

6.3 Work Health Safety

Policy Statement

For the protection of children, educators, management and the service as a whole, the service will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the *Work Health and Safety Act, 2011*. See also Policy 7.1 for specific obligations relating to emergency equipment and facilities. The service promotes health and safety awareness for all people involved in the service. Policies and procedures are developed and monitored to reflect safe work practices.

The Approved Provider also recognises their duty to comply with *Education and Care Services National Regulations 168 (2)(j), and 155-156*.

Related Policies

- 2.2 - Statement of Commitment to the Safety and Wellbeing of Children
- 4.1 - General Health and Safety
- 4.4 - Preventative Health and Wellbeing
- 4.5 - Incident, Illness, Injury and Trauma
- 7.2 - Emergency Evacuation, Lockdown and Drills

Auxiliary Plans and Templates

- 4.1.1 - Indoor Checklist
- 4.1.2 - Outdoor Checklist
- 6.3.2 - Asbestos Register

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Exercise due diligence to eliminate or minimise health and safety risk so far as it is reasonably practicable.• ensure the service has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.• Consult with workers who are directly affected by a health and safety matter so far as it is reasonably practicable.
Nominated Supervisor	<ul style="list-style-type: none">• Lead the risk management procedures for the service.• Consult and collaborate on risk management activities with educators and those who will be direct affected.• Monitor controls to ensure they are working as planned, undertake a review of the risk management processes when needed.
All Staff	<ul style="list-style-type: none">• Take reasonable care for their own health and safety and do not adversely affect the health and safety of other persons.• Comply with any reasonable instruction and co-operate with any reasonable health and safety policy or procedure.• Collaborate with risk assessment planning and delivery.

Procedures

The Approved Provider and Nominated Supervisor both have duties to maintaining a suitable safe and healthy workplace environment.

The Nominated Supervisor is responsible for leading the day-to-day monitoring and response to work health and safety issues. The Nominated Supervisor is supported by educators who will assist in completing relevant checklist and inspections of the service premises and play environment. Any hazards identified will be addressed in consultation with the relevant management.

Regular periodic inspections will include but are not limited to:

- the service building and surrounding areas
- cupboards and storage areas
- outdoor areas like car parks, gardens and pathways
- playground equipment

Managing Workplace Risks

Managing workplace risks is a four-stage process to:

- **Identify hazards** – find out what could cause harm
- **Assess risks** – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- **Control risks** – implement the most effective control measure that is reasonably practicable in the circumstances
- **Review control measures** to ensure they are working as planned.

Managing work health and safety risks is an ongoing process that is triggered when any changes affect work activities. Undertaking workplace risk management should be considered when:

- changing work practices, procedures or the work environment
- purchasing new equipment or using new substances
- new information about workplace risks becomes available
- responding to workplace incidents (even if they have caused no injury)
- responding to concerns raised by workers or others at the workplace
- required by the WHS regulations for specific hazards

Hierarchy of risk control is a way of controlling risks that are ranked from the highest level (1) of protection and reliability to the lowest (6).

1. **Eliminate** - remove the hazard and associated risk
2. **Substitute the hazard with something safer** - replace hazard item
3. **Isolate the hazard from people** - physically separating the source of harm from people by distance or using barriers
4. **Use engineering controls** - uses a mechanical device or process to physically assist and reduce the chance of physical injury or fatigue
5. **Use administrative controls** - work methods or procedures that are designed to minimise exposure to a hazard
6. **Use personal protective equipment (PPE)** – face masks, gloves, aprons and protective eyewear

Consultation

Consultation is a legal requirement and an essential part of managing health and safety risks. A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about any health and safety concerns and works together to find solutions. This includes cooperation between the people who manage the work and those who carry out the work or who are affected by the work. By drawing on the knowledge and experience of everyone, more informed decisions can be made about how the work should be carried out safely.

Consultation involves giving others a reasonable opportunity to express their views and contribute to health and safety decisions. This may involve:

- providing a suitable time during work hours for consultation with workers
- allowing opinions about health and safety to be regularly discussed and considered during workplace meetings
- providing workers with different ways to provide feedback, for example using email

The Approved Provider and Nominated Supervisor must take into account the views of staff and families before making a decision. Consultation does not require consensus or agreement but management must allow relevant people to contribute to any health and safety decisions made.

Managing Identified Workplace Hazards **Dangerous Substances**

The Nominated Supervisor must ensure that:

- All poisons, disinfectants, corrosive substances and other poisonous and/or dangerous substances and items are clearly labelled as per manufacturer safety instructions, kept out of reach of children and placed in a child proof storage facility.

- Risk assessments are conducted for all dangerous substances used at the service and all educators trained in safe usage.
- Unused or unnecessary substances are disposed of in a safe manner.
- All hazardous substances have a safety data sheet (obtained from the manufacturer) which will be kept close to the storage of the product. All hazardous substances are recorded in a register, including a copy of the relevant safety data sheet.
- Storage of medications and service first aid kit/s are accessible to educators but not to children.

Environment Risks and Management

The Nominated Supervisor will be responsible to ensure that the service has adequate heating, ventilation and lighting at all times. The Nominated Supervisor will ensure that educators remove all equipment that is faulty or broken.

Prior to use each day, educators will conduct a documented safety check of all indoor and outdoor spaces and equipment to ensure it is safe for use, free from items which may cause injury, and free from splinters and spiders. Hazards identified from daily safety checklists (see 4.1.1 and 4.1.2) will be brought to the Nominated Supervisor's attention by the educator. The Nominated Supervisor will notify the school and record the event in a hazard report form (see 6.3.2) and forward it to the relevant persons (school and/or Approved Provider).

Sandpits will be raked prior to use to check for any animal feces and any potentially dangerous objects.

Facilities and equipment assessed to have potential for injury will not be used or action is taken to allow for safe usage. An entry detailing the problem will be entered into the team communication book and all educators will be instructed on any restrictions necessary on use of equipment or areas.

The Approved Provider will ensure the building is inspected periodically for electrical safety including relevant electrical safety devices. The Nominated Supervisor will coordinate:

- Specified electrical equipment is inspected, tested and tagged by a competent person at recommended intervals and immediately withdrawn from use if it is not safe to use; and
- Specified electrical equipment is connected to a type 1 or 2 safety switch. The safety switch must be tested at prescribed intervals and withdrawn from use if not working properly.

Educators will be instructed in the safe use and storage of electrical equipment associated with their work. The Nominated Supervisor will ensure that all fire safety equipment (extinguishers and blankets) are tagged and tested and in accordance with the *Building Fire Safety Regulation 2008*.

Asbestos

Middle Park P&C employees and volunteers support Middle Park State School in understanding and conducting themselves according to the Middle Park State School Asbestos Management and Handling policy.

Middle Park State school have an Asbestos Management Team; the nominated supervisor of the service will ensure a copy of the Middle Park State School Asbestos Management Team will be on display in the OSHC building staffing area. This display will include contact details visible in case of suspected material being found.

Every calendar year, the Nominated Supervisor will ensure that all employees and volunteers has completed the Asbestos Awareness training as per Education Queensland guidelines and a register is kept on site.

In the event of suspected material being found in one of the services licensed areas:

Educators:

If an Educator discovers an assumed or confirmed asbestos-related material, Do not **Touch** it! Remove children from the area calmly and Bag in a snap lock bag the suspected material with tongs and PPE. Notify a Responsible Person and assist them in securing the site with the Caution Tape located in the OSHC shed.

Responsible people:

Once the area has been taped off, the responsible Person is to contact the Nominated Supervisor for assistance or further direction.

Nominated supervisor:

To assist the Responsible Person in notifying the Asbestos Management Team of Middle Park State School. The Nominated Supervisor will also ensure that the Middle Park P&C Asbestos register is filled out and notification with supporting documentation is sent to the Early Childhood Education and Care Department.

The school will conduct all official community communication with the support of Education Queensland. Middle Park OSHC will not widely communicate any details from the incident outside of the potential parties involved.

Manual Handling

Management will ensure that all team members have adequate training in relation to safe lifting and manual handling techniques used at the service. Educators must use lifting equipment (e.g. hoist, devices with wheels) as advised by management for use.

The Nominated Supervisor will ensure that appropriate lifting and manual handling techniques are practiced by educators and/or volunteers. Educators must inform the Nominated Supervisor if they have any medical or health issues that may place them at risk of injury when lifting or moving people/objects.

Information regarding appropriate lifting and manual handling techniques will be made accessible to educators through the orientation and induction process, and through ongoing displays of safe techniques.

Sharps/Dangerous Objects

'Sharps' refers to any object that can pierce or penetrate the skin easily, including needles and/or broken glass.

The Nominated Supervisor will make available at the service a sharps disposal kit consisting of disposable gloves, appropriate tongs and a strong puncture proof plastic container with a screw top lid.

As part of the service daily safety checklists, educators may be required to dispose of needles/sharp hazards that are found in playground and sandpit areas as well as clean up broken glass that may be contaminated with blood. For the collection and disposal of needles and/or dangerous objects:

- Place the container (with lid off) on the ground near the hazard;
- Use gloved hand or tongs to pick up the needle/syringe by the barrel at the end away from the needle. For other dangerous objects, take care when picking them up;
- Place the needle/syringe sharp end first into the container. Do not hold the container while you do this. For other dangerous objects, carefully place them into the container. Replace the lid and seal tightly; and
- Dispose of the container by putting in the wheelie bin or taking it to a public sharps disposal bin.

If you are injured by a used needle:

- Wash with running water and soap as soon as possible;
- Apply a sterile waterproof dressing;
- Seek medical advice; and
- Follow the safe disposal procedures as above and take the needle or syringe with you to the doctor.

Psychosocial Hazards

Example of psychosocial hazards include effects of work-related stress, bullying, violence and work-related fatigue. The service will maintain a supportive environment for its staff and users. Work place interactions will be supported to be respectful. Instances of harassment and bullying will be taken seriously. Employees have access to complaints mechanisms to support their access to a fair and reasonable workplace environment. Any workplace issues can be addressed to the Nominated Supervisor or Approved Provider free of reprisal or victimization.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health Safety Act and Regulations*
- *Codes of Practice: How to manage work health and safety risks and Work health and safety consultation, co-operation and co-ordination.*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- <https://education.qld.gov.au/asbestos-management>

ECEC Regulation Compliance

- *Education and Care Services National Regulations 168 (2)(j), and 155-156.*

Policy Controls			
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