

## **WORKPLACE HEALTH AND SAFETY Version 1.16**

The staff team and Governing Councils of Keithcot Farm Children's Centre and Keithcot Farm Children's Centre Childcare Inc., have 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 Weekly Planning meetings, Governing Council meetings and at Professional Learning Days. 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 and have a Safety Data Sheet if necessary
- 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
- That directions and recommendations from the Department of Health and the Department for Education are followed as necessary

## **RESPONSIBILITIES**

### **STAFF:**

All staff 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. In the case of a staff member contracting COVID 19, medical advice from SA Health should be followed.
- 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 or quarantine 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
- As much as possible, Poisonous substances will not 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
- The use of sprays such as insect sprays and anti-bacterial sprays are not to be used unless areas are free from children
- Management will employ professional cleaners on a daily basis
- The glass gate to the storeroom is to be kept closed when not being used and children do not enter the storeroom unless with an adult
- The door to the Withdrawal room is not to be left open, except when in use
- Kitchen gate to Community space kitchen should be kept closed except when in use

- Kitchen gates to Rainbow Room kitchen should be kept closed except when in use

**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
- Quarterly outdoor inspections are completed by staff who have done Kidsafe Playground Maintenance and Inspection training
- 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
- Small shed door to be kept closed and locked when not in use
- Large shed door to be latched shut when not in use
- Foam pole protectors should be used on designated poles when the outside blinds are up
- Children are permitted to enter the Chicken coop when supervised by an adult. They are required to wear gum boots and are reminded to wash their hands after handling any animals.

**CREATED:** November 2008

**REVIEWED:** November 2009, November 2010, November 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, September 2018, September 2019, July 2020, July 2021, June 2022

**TO BE REVIEWED:** July 2023

**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)  
DECS Licensing and Standards  
Kidsafe SA