OHS & Workplace Safety Persons Policy

Quality Area 2: Children’s health and safety
Standard 2.1: Each child’s health is promoted.
Standard 2.2: Healthy eating and physical activity are embedded in the program for children.
Standard 2.3: Each child is protected.

In conjunction with;

Quality Area 3: Physical environment
Standard 3.1: The design and location of the premises is appropriate for the operation of a service
Standard 3.2: The environment is inclusive, promotes competence, independent exploration and learning through play
Standard 3.3: The service takes an active role in caring for its environment and contributes to a sustainable future

It is our commitment to provide a safe environment for all major stakeholders in our Service and recognised as the responsibility of the Licensee and staff. In fulfilling this responsibility the employer/employee has a duty to provide and maintain a working environment that is safe and where risk to health is recognised and minimised.

The purpose of this policy is to:

- Develop appropriate OH&S policy and programs
- Set up a mechanism to consult about OH&S matters with employees
- Establish a training strategy
- Establish a hazard identification and workplace assessment process
- Develop and implement risk control strategies, and
- Promote, maintain and improve these strategies

An Occupational Health and Safety Officer will be appointed by the Nominated Supervisor:

- All staff will undergo an induction upon commencement of employment
- Educators and management will support the belief that prevention is better than cure

All Educators, along with management take responsibility in:

- Providing and maintaining safe systems of work
- Maintaining the work place in a safe and healthy condition
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner
- Maintain information and records relating to employee’s health and safety
- The Nominated Supervisor and OH&S Officer are responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, OH&S is a standard item on the monthly staff meeting agenda to ensure that it is always being addressed and practices are being reviewed.
OHS Officer - responsibilities:

- Regular equipment checks
- Regular chemical compliance checks (MSDS and First Aid)
- Monitoring staff Manual Handling procedures
- Maintaining first aid boxes
- Reviewing cleaning and disinfecting procedures
- Complete Service audits regarding OH&S and Workplace Safety
- Seek and provide information on training for staff to attend regarding workplace safety and manual handling

Staff - responsibilities:

- Ensure that children, families and visitors to the Service are not exposed to risk to their health or safety and are free from harm
- Observe, implement and fulfil the responsibilities under the Occupational Health and Safety Act 1989 and the Childcare Act 2002
- Follow the correct manual handling procedures
- Take all reasonably practical steps for their own health and safety and of others affected by their actions at work
- Ensure work areas are safe and help reduce accidents to themselves and others
- Employees to inform Nominated Supervisor and/or OH&S Officer of any incidents and accidents in the workplace as soon as practicable
- Carry out all safety checklists that are implemented including but not limited to; playground, classrooms, cot room, bathrooms, kitchen.
- Follow correct record keeping procedures for incidents and accidents etc. Including the Quality Improvement Plan and OH&S Reporting folder
- Report any potential and actual hazards in the workplace to the OH&S officer
- Check children’s equipment regularly
- Supervise children at all times
- Store all dangerous chemicals appropriately
- Keep children out of kitchen areas
- Ensure all power points have safety plugs
- Do not have hot drinks around children
- Shut and lock all gates behind you
- Clean up all spills immediately (to prevent slipping)

Educators are at risk of work related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult sized furniture.

To prevent this, Educators are to be mindful of:

- Use adult height utilities and equipment, including sinks and change tables
• Use small chairs with good back support instead of squatting or bending for interaction with children
• Use an adult feed chair for feeding infants, or sit in a low chair with good back support at child level
• Use beds that are light weight and stackable with washable mattresses
• Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them
• Use child sized ladders for nappy changing
• Where possible kneel rather than bend to avoid back problems
• Carry children only when necessary, in the correct way - with one arm under the child’s buttocks and the other arm supporting the child’s back. At the same time hold the child facing you, as close to your body as possible. Try to avoid carrying a child on your hip because this will strain your back
• Be careful to lift with a balanced and comfortable posture when lifting awkward loads
• Minimise the need to reach above shoulder level and use a step ladder
• Avoid extended reaching forward e.g. leaning into low equipment boxes. Share the load if the equipment is heavy, long or awkward.
• Ask for help and organise a team lift when sliding, pulling or pushing equipment
• Use equipment and furniture that can be moved around safely, easily and as comfortable as possible
• Place lighter items higher on shelves
• Lift furniture using at least two or more people
• Where possible arrange children’s activities, sleep around furniture, and equipment to minimise manual handling
• Minimise lifting of children by having steps/foot stools/ladders in areas where lifting of children is likely to be needed, such as nappy change rooms

This policy was made with consideration to Education and Care Services National Regulations, Occupational Health and Safety Regulations 2001 and Work Cover NSW, 2001, Workplace Safety Kit.

Date that the policy was last updated or revised: 27/1/2016

12/02/2016

Nadiya Khan
Director
Australian International Islamic College Kindy