Wideview Out of School Hours Care

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Policy 28

Work Health and Safety Policy

Policy Statement

Wideview Outside School Hours Care Service is committed to creating and maintaining a safe and healthy environment for its staff, children, families, and visitors. We strive to make our workplace as free of predictable risks as is reasonably practical while remaining true to our vision and mission. We believe that the provision of a safe working and learning environment for children, families, staff, and visitors is an integral and essential responsibility during the Service operation.

Links to Education and Care Services National Regulations and National Quality Standard

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Policies and procedures are required in relation to health and safety

Procedure

1. Management is committed to:

1.1 Providing all children and employees with a safe and healthy working and learning environment.

1.2 Promoting dignity and respect within the Service and preventing and responding to bullying in the workplace.

1.3 Implementing a strategic approach to health and safety by using measurable objectives to monitor performance.

1.4 Supporting and promoting health and wellbeing.

1.5 Providing return to work programs to facilitate safe return to work for employees.

1.6 Meaningful consultation with employees regarding work, health, and safety issues.

1.7 Providing staff with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment.

1.8 Reporting incidents and accidents in accordance with National Regulations and Service policy requirements to ensure action can be taken to manage the incident or accident, prevent further incident and accidents, and provide support where required.

1.9 Providing a program of continuous improvement through reflection, utilising technology, and reviewing and updating policies and procedures.

1.10 Providing appropriate equipment for safe work use.

2. Nominated Supervisor and Educators will ensure:

2.1 Policies and Procedures are being followed and adhered to.

2.2 incidents are reported and investigated to ascertain the circumstances of the incident or accident and take appropriate action to prevent further incidents from occurring.

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2.3 Compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment supplied by the employer as required.

2.4 Notify the regulatory authority within 24 hours of any incident accident that required medical attention (not as a precaution).

2.5 That the health and safety of children, families, and visitors of the Service are not at risk of harm.

2.6 they observe, implement, and fulfil the responsibilities under the current Work Health and Safety Act and Regulations.

2.7 They follow the correct manual handling procedures.

2.8 They take practical steps for their own health and safety and of others affected by their actions at work.

2.9 That work areas are safe, and there is not any danger to themselves and others.

2.10 Management is notified of any incidents and accidents in the workplace as soon as practicable.

2.11 All safety checklists are implemented as required on a regular basis.

2.12 Children's equipment is regularly checked.

2.13 All dangerous chemicals are stored appropriately.

2.14 All children are kept out of kitchen areas, unless supervised.

2.15 All accessible power points have safety plugs.

2.16 Spills are cleaned up immediately (to prevent slipping), following the correct procedure.

2.17 Work health and safety issues are discussed, and action is planned to address these.

2.18 Work, health, and safety audits are conducted to ensure the Service is maintaining a safe environment for children, families, staff, and visitors.

2.19 Appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve work health and safety compliance.

2.20 Work, health, and safety issues which are unable to be easily resolved are referred to management/approved provider for appropriate services to be contacted and issues resolved.

2.21 Reasonable care is taken for their own health and safety.

3. Duty of care –

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

3.1 Provision of adequate supervision,

3.2 Ensuring grounds, premises and equipment are safe for children's use,

3.3 Implementing strategies to prevent bullying.

3.4 Providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a child who is injured or becomes ill at the Service.

4. **Manual handling –**

Educators are at risk of work-related ergonomic injuries, particularly back injuries, through bending, reaching and not using adult sized furniture.

To minimise the risks this, Educators are to:

4.1 Use small chairs with good back support instead of squatting or bending for interaction with children.

4.2 Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them.

4.3 Where possible kneel rather than bend.

4.4 Be careful when lifting and follow manual handling recommendations.

4.5 Minimise the need to reach above shoulder level and use a step ladder.

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4.6 Ask for help and organise a team lift when sliding, pulling, or pushing equipment.

4.7 Where possible arrange children's activities to minimise manual handling.

5. Hazardous materials -

We adopt a risk management strategy that enables practices that minimise the risk of harm, injury, or illness caused by any hazardous material. As far as is reasonably practical, our Service will:

5.1 Provide the least hazardous chemical, product, or equipment for the task without jeopardising hygiene.

5.2 Ensure all staff, contractors, visitors, and students have access to Safety Data Sheets and training on the safe use and storage of all hazardous substances.

6. Risky play

6.1 Educators will provide an environment that encourages children to effectively learn in play which involves allowing them to take safe risks. No play space is risk free.

6.2 It is important for children's development to become adventurous and participate in opportunities to explore and test their own capabilities, manage risk, and to grow as capable, resourceful, and resilient people.

6.3 As educators we will talk to the children when they are playing. When we find children exploring risky play, Educators will supervise provide advice and assist when appropriate.

7. Responsibility of Parents

7.1 Take reasonable care for their own health and safety.

7.2 Report health and safety issues and participate in consultation in work, health and safety issues affecting them.

7.3 Follow Service policies and procedures in relation to work health and safety.

Sources

- Australian Children's Education & Care Quality Authority. (2014).
- Early Childhood Australia Code of Ethics. (2016).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2017).
- National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*
- Revised National Quality Standard. (2018).
- *Work Health and Safety Act 2011* (Cth).
- Work Health and Safety Regulations 2017

Policy review information -

The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and maintain the highest standards of child safety and practice.

Review Date	Date completed	By Whom	Collaborated	Comment
Oct 2022	31 Oct 2022	Brandi (Manager)	Staff Committee Parents	
Oct 2023	31 Oct 2023	Brandi (Manager)		
Oct 2024	Oct 2024	Brandi (Manager)		
Oct 2025	Oct 2025	Brandi (Manager)		
Oct 2026	28 Oct 2026	Brandi (Manager)		