

BERMAGUI PRESCHOOL



4.20 Workplace Health and Safety Policy

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

This policy has been developed by Bermagui Preschool in consultation with the Nominated Supervisor, educators and staff and approved by the Approved Provider.

Date Approved: July 2026

Review Date: July 2029

Aim

Bermagui Preschool is committed to providing and maintaining a safe and healthy environment for children, educators, staff, families, volunteers, students, visitors, contractors and other persons who may be affected by the operations of the service.

Bermagui Preschool recognises its responsibilities under work health and safety legislation and is committed to identifying hazards, assessing and managing risks, consulting with workers, providing appropriate information, training and supervision, and continually improving workplace health and safety practices.

The health, safety and wellbeing of children remains the paramount consideration in all decisions and practices at the service. At the same time, Bermagui Preschool recognises its responsibility to protect workers and other persons from risks arising from the service's operations.

Bermagui Preschool will work to:

- provide and maintain a safe and healthy environment
- identify hazards and assess and manage risks
- eliminate risks where reasonably practicable or minimise them where elimination is not possible
- consult with workers about work health and safety matters
- provide appropriate information, instruction, training and supervision
- ensure equipment, facilities and work practices are maintained in a safe condition
- comply with applicable work health and safety legislation and education and care requirements
- monitor, review and improve workplace health and safety systems.

Strategies

Work Health and Safety Responsibilities

The Approved Provider will:

- ensure appropriate systems are established and maintained to manage work health and safety risks
- ensure the service complies with applicable work health and safety legislation and relevant education and care requirements
- provide appropriate resources to identify and manage hazards and risks
- consult with workers about work health and safety matters that may affect them
- ensure appropriate policies, procedures and risk management systems are developed, implemented and reviewed
- ensure workers are provided with appropriate information, instruction, training and supervision
- ensure significant hazards, incidents and risks are appropriately reported, managed and reviewed
- ensure appropriate action is taken in response to identified hazards and risks
- support continuous improvement of workplace health and safety practices.

The Nominated Supervisor will:

- implement the service's workplace health and safety systems and procedures
- identify, assess and manage hazards and risks within the service environment and operations
- ensure appropriate risk assessments are completed where required
- ensure risk assessments are completed before excursions and other activities where required
- work collaboratively with educators and staff to identify and manage hazards
- consult with workers about health and safety matters that may affect them
- ensure identified hazards are recorded, reported and appropriately managed
- ensure emergency evacuation and lockdown procedures are practised, documented and evaluated in accordance with legislative requirements and the 4.16 Emergency Procedures (Evacuation and Lockdown) Policy
- ensure staff, educators, students, volunteers, contractors and visitors are informed of relevant safety procedures
- ensure health and safety information and training are included in induction and ongoing professional development where appropriate
- promote safe work practices, including safe manual handling and appropriate lifting techniques
- ensure appropriate arrangements are in place to support workers who may require reasonable adjustments or specific risk controls to safely perform their duties
- ensure contractors and other external persons are informed of relevant safety requirements
- notify the Approved Provider of significant hazards, maintenance issues or risks requiring external assistance
- take immediate action to control or remove an immediate risk to health and safety where necessary.

Educators and Staff will:

- take reasonable care of their own health and safety
- take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
- comply with reasonable instructions and established workplace health and safety procedures
- participate in hazard identification and risk management processes
- report hazards, incidents, injuries, illnesses and near misses as soon as practicable
- complete required safety checks of the environment and report identified hazards
- take reasonable steps to remove or control hazards where this can be done safely and within their authority
- not place themselves or others at risk when attempting to remove or manage a hazard
- correctly use equipment, personal protective equipment and safety devices provided
- not misuse or interfere with equipment or systems provided for health and safety purposes
- undertake only tasks for which they are authorised, competent or appropriately trained
- participate in required induction, training and professional development
- follow emergency evacuation, lockdown and other emergency procedures
- cooperate with investigations and reviews of incidents, hazards and workplace health and safety matters.

Students, Volunteers, Contractors and Visitors

Students, volunteers, contractors and visitors are expected to:

- follow reasonable instructions provided by educators and staff
- comply with relevant safety procedures
- take reasonable care for their own health and safety
- take reasonable care not to adversely affect the health and safety of others
- report hazards, injuries or safety concerns to an educator or the Nominated Supervisor
- use equipment and facilities only as directed and where appropriately authorised.

Hazard Identification and Risk Management

Bermagui Preschool recognises that hazards may arise from the physical environment, equipment, activities, work practices, people or other circumstances.

Potential hazards may include, but are not limited to:

- structural or building damage
- unsafe equipment or furniture
- electrical hazards
- slips, trips and falls
- manual handling and lifting
- hazardous substances or chemicals
- dangerous goods
- infectious diseases and biological hazards
- fire and other emergencies
- dangerous animals or insects
- environmental hazards
- security concerns or unsafe persons
- violence, aggression or threatening behaviour
- psychosocial hazards
- maintenance issues
- waste, garbage or sharp objects
- any other circumstance that may cause injury, illness or harm.

Bermagui Preschool will seek to:

- identify hazards as early as possible
- assess the level of risk associated with identified hazards
- eliminate risks where reasonably practicable
- implement appropriate controls where risks cannot be eliminated
- monitor the effectiveness of control measures
- review risk assessments when circumstances change or following an incident or identified concern.

Risk assessments will be completed where required, including for:

- identified hazards and activities presenting a significant risk
- excursions and other activities conducted away from the service
- potential emergency situations
- significant changes to the environment, equipment or work practices
- specific individual circumstances where additional risk controls may be required.

Specific emergency scenarios and associated risk management strategies are addressed through the 4.16 Emergency Procedures (Evacuation and Lockdown) Policy, the 4.33 Bushfire Emergency Plan, the 4.38 Potential Emergencies Policy and relevant risk assessments.

Daily Safety Checks

Required safety checks of the service environment will be completed in accordance with the service's established procedures. Educators and staff will identify and report hazards and, where it is safe and within their authority to do so, take immediate action to remove or control hazards. Hazards that cannot be immediately removed or safely controlled will be reported to the Nominated Supervisor as soon as practicable. Where a significant or immediate risk is identified, appropriate action will be taken to protect children, workers and other persons from harm.

Consultation and Communication

Bermagui Preschool recognises that consultation with workers is an important part of effective work health and safety management. The service will consult with workers, as far as reasonably practicable, regarding:

- identifying hazards and assessing risks
- proposed changes that may affect health and safety
- the development and review of safety procedures
- incidents, injuries and near misses
- training and information needs
- workplace health and safety concerns.

Workers are encouraged to raise health and safety concerns with the Nominated Supervisor or Approved Provider.

Information relevant to workplace health and safety will be communicated through appropriate means, including:

- induction
- staff meetings
- professional development and training
- written procedures and policies
- safety notices and signage
- direct communication and consultation.

Safe Work Practices

Bermagui Preschool will promote safe work practices appropriate to the work undertaken at the service.

This includes:

- safe manual handling practices
- appropriate use of equipment and furniture
- safe storage and handling of chemicals and dangerous goods
- maintaining clear access and exit paths
- appropriate use of personal protective equipment where required
- safe use of cleaning and maintenance equipment
- appropriate infection prevention and control practices
- safe management of hazards in the indoor and outdoor environments
- appropriate supervision and support during potentially hazardous activities.

Educators and staff will follow established procedures and seek assistance where a task presents a risk that cannot be safely managed independently.

Training, Induction and Supervision

Bermagui Preschool will provide appropriate information, instruction, training and supervision to support workers to perform their duties safely. Induction and ongoing training may include:

- workplace health and safety responsibilities
- hazard identification and risk management
- emergency and evacuation procedures
- incident and injury reporting
- safe manual handling
- safe use of equipment
- chemical and hazardous substance safety
- infection prevention and control
- first aid and emergency response requirements
- any other training relevant to the duties performed.

Workers will be encouraged to undertake appropriate professional development and training to support their understanding of workplace health and safety responsibilities.

Incident, Injury, Illness and Hazard Reporting

Incidents, injuries, illnesses, hazards and near misses will be reported and managed in accordance with the service's established procedures.

Educators and staff will:

- report incidents, injuries, illnesses, hazards and near misses as soon as practicable
- complete required records and documentation
- ensure immediate first aid or medical assistance is provided where required
- notify the Nominated Supervisor of significant incidents, injuries or hazards
- cooperate with any required investigation or review.

Incidents involving children will be managed in accordance with the 4.12 Incident, Injury and Trauma Policy and relevant legislative requirements.

Where an injury or illness is work-related, workers compensation and other applicable reporting requirements will be followed.

Serious incidents and incidents requiring notification to the Regulatory Authority will be managed in accordance with the 2.13 Notification to the Regulatory Authority Policy and applicable legislation.

Managing Individual Workplace Health and Safety Needs

Where a worker identifies a health, safety or other circumstance that may affect their ability to safely perform their duties, Bermagui Preschool will consult with the worker and consider appropriate measures to support their health and safety.

Depending on the circumstances, this may include:

- reasonable adjustments
- changes to work practices or duties
- additional risk controls
- an individual health management plan
- appropriate medical or professional advice, where required and authorised.

Information relating to an individual's health or personal circumstances will be managed confidentially and in accordance with privacy and confidentiality requirements.

Emergency Preparedness and Response

Bermagui Preschool will maintain emergency procedures to protect children, workers and other persons in the event of an emergency.

Emergency procedures include:

- evacuation procedures
- lockdown procedures
- emergency communication procedures
- emergency contact arrangements
- first aid and medical emergency procedures
- procedures for responding to identified potential emergencies.

Emergency evacuation and lockdown procedures will be practised, documented and evaluated in accordance with the 4.16 Emergency Procedures (Evacuation and Lockdown) Policy and the Education and Care Services National Regulations.

First Aid and Emergency Qualifications

Bermagui Preschool will ensure that first aid, anaphylaxis management and emergency asthma management requirements are met in accordance with the Education and Care Services National Regulations and the 4.32 First Aid Policy.

Workplace Health and Safety Records

Records relating to workplace health and safety will be maintained in accordance with legislative requirements and the 2.12 Record Keeping and Retention of Records Policy.

Records may include:

- risk assessments
- hazard reports
- safety inspection records
- incident, injury and illness records
- training and induction records
- emergency drill records
- maintenance and repair records
- other records required to demonstrate compliance with workplace health and safety obligations.

Monitoring, Review and Evaluation

The effectiveness of workplace health and safety systems will be monitored and evaluated through:

- review of hazards, incidents, injuries and near misses
- review of risk assessments and control measures
- consultation with educators and workers
- review of safety inspections and identified hazards
- review of induction, training and supervision arrangements
- review of emergency and first aid procedures
- review of corrective actions and whether identified risks have been effectively controlled
- consideration of feedback from workers and other relevant persons.

Where reviews identify areas for improvement, appropriate action will be taken and relevant procedures, risk assessments or policies will be updated.

Privacy and Confidentiality

Information relating to workplace health and safety matters will be managed appropriately and confidentially.

Personal information will only be collected, used or disclosed in accordance with applicable privacy requirements, service policies and legislative obligations.

Resources

Bermagui Preschool may refer to relevant guidance and resources from:

- Australian Children's Education and Care Quality Authority (ACECQA)
- NSW Department of Education
- SafeWork NSW
- NSW Health
- relevant emergency services and other government authorities.

References

Work Health and Safety Legislation

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2025 (NSW)

Education and Care Legislation

- Children (Education and Care Services) National Law (NSW)
- Education and Care Services National Regulations, as applied and modified in NSW

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.2 – Safety
 - Element 2.2.1 – Supervision
 - Element 2.2.2 – Incident and emergency management

Quality Area 3 – Physical Environment

- Standard 3.1 – Design
- Standard 3.2 – Use
 - Element 3.1.1 – Fit for purpose
 - Element 3.1.2 – Upkeep

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance
- Standard 7.2 – Leadership

Other Guidance

- Safe Work Australia – Model Work Health and Safety Laws and relevant Codes of Practice
- SafeWork NSW guidance and resources
- ACECQA guidance and resources

Related Documentation

Related Policies

- 2.06 Confidentiality Policy
- 2.12 Record Keeping and Retention of Records Policy
- 2.13 Notification to the Regulatory Authority Policy
- 4.12 Incident, Injury and Trauma Policy
- 4.16 Emergency Procedures (Evacuation and Lockdown) Policy
- 4.32 First Aid Policy
- 4.33 Bushfire Emergency Plan Policy
- 4.38 Potential Emergencies Policy
- 4.41 Paramourncy in Child Safe Practice Policy

Related Documents

- Daily Safety Checklists
- Hazard Register
- Risk Assessments
- Emergency Evacuation Plan
- Emergency Drill Evaluation Records
- Incident, Injury, Trauma and Illness Records
- First Aid Records
- Staff Induction and Training Records
- Maintenance and Repair Records

Version History

V1.0 – First Published: Pre-March 2023

V2.0 – July 2026: Comprehensive review and update completed. The policy was revised to reflect current workplace health and safety legislation, strengthen hazard identification and risk management processes, clarify responsibilities for the Approved Provider, Nominated Supervisor, educators and other workers, update incident and injury reporting requirements, improve consultation and training provisions, clarify the relationship with emergency, first aid and risk management policies, and align the policy with the current Bermagui Preschool Policy Manual.