

HAZARD MANAGEMENT and RISK ASSESSMENT Version 1.12

Keithcot Farm Children's Centre is committed to providing and maintaining a safe and healthy environment for staff, children and families, volunteers and visitors. This will be achieved by comprehensive hazard management through the processes of identifying hazards, assessing risks associated with the identified hazards and implementing as far as is reasonably practicable, appropriate control measures.

Management of hazards will be achieved by a series of relevant actions or procedures undertaken at the Children's Centre and actively supported at all levels of the Department for Education. Individuals must report any hazard that comes to their attention.

Management and Staff will:

- Ensure that prior to children accessing the Children's Centre and when equipment is set up, record that it is safe, and report and quarantine any hazards.
- Ensure equipment is in good repair, is age appropriate and meets the relevant Australian Standards, e.g. Cot Standards
- Ensure that risk assessments are done as required
- Ensure regular formal hazard inspections of the worksite are conducted at least twice a year by the WH&S representative and / or Groundsperson
- Use appropriate checklists
- Conduct an inspection resulting from a specific incident/accident
- Conduct an inspection prior to use of any new facilities / structures
- Conduct an inspection arising from departmental directives, e.g. tagging of electrical appliances; "use by" dates on chemicals, safe use of hot glue guns
- Engage in ongoing consultation with employees
- Examine hazard/near miss reports
- Address incidental reports
- Obtain Safety Data Sheets (SDS)
- Ensure that relief and casual staff are aware of all the above requirements
- Investigate alternative options for substances that are non-hazardous
- When no alternatives are available, ensure that the Hazardous Substances register is filled out each time new hazardous substances are purchased and that substances are deleted from the register once they are no longer in use.

CREATED: November 2008

REVIEWED: November 2009, November 2010, November 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, September 2018

TO BE REVIEWED: September 2019

SOURCED: Occupational Health, Safety and Welfare Act 1986 and amendments
DECS Chem Watch 2008
Kidsafe – Child Accident Prevention Foundation of Australia.
March 2008
www.accc.gov.au