



WORK HEALTH AND SAFETY POLICY

POLICY STATEMENT

Clovelly out of School Care is committed to providing a safe environment for all and is recognised as the responsibility of the Approved Provider and educators. In fulfilling this responsibility, the employer/employee has a duty to provide and maintain a working environment that is safe and where risk to health is recognised and minimised.

PROCEDURE

The purpose of this policy is to:

- Develop appropriate WHS policy and programs.
- Set up a mechanism to consult about WHS matters with employees.
- Establish a training strategy.
- Establish a hazard identification and workplace assessment process.
- Develop and implement risk control strategies.
- Promote, maintain, and improve these strategies.

All educators, along with management take responsibility in:

- Providing and maintaining safe systems of work.
- Maintaining the workplace in a safe and healthy condition.
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.
- Maintain information and records relating to employee's health and safety.
- The Nominated Supervisor is responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, WHS is a standard item on the fortnightly meeting agenda to ensure that it is always being addressed and practices are being reviewed.

Nominated Supervisor - responsibilities:

- Regular equipment checks.
- Report any serious concerns to the School Principal or CPS Administration staff
- Take all necessary means to rectify issues or Hazards in the workplace in a timely manner
- Regular chemical compliance checks (MSDS and First Aid).
- Monitoring educator Manual Handling procedures.
- Maintaining first aid boxes.
- Reviewing cleaning and disinfecting procedures.
- Complete Service audits regarding WHS and Workplace Safety.
- Seek and provide information on training for staff to attend regarding workplace safety and manual handling.



Staff - responsibilities:

- Ensure that children, families and visitors to the Service are not exposed to risk to their health or safety and are free from harm.
- Observe, implement, and fulfil the responsibilities under the Workplace Health & Safety Act 2011.
- Follow the correct manual handling procedures.
- Take all reasonably practical steps for their own health and safety and of others affected by their actions at work.
- Ensure work areas are safe and help reduce accidents to themselves and others.
- Employees to inform Nominated Supervisor of any incidents and accidents in the workplace as soon as practicable.
- Carry out all safety checklists that are implemented including but not limited to; playground, classrooms, bathrooms and kitchen.
- Follow correct record keeping procedures for incidents and accidents etc. Including the Quality Improvement Plan and WHS Reporting folder.
- Report any potential and actual hazards in the workplace to the WHS officer and the school administration staff if required.
- Check children's equipment regularly.
- Supervise children at all times.
- Store all dangerous chemicals appropriately.
- Clean up all spills immediately (to prevent slipping).

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

To prevent this, Educators are to be mindful of:

- Use adult height utilities and equipment.
- Use small chairs with good back support instead of squatting or bending for interaction with children.
- Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them.
- Where possible kneel rather than bend to avoid back problems.
- Be careful to lift with a balanced and comfortable posture when lifting awkward loads.
- Minimise the need to reach above shoulder level and use a step ladder.
- Avoid extended reaching forward e.g. leaning into low equipment boxes. Share the load if the equipment is heavy, long or awkward.
- Ask for help and organise a team lift when sliding, pulling or pushing equipment.
- Use equipment and furniture that can be moved around safely, easily and as comfortable as possible.
- Place lighter items higher on shelves.
- Lift furniture using at least two or more people.
- Where possible arrange children's activities and equipment to minimise manual handling Educators are at risk of work-related ergonomic injuries, particularly back injuries,

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education & Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Guide to the National Quality Standard.



Occupational Health and Safety Act 2004
Children's Services Act 1996
Work, Health & Safety Act 2011
Family Handbook
Staff Handbook

Version number	Date effective	Description of amendment
4	April 2021	Hazzard checklist and RA changes
5	April 2022	Changes to procedure

Considered and accepted by the Management Committee (representative) – L. Henricks

Considered and accepted by the staff (representative) – Katrina Thomas