

WORK, HEALTH, SAFETY (WHS) POLICY

AIM

To promote and ensure the safety and health of all children, staff and visitors to the Centre, following the guidelines of the Work, Health and Safety Act (2012).

IMPLEMENTATION

Leadership will:

- Be responsible for reviewing this and associated policies, as well as monitoring and reviewing current health practices in the Centre.
- Ensure emergency drills are run regularly.
- Oversee the reporting of hazards and injuries to the Department and other authorities including completing IRMS/Regulatory Authority notification and informing SafeWork SA if required.
- Offer appropriate training to staff regarding health and safety practices
- Appoint a WHS representative (Health Safety Representative) on site
- Consult with the HSR (and other staff if necessary) when making any decisions about policies, procedures or other management decisions that could impact on staff health and safety.
- Implement strategies to ensure work-life balance of employees including taking sick leave when necessary.
- Request educators who are unwell at work to leave site to see a Medical Practitioner or take a break, if required.
- Consult with Safework SA for guidance around work place hazards
- Induct new employees and visitors to the site including details around work health safety policies (evacuation, first aid kits, HSR rep etc.)
- Oversee investigation of work, health safety complaints including escalation to education director or SafeWork if cannot be resolved at site level.

Site Health Safety Representative will:

- Oversee management of any work or procedures to correct hazards in the work place
- Liaise with the Department and log any works that need to be completed
- Advise staff around work health safety concerns including supporting staff to report any Work Health Safety hazards or complaints
- Oversee reporting of hazards on IRMS portal and maintenance tasks on the STAR portal

Team Leaders will:

- Ensure educators are aware of the contents of this policy and implement it within the room.

Staff (including educators and facilitators) will:

- Be responsible for maintaining their own health and wellbeing and seeking to uphold the safety provisions of the Centre.
- Be mindful of their own health and wellbeing when working on-site including taking sick leave or breaks if requested by Leadership/Team Leader.
- Report any Work Health Safety issues or hazards via the hazard maintenance book at the front desk or via the site's grievance procedure.
- Follow Centre health policies and guidelines from 'Staying Healthy in Child Care' to assess any illness they contract or contracted by a child in their care and follow appropriate guidelines to ensure the safety of others in the Centre.
- Not attend work when considered by a medical practitioner to have a contagious disease that would otherwise ail other staff and/or children.
- Remain home for the full term stated on a sickness certificate, following their doctor's advice and be aware they may have to present Doctor's Certificate to Leadership before returning to work.

- Strictly observe correct health and hygiene procedures outlined in 'Staying Healthy in Child Care' and the procedures of the Centre. These include hand washing, toilet training, nappy changing, food safety and exclusion of sick children/staff.
- Regularly sanitise toys with soapy water or approved disinfectants/steam cleaner.
- Wash linen once a week unless soiled. Linen will be individually named for each child and used only by that child. Washing instructions for different materials will be read and followed.
- Clearly label disinfectants and chemicals and ensure they are non-hazardous. Posters detailing instructions for dilution and correct use will be displayed with disinfectants and sanitation products.
- Mark mops for a specific purpose (i.e. water, toilet areas, food) and stored in the laundry.
- Not consume or use illegal drugs while supervising children (outlined in employee contracts).
- Not consume alcohol on the premises unless outside operating hours and no children are under staff's duty of care.
- Agree not to smoke on-site. Staff who smoke must do so out of sight of children and away from the premises. They are responsible for disposing of butts in an appropriate way. Staff who smoke must wear a jacket or overcoat while smoking that they remove upon re-entering the Centre. This is to prevent the presence of smoke in the Centre in compliance with SIDS and Kids guidelines.
- Wear supportive shoes with covered toes when outside or interacting with heavy/dangerous objects.
- Wear clothes that are neat, casual and appropriate for work that cover shoulders and upper arms in keeping with the Skin Protection Policy.
- Wear hats whenever outside and the UV rating is above 3.
- Wear minimal jewellery that does not present a potential hazard (i.e. large rings, long necklaces).
- Store mobile phones in a secure location. Emergency calls made through the Centre will be passed onto staff as soon as possible.
- Be asked to read information regarding manual handling. This information is kept in the prep and staff rooms for consultation.
- Be encouraged to ask for assistance if they cannot carry a certain object due to bulk/ weight.
- Identify and record any potential hazards in either the maintenance book at the front desk or in a [risk assessment form](#) (see Risk Management Form).
- Keep floors clean of debris and mark any spills clearly with signs.
- Ensure hallways, foyers and walkways are kept clear at all times.
- Undergo appropriate training to identify hazards and keep themselves safe via PLINK.

Visitors (including family members, services providers and group attendees) will:

- Use travel mugs provided in the staff room and parent café when carrying hot beverages from one room to another. Hot drinks should not be consumed where children are present.

EVALUATION:

This policy is viewed to be working effectively when:

- All staff are familiar with and committed to practices that ensure a safe work place
- Correct hygiene and illness management procedures are followed.
- Hazards are assessed and managed by those responsible.

National Quality Standards:

Element 2.1.2. Effective illness and injury management and hygiene practices are promoted and implemented.

Element 2.2.2. Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Element 4.2.2. Professional standards guide practice, interactions and relationships.

Implemented: January 2011 **Reviewed:** September 2023 **Next Review:** September 2024

Source: 'Staying Healthy in Child Care' 5th Edition. 2012.

Work, Health and Safety Act 201

Health and safety issue resolution

