

# THE GOWRIE (QLD) INC

## WORKPLACE HEALTH & SAFETY POLICY

### CONSIDERATIONS:

QIAS	Principle 5.5
REGS	Child Care Regulation 2003 Sections 57/62

### POLICY STATEMENT:

To protect the health and safety of children, staff, parents and visitors to the Service by keeping informed about the Workplace Health and Safety Act & Regulations and ensuring appropriate codes of practice are followed.

### RELEVANT FORMS/MATERIAL:

- **Maintenance Record Form**
- **Incident Report Form**
- **Illness Record Form**
- **Workplace Health and Safety Quarterly Assessment Form**
- **Daily Safety Inspection Checklist**
- **Slips, trips and falls prevention document (Workplace Health and Safety Queensland)**

### SOURCES:

- Roche, Dee & Caton, Scott (1999) *Managing the Risks in Children's Services: An integrated approach to managing risk for children and staff*. The Lady Gowrie Service (WA) Inc: Karawara
- Morton, Sandy (2001) *Policies to Go By for Child Care Services: Building a Firm Foundation*. Children's Services Support Unit Inc: Perth.
- Workplace Health and Safety Queensland (2002) *WH&S Brochure – Act Update*. Queensland Government, Department of Industrial Relations.
- The Lady Gowrie Child Service Sydney (2002) *Managing OHS in Children's Services*.

**REVIEWED: February 2011**

**Date to be REVIEWED: February 2012**

<b>IMPLEMENTATION:</b>	
<b>BACKGROUND</b>	<p><b>Information</b> about the Workplace Health and Safety Act 1995, Workplace Health and Safety Regulations 2008, Child Care Act and Regulations, Codes of practice and guidelines are held at the Service and may be read by staff and parents/guardians of children attending the Service.</p> <p>Employee and employer responsibilities for Workplace Health and Safety are included in the <b>Staff Handbook</b>. These responsibilities are highlighted to new staff as part of their induction.</p> <p>A <b>Workplace, Health and Safety Representative (Staff or Committee Position)</b> will be nominated at each Service. The WHS Representative will be responsible for receiving and investigating all reports of hazards and breaches of the Service’s Workplace Health &amp; Safety policies. This representative will also complete an audit of their Service quarterly and notify the Executive Committee and Director that this has been completed and any follow up requirements.</p> <p><i>The Executive Committee / Director will ensure that health and safety practices followed in the Service <b>comply</b> with Health Regulations, Community Services (Child Care) Regulations, Australian Standards, Workplace Health and Safety Act 1995, and Workplace Health and Safety Regulations 2008, and will allocate sufficient resources in the annual budget to ensure a healthy and safe environment.</i></p> <p>All new equipment will be checked against <b>Australian Standards</b>.</p> <p>A <b>training program</b> is organised every 12 months to ensure staff can identify:</p> <ul style="list-style-type: none"> <li>- key elements of the WH&amp;S Act</li> <li>- <i>The Kindergartens</i> health and safety procedures and policies</li> <li>- safe and healthy workplace practices</li> <li>- how to report hazards</li> <li>- how to have a say in safe work practices and procedures.</li> </ul> <p>Audits of the Workplace will also be conducted by external companies annually. This will include the indoor and outdoor environments.</p> <p>The Service is a <b>non-smoking area</b>. This includes all indoor and outdoor play areas and anywhere that is within sight of the children (<i>Child Care Regulation 2003</i>). Please see Smoke Free Policy.</p>
<b>WHAT YOU SHOULD DO</b>	<ul style="list-style-type: none"> <li>• Staff are to complete a Daily Safety Inspection Checklist each morning that the Service opens.</li> <li>• Check play areas and equipment regularly to ensure that they are in a clean and safe condition.</li> <li>• Notify the WHS Representative of any equipment and/or area that is not clean or in a safe condition, remove the equipment from use and complete the details on a “<b>Maintenance Record Form</b>”.</li> <li>• Record all injuries or illness (to children and adults) on the Service’s “<b>Accident/Illness Record Form</b>”.</li> </ul>

	<p><i>Details entered will include: date, time, place of incident, injury or condition, brief description of events, adult witnesses, any anticipated treatment or outcome. (See Accident Policy). Injuries or illness to staff also must be recorded.</i></p> <ul style="list-style-type: none"> <li>• Record all incidents with the potential to cause injury or illness on the Service's "<b>Incident Report Form</b>".</li> <li>• Report incidents leading to high stress levels <i>To allow positive steps to be taken to understand and minimise stress suffered by individual staff members.</i></li> </ul>
<p><b>YOUR RIGHTS</b></p>	<ul style="list-style-type: none"> <li>• <i>The Kindergarten will ensure that appropriate workers compensation cover is available to all employees of the service, and that employees understand the importance of reporting injuries or illness which occur during the course of their work. Employees will also be informed about the time period requirements for completing workers compensation forms.</i></li> <li>• <i>The Kindergarten will ensure that injured employees are provided with appropriate rehabilitation and health care services and that a flexible rehabilitation program is implemented in the Service.</i></li> </ul>