



## 4.20 Workplace Health and Safety

### Written By

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### Aim

At Bermagui Preschool we recognise our duty of care to protect the health, safety and welfare of our employees and others who enter preschool premises. To achieve this, we will work towards maintaining safe working conditions, using procedures designed to ensure the safety of our employees and the public and conscientiously observing all legal requirements and safety regulations. A collaborative risk management approach underpins this policy to protect children from harm and any hazard likely to cause injury, manage risks and implement procedures to maintain a safe environment for children, educators and families and others who enter the preschool premises.

Bermagui Preschool will implement Workplace Health and Safety practices to:

- Prioritise the maintenance of environments and conditions that are safe;
- Assist with early detection of potential hazards and to reduce risks;
- Comply with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

Risks can include structural damage, property damage, a security issue, maintenance issues, dangerous items, equipment, garbage or any other item that may cause injury, illness or death. Early identification of potential hazards and effective strategies to reduce or prevent further risk is vital.

### Strategies

#### The Approved Provider will:

- Consult with families and educators to establish a Workplace Health and Safety officer to oversee all risk management procedures.

#### The Nominated Supervisor will:

- Conduct a risk assessment to determine potential emergencies that may be relevant to the education and care service. (Refer to Emergencies and Evacuation Policy.)
- Ensure a risk assessment occurs prior to excursions (see Excursion Policy.)
- Liaise with educators to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, record and review hazards. Consult with employees about health and safety matters, which may affect them. Promote communication on OHS issues as a normal component of work.
- Ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators.
- Use induction and ongoing education to remind staff about risk minimization to protect their own health and safety, eg, no lift policy of children, safe lifting procedures and other ways to reduce risk when caring for children.
- Advise contractors and visitors of safety procedures
- Inform families, during orientation and enrolment, about the education and care service's Risk Management Policy and the need to maintain all emergency contact details. Written consent will be obtained from families for permission to access urgent medical, dental, hospital and ambulance assistance.

- Ensure that educators and families are informed of Bermagui Preschool's Risk Management Policies and Procedures.
- Ensure that educator roles and responsibilities are clearly defined. These include:
  - Emergency and Evacuation Policy;
  - Preparing for Critical Incidents,
  - Incidents, Injury, Trauma and Illness Policy,
  - Excursion Policy,
  - Safe Storage of Dangerous Goods and
  - The WHS Checklists are completed to ensure a safe environment.
- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.
- Ensure that at any time the service is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training, and at least one educator who has undertaken emergency asthma management training is in attendance and available. The same person may hold one or more of these qualifications.
- Notify the Approved Provider before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.
- Develop an individual health plan and risk assessment for any staff member that has an ongoing chronic health issues to ensure duties do not put employees at any further risk.

#### **Educators will:**

- Take care of their own health and safety
- Work in a manner, which does not adversely affect the health and safety of others
- Co-operate with measures introduced in the interests of workplace health and safety
- Complete daily WHS checklists of the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the nominated supervisor immediately.
- Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.
- Correctly use any training, personal protective equipment and safety devices provided
- Not misuse or recklessly interfere with anything provided for health and safety reasons
- Undertake only those tasks they are authorized for and /or have the necessary training
- Be encouraged to complete first aid training and professional development to increase their awareness of risk management.
- Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families and educators

#### **Evaluation**

- Educators act in a professional and sensitive manner when identifying risks. They respond quickly and effectively to minimise or remove risks to promote a safe environment free from harm and respond appropriately when incidents or emergencies occur. Investigation and reporting of all accidents and dangerous incidents
- Participation of, and consultation with, employees on safety matters of significance
- Provision of first aid and emergency procedures
- Provision of all necessary information, training and supervision

**Resources & References**

Children (Education and Care Services National Law Application) Act 2010  
The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011  
Education and Care Services National Regulations 2011: 85, 97, 100, 101, 136, 168  
National Quality Standard for Early Childhood Education and Care and School Age Care:  
Links to National Quality Standards/Elements: 2.3.1, 2.3.2, 2.3.3, 3.1.1, 3.1.2, 6.1.1,7.3

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