

### **WORKPLACE HEALTH AND SAFETY NQS 3.1.1, 3.1.2 Version 1.10**

The staff team and Governing Council of the Children's Centre has a responsibility to provide and maintain, as far, as is practicable, a safe working environment and safe systems of work for its employees, children, families, volunteers and members of the wider community. WH & S information within the Centre is kept up to date and displayed in the staff room and discussed at Program Review meetings, Governing Council meetings and at Staff meetings. The Centre has an elected WH & S representative who attends appropriate training and advises other staff members of relevant training / information.

The staff team and Governing Council also have a responsibility to ensure:

- that equipment and substances are in a safe condition.
- that information, instruction, training and supervision is provided regarding safe operating procedures
- they adopt measures to minimise the risk of harmful effects of fire and explosion
- they provide appropriate personal protective equipment
- they keep information and records in relation to work related injuries suffered by employees

### **RESPONSIBILITIES**

#### **Leaders:**

Those employees with a leadership role are responsible for ensuring that all employees work in a safe manner and report any injury or accident that occurs within the Children's Centre.

#### **Employees:**

Staff members in their own interests, the safety of others and under legal obligation, have a responsibility to ensure that nothing is done to make work health and safety provisions less effective. In order to do so, the following guidelines must be observed:

- Staff members must not, in any event, be present at work whilst under the influence of alcohol or any drug that leaves them in a state as to endanger their own safety at work or the safety of any others.
- Staff members shall not attend the work place when it is considered by a Medical Practitioner that they have an infectious disease. Staff members must supply a Certificate of Sickness signed by a Medical Practitioner for the exclusion period.
- Staff members shall observe all hygiene procedures in the work place and with regard to their own personal hygiene for the health and welfare of other staff.
- Staff members must wear clothing and footwear that is safe in the work place.
- Each staff member has the responsibility to inform the Director or Assistant Director of anything that they consider unsafe in the work place
- Staff shall observe the correct manner in which resources, equipment and children should be lifted or moved, as per Manual Handling principles.
- Staff members shall only climb ladders to a height that ensures they do not risk harm to themselves or others.
- Staff must ensure that all equipment and tools are kept in a safe and workable condition and that all resources are used in a safe manner. All resources, tools and other equipment are to be stored in a safe place.
- All staff will observe all safety policies and work practices and bring to the attention of volunteers, students, etc. the Children's Centre policies and procedures when required.
- Staff will remove any hazard ( when able ) that is identified within the environment.

**The workplace in general:**

- All cleaning and poisonous liquids will be kept out of reach of children
- No poisonous substances will be stored in anything other than in their original container.
- All electrical power points in a child's reach, when not in use, will have safety plugs inserted.
- All floors must be maintained to ensure that the surface is as non-slip as possible.
- Signs indicating a wet floor will be displayed to alert adults and children to wet floors.
- All medication is to be stored away from children either in the first aid cupboard or in the refrigerator.
- The use of sprays such as insect sprays are not to be used unless areas are free from children.
- Management will employ professional cleaners on a daily basis.
- The Store room door is to be kept closed when not being used and that children do not enter the storeroom unless with an adult.

**Outside Areas:**

- All equipment must be in a safe condition to ensure that accidents are not caused through normal use.
- Equipment must be placed with consideration to traffic ways and the pattern of children playing.
- Equipment will be stored in a safe manner, enabling access in and out of storage rooms and sheds.
- Children are not permitted to enter the sheds.

**CREATED:** November 2008

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

**TO BE REVIEWED:** September 2017

**SOURCED:** Occupational Health, Safety & Welfare Act 1986 and amendments  
Staying Healthy In Child Care ( Current Edition )  
Occupational First Aid in the Workplace  
CHESS - Child Health Education Support Service  
CHESS website - [www.chess.sa.edu.au](http://www.chess.sa.edu.au)  
CECS Licensing and Standards