

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 feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 5	Children are effective communicators

Policy Statement

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

- Normanhurst West OSHC Policy A-4: Enrolment
- Normanhurst West OSHC Policy A-13: Participation and Access
- Normanhurst West OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst West OSHC Policy A-19: Nominated Supervisor
- Normanhurst West OSHC Policy C-3: Staff Orientation and Induction
- Normanhurst West OSHC Policy C-9: Relief Staff
- Normanhurst West OSHC Policy C-10: Volunteers/Students/Visitors
- Normanhurst West OSHC Policy D-22: Child Protection

Procedure

The Management Committee and Nominated Supervisor hold the responsibility for promotion and maintenance of Workplace Health and Safety (WHS) at the Centre.

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 Director, and educators.

The Management Committee will ensure that:

- WHS is discussed at every meeting, with active consultation between the Management Committee and the Director
- the WHS Policy is reviewed at least annually
- staff at the Centre are implementing identified risk control strategies
- the budget reflects WHS training and program implementation
- the success of risk control strategies is reviewed
- any notifiable incidents are reported, and follow up procedures implemented (i.e. preserving the site) as per the WHS Act 2011. Notifiable events include the death of a person or a serious injury or illness of a person or a dangerous incident.

The Nominated Supervisor will ensure that, in addition to their duties as a staff member of the centre:

- safety is discussed at every staff meeting, with active consultation between staff members
- relevant training opportunities are identified and staff are encouraged to attend
- 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, staff memo's, deputy and facebook 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

The staff at the Centre will:

- take reasonable care for their own health and safety
- take reasonable care to ensure their own acts or omissions do not adversely affect the health and safety of others
- comply so far as the worker is reasonably able, with any reasonable instruction that is given by the Director and / or Management Committee
- cooperate with any reasonable policy or procedure of the centre relating to health or safety at the workplace that has been notified to the worker
- undertake appropriate training as directed by Management and the Nominated Supervisor
- 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.

The volunteers and visitors at the Centre will:

- take reasonable care for their own health and safety
- take reasonable care to ensure their own acts or omissions do not adversely affect the health and safety of others
- comply so far as the person is reasonably able, with any reasonable instruction that is given by the Director and / or Management Committee

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.

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 the 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.

- ELIMINATION – substitute with less hazardous materials or equipment
- SUBSTITUTION – change work systems
- ISOLATION – 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 Assistant Principal will be informed for immediate rectification.

Return to Work (RTW)

As a Category 1 Employer, NWOOSH has a return to work program in place, that will be reviewed every 2 years and supports timely, safe and durable recovery at work. This program covers the required content as outlined in the Guidelines for Workplace Return to Work Programs and complies with Workers Compensation Laws. The insurer will still be responsible for decisions on claims liability or funding for treatment. The Return to Work Program will cover:

- Leadership and Commitment
- Workplace Arrangements
- Rights and Obligations
- After an incident
- Support for the worker
- Recovery at work
- Dispute prevention and resolution
- Administration

Normanhurst West OSHC will ensure that any employees appointed as return to work coordinator are appropriately trained for the role, and that documentation to this effect is kept in the employees file.

The RTW Program will be made available to all employees as per the Workers Compensation Regulation.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Workers Compensation Regulation 2016
- Children (Education and Care Services National Law Application) Act 2010
- NSW Government: WorkCover Authority of NSW www.workcover.nsw.gov.au
- Safe Work Australia: www.safeworkaustralia.gov.au
- State Insurance Regulatory Authority- Guidelines for workplace return to work programs
- Network of Community Activities Factsheet – ‘Workplace Health and Safety’
- Network of Community Activities Factsheet – ‘WHS “Hot Spots” in OOSH’

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