safety issues
- g. remain well informed about workplace health and safety performance
- h. consult with staff about changes in the workplace that may affect the health and safety of employees
- i. undertake monthly workplace inspections and convene regular WHS meetings.

#### Employee consultation

Because of their daily contact with the workplace, employees have the most detailed knowledge of the work processes and the potential hazards in the workplace.

To identify and eliminate potential workplace hazards Edgeworth Child Care Centre will

encourage employees to report any matters in respect of workplace health and safety to their Authorised Provider/Nominated Supervisor and the Health and Safety representative..

To facilitate the exchange of information, the Health and Safety representative will review, at the regular staff meeting, the health and safety performance of the service and raise any matters or issues on behalf of employees.

### **Staff Awareness of Work Health and Safety**

Edgeworth Child Care Centre will ensure that all its employees have a sound knowledge and awareness of the principles and practices of Work Health and Safety.

To achieve this outcome, Edgeworth Child Care Centre will:

- a. inform all new employees of Edgeworth Child Care Centre 's health and safety policy as part of their induction process;
- b. provide opportunities for staff to attend Work Health and Safety training and
- c. provide opportunities for the health and safety representative to obtain training to increase his/her knowledge of Work Health and Safety.

### **Procedures for identification and assessment of workplace hazards and risks**

Edgeworth Child Care Centre expects all its employees to take an active role in identifying situations with the potential to cause harm or injury in the service. Edgeworth Child Care Centre through its Authorised Provider/Nominated Supervisor will assist employees to identify potential hazards by:

- a. encouraging all employees to read publications and visit websites, including relevant codes of practice;
- b. requesting the health and safety representative or his/her deputy to periodically check records of injuries and accidents which have occurred in the workplace, and disseminate this information to all Edgeworth Child Care Centre employees; and
- c. ensuring that a report is prepared after an inspection, which identifies any issues indicating a lack of a safe system of work or the need for more attention to the way health and safety is managed. This report is to be tabled at the monthly staff meeting.

### **Procedures for elimination and control of workplace hazards**

Where a health and safety inspection has identified a potential hazard, the health and safety representative with the Authorised Provider/Nominated Supervisor may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the employees concerned. Such remedial actions are to be detailed in the inspection report.

### **Responsibilities of employees**

Whilst the Authorised Provider/Nominated Supervisor has a responsibility for ensuring a safe and healthy working environment for its entire staff, all employees are expected to assist in ensuring that the health and safety management system operates effectively. All employees are expected to take reasonably practicable steps to:

- a. use safe work practices and procedures;
- b. use appropriate safety devices, safeguards and equipment provided in the interests of health, safety and welfare of Edgeworth Child Care Centre employees;
- c. co-operate in all activities aimed at prevention of workplace accidents, injuries and illnesses;
- d. report unsafe or defective equipment and work arrangements to the health and safety representative;
- e. report all accidents, injuries and illnesses occurring in the workplace or occurring whilst travelling to or from the workplace to the health and safety representative or his/her deputy;

- f. where an incident or a near-miss has occurred, the employee will immediately notify the Authorised Provider/Nominated Supervisor and complete the relevant forms

Other policies relating to Workplace Health and Safety in this service include:

- Administration of First Aid Policy
- Emergency and Evacuation procedures Policy
- Equipment Policy
- Hazardous Plants Policy
- Maintenance of Building Policy
- Minimising Use of Toxic Products Policy
- Road Safety Policy
- Water Safety Policy
- Lock Down Policy
- Sandpit Policy
- Use and Storage of Dangerous Goods Policy

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standards  
Workplace Health and Safety Act 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**