**Wattle Children Services Staff policy**

**WORKPLACE HEALTH AND SAFETY POLICY 2022**

Updates in yellow

#### Purpose

The purpose of Wattle Children Services is to ensure that all children and staff members adhere to the Work Health and Safety policy in accordance with the Education and Care Services National Regulations 2011 and Workplace Health and Safety Act 2011. Services accepts primary responsibility for ensuring a safe and healthy working environment for all its employees and visitors.

**Strategies**

**Employee consultation**

Because of their daily contact with the workplace, employees have the most detailed knowledge of the work processes and the potential hazards in the workplace.

To identify and eliminate potential workplace hazards Wattle Children Services will encourage employees to report any matters in respect of workplace health and safety to their Approved Provider/Nominated Supervisor and the Workplace Health and Safety representative.

To facilitate the exchange of information, the Health and Safety representative will review, at the regular staff meeting, the health and safety performance of the service and raise any matters or issues on behalf of employees.

**Procedures for identification and assessment of workplace hazards and risks**

The Service expects all its employees to take an active role in identifying situations with the potential to cause harm or injury in the service. The Service through its Approved Provider/Nominated Supervisor will assist employees to identify potential hazards by:

* Encouraging all employees to read publications and visit websites, including relevant codes of practice
* Requesting the health and safety representative or his/her deputy to periodically check records of injuries and accidents which have occurred in the workplace, and disseminate this information to all Wattle Children Services employees
* Ensuring that a report is prepared after an inspection, which identifies any issues indicating a lack of a safe system of work or the need for more attention to the way health and safety is managed. This report is to be tabled at the monthly staff meeting.

**Procedures for elimination and control of workplace hazards**

Where a health and safety inspection has identified a potential hazard, the health and safety representative with the Approved Provider/Nominated Supervisor may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the employees concerned. Such remedial actions are to be detailed in the inspection report.

#### Responsibilities of the Approved Provider

**Staff Awareness of Work Health and Safety**

The Approved Provider will ensure that all the employees have a sound knowledge and awareness of the principles and practices of Workplace Health and Safety.

To achieve this outcome, the AP will:

* Inform all new employees of Wattle Children Service 's health and safety policy as part of their induction process
* Provide opportunities for staff to attend Work Health and Safety training and
* Provide opportunities for the health and safety representative to obtain training to increase his/her knowledge of Work Health and Safety
* Ensure the Workplace Health and Safety Officer has received the necessary training required for their position

The Approved Provider must ensure that their service(s) have responsible staff with first aid training on premises at all times that children are being care for. Though there is not a set requirement, they must also ensure that the services have enough first aid kits to cater for the amount of children they have.

#### Responsibilities of the Nominated Supervisor

A workplace health and safety representative will cooperate with management to:

* Encourage employees to fully support injury and illness prevention
* Assist staff to identify and assess hazards
* Consult with staff to eliminate or control these hazards
* Investigate and report workplace injuries, accidents or illnesses
* Liaise with the director and WHS Officer to resolve workplace health and safety issues
* Remain well informed about workplace health and safety performance
* Consult with staff about changes in the workplace that may affect the health and safety of employees
* Undertake monthly workplace inspections and convene regular WHS meetings with the WHS officer of the service.
* Ensure the service considers staff’s allergies and intolerances, conditions such as pregnancies, ensuring appropriate PPE and risk minimalization plan and actions are provided enabling them to carry out their daily tasks.
* In regards to food allergies, the service will, in line with the children’s dietary needs, provide lunch for the staff if possible. Include Staff’ allergies on the allergy charts
* Please note that food provision is not the responsibility of the employer.

#### Responsibilities of the Educators

Whilst the Approved Provider/Nominated Supervisor has a responsibility for ensuring a safe and healthy working environment for its entire staff, all employees are expected to assist in ensuring that the health and safety management system operates effectively.

All employees are expected to take reasonably practicable steps to:

* Use safe work practices and procedures;
* Use appropriate safety devices, safeguards and equipment provided in the interests of health, safety and welfare of Wattle Children Services employees;
* Co-operate in all activities aimed at prevention of workplace accidents, injuries and illnesses;
* Upon induction/returning back from a prolonged break or when changes occurring , staff informs managers of medical conditions/asthma, allergies, etc.
* Report unsafe or defective equipment and work arrangements to the health and safety representative.
* Report all accidents, injuries and illnesses occurring in the workplace or occurring whilst travelling to or from the workplace to the health and safety representative or his/her deputy;
* Where an incident or a near-miss has occurred, the employee will immediately notify the Approved Provider/Nominated Supervisor and complete the relevant forms
* Report any arising conditions including pregnancies/returning back to work from injuries, etc, to Manager as soon as practicable to ensure risk are minimised.
* Medical clearances and capacity duty statements are requested when changes occur, or certificates expires to ensure the service follows and implements appropriate steps to support staff whilst working at the services.

#### Responsibilities of the Families

Discuss any concerns that you have with the responsible person of the service as soon as possible

#### Responsibilities of the Workplace Health and Safety Officer

* Ensure indoor and outdoor safety checklists are accurate and relevant to the service
* Check first aid kits are up to date and containing adequate quantity of resources
* Ensure that all emergency kits are full of necessary items and within date
* Ensure maintenance list is updated with new hazards or broken items
* Following any WHS lifting and handling procedures as well as climbing ladders
* Ensure storage rooms are packed appropriately (Large heavy resources on lower shelves)
* Keep up to date knowledge of WHS matters
* Understand and adhere to WHS legislation and WHS Act
* Ensure risk minimisation through risk assessments are conducted wherever necessary
* Report any notifiable incidents
* Ensuring the provision of training and instruction to staff about WHS related issues
* Conduct health and safety inspections of all rooms and play areas, provide reports to managers and offer preventative measures to staff and managers.

#### Definitions, Terms & Abbreviations

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| **Term**WH&S | **means**Workplace Health and Safety |
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#### Related Statutory Obligations & Considerations

**Australian Children’s Education and Care Quality Authority (ACECQA)** http://www.acecqa.gov.au/

**Department of Education** - http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care

**Early Years Learning Framework (EYLF)** - http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging\_being\_and\_becoming\_the\_early\_years\_learning\_framework\_for\_australia.pdf **Education and Care Services National Regulations (Children (Education and Care Services)**

**National Law (NSW)** http://www.legislation.nsw.gov.au/#/view/regulation/2011/653

**National Quality Framework (NQF)** - http://acecqa.gov.au/national-quality-framework/

**Work Health and Safety Act 2011 -** https://www.legislation.gov.au/Details/C2017C00305

**Work Health and Safety Regulation 2017 -** https://www.legislation.nsw.gov.au/#/view/regulation/2017/404 **SafeWork NSW -** http://www.safework.nsw.gov.au/

#### Related Telephone Numbers

* Early Childhood Directorate – 1800 619 113
* SafeWork NSW –13 10 50

#### Amendment History

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| **Version** | **Amendment** | **Short Description** |
| 1 | WHS policy was amended using ACA polices 20182022 WHS policy  | Link to the new OHS Act,Staff food allergies/pregnancies NS responsibilities |

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

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| Date: | 2022 June |
| Last Amended By: | Julia Koti, Kelly Hirst, Olivia Savanah |
| Next Review: | 2024 May  |
| Position: | Director/AP/NS |