



Staff Work, Health and Safety Awareness Policy

NQS Quality Area- 2. Children's Health and Safety.

- Element 2.3.2- Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Aim and Explanation:

- To ensure that the Centre Staff has in place procedures and guidelines to manage work place health and safety on a daily basis.
- The staff will work with the Management Committee in their duty of care to;
 - Co Workers
 - Children enrolled
 - Parents
 - Visitors/ Volunteers
 - Students
- It is understood that staff must while at work
 - Take reasonable care of their own health & safety
 - Take reasonable care for the health & safety of others
 - Comply with any reasonable instruction by the PCBU (Person Conducting a Business or Undertaking)
 - Cooperate with any policies and procedures of the PCBU

Implementation of WH&S Requirements:

- **Risk Management Plan-** to identify and resolve any possible risk of injury or infection affecting persons including Children, Staff and Volunteers at this service (i.e. WH&S Audit)
 - Identify the hazard and record it, noting level of risk e.g. low, medium or high level.
 - Develop control options
- Preventative Strategies
 - E.g. daily routine, i.e. management and observation, organisation of environment.
- Respective Strategies
 - To be implemented immediately where an exceptional circumstance or emergency actions are required.

Note: What is a Hazard?

A hazard is anything with the potential to harm life, health or property.

- Type of Hazards
 - **Biological** e.g. bacteria, viruses etc. (infection control, good hygiene practices)
 - **Chemical** e.g. poisons, drugs, cleaning agents, photocopier toners etc. (breathed in, absorbed through skin, penetrated through wound or ingested, accidental swallowing, poor hygiene, smoking, inappropriate storage).
 - **Physical** e.g. noise, fire, lighting, general housekeeping, electrical, manual handling, gravity (falling or having something fall on you), ventilation, electrocution, deafness from noise, burns from hot or cold surfaces, lacerations from sharp edges etc.
 - **Psychological**, including threats, stress, harassment, discrimination, shift work, work load, social or workplace isolation etc.
 - **Radiation**, Sun, microwave ovens, mobile phones, computer monitors etc.

- Training
 - Provision of training (and documentation) for staff to address any needs identified.
 - Existing staff to ensure new staff, casual staff and students are aware of WH&S Policy & Procedures within the centre.
- Links to other Policies
 - Emergency evacuation procedures
 - Required 1st Aid training
 - Supervision Policy guidelines
 - Required documentation of accidents/ incidents/ medication register.
- Monitoring of Indoor & Outdoor environment
 - Safety checks of both indoor and outdoor areas to be carried out on an ongoing daily basis.
 - RMP (Risk Management Plan) commenced if necessary and the appropriate process followed.
- Effective Consultation between Staff and Management Committee
 - Share relevant WH&S information with consideration to
 - a) a monthly meeting report or
 - b) immediate notification in the event of a serious incident
- Monitor & Review
 - The effectiveness of any measures in place to manage hazards/ risks.

Risk Management Plan				Date:	
Room/ Area:				Low / Medium / High Level	
Risk/s	Type e.g. Physical/ Chemical	Level	Control Option	Link to Other Processes	Monitor and Review
			Preventative - Routine management - Physical organisation		
			Responsive - Exceptional circumstances - Emergency actions		
Risk/s	Type e.g. Physical/ Chemical	Level	Control Option	Link to Other Processes	Monitor and Review
			Preventative - Routine management - Physical organisation		
			Responsive - Exceptional circumstances - Emergency actions		