

Work Health and Safety Policy

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| Published | March 2017 |
| Review Date | September 2018 |
| Sources | <p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Managing the Risks in Children’s Services, Caton, S. Roche D., 1999</p> <p>Managing OH&S in Children’s Services, Tarrant, S., 2002</p> <p>Work Health and Safety Act (NSW) 2011</p> <p>Work Health and Safety Regulations (NSW) 2011</p> |

Aim:

To ensure Educators and Co-ordination Unit Staff comply with the Work Health and Safety Act and the Work Health and Safety Regulations (NSW) 2011.

Explanation:

The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 (NSW) aim to protect the health, safety and welfare of people at work. It lays down general requirements for health, safety and welfare, which must be met at all places of work in New South Wales. The Act covers self-employed people as well as employees and employers.

Responsibilities:

In relation to the Approved Provider & Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to Work Health & Safety (WH&S)
- Provide up-to-date information to Educators on health, hygiene and safety matters in childcare. This may be through newsletters, fact sheets, Professional Development sessions, Educator meetings or during visits
- Offer Professional Development and/or resources to Educators in areas that relate to WH&S
- Monitor the compliance of Educators to ensure safety in the Out of School Hours Care venues by checking that Educators complete Workplace Safety Audits on a regular basis
- Review the systems and procedures relating to risk management within the service on a regular basis

In relation to Educators:

- Abide by their obligations under the Education and Care Services National Regulations and the National Quality Standard in relation to Work Health & Safety (WH&S)
- Comply with the Work Health and Safety Act 2011
- Maintain a safe environment in the Out of School Hours Care venues
- Ensure that all equipment and furniture used as a part of the service are safe, clean and kept in good repair
- Develop and implement safe work practices in relation to WH&S standards in the Out of School Hours Care venue
- Remain up to date with current safety requirements for Out of School Hours Care
- Ensure the health and safety of people visiting the venue, by not exposing them to risk
- Follow the Manual Handling Guideline to avoid injury to yourself
- In WH&S terms, risk management is the process of recognising situations that have the

potential to cause harm to people or property, and doing something to prevent the hazardous situation occurring or the person being harmed

- **Risk Management** involves:
 - Step 1: Identifying the problem, which is known as hazard identification
 - Step 2: Determining how serious a problem it is, risk assessment
 - Step 3: Deciding what needs to be done to solve the problem, risk elimination or control

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider & Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

| Date Revised | Comments |
|---------------------|---|
| March 2017 | Scheduled Policy Review – No changes made |
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Guideline: Manual Handling

Manual handling means any activity requiring the use of force to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.

Injuries can include back strains or sprains to neck, shoulders, arms and knees. It also encompasses overuse injuries or injuries as a result of falling during manual handling.

It is recommended that:

- Where possible, kneel down rather than bend down, in order to avoid neck and back problems
- Carry children only when necessary. The recommended technique for carrying children is to place one arm under the child's buttocks and the other arm supporting the child's neck. Avoid carrying the child on your hip as this may strain your back
- When lifting an awkward load, do so with a balanced and comfortable posture
- Store equipment at the right height and in an orderly fashion. Avoid reaching above shoulder level. It is recommended to use a step stool or ladder for handling items above shoulder level
- Arrange your physical environment to facilitate easier lifting and movement. This includes furniture
- It is not good practice to twist whilst lifting
- Only lift items within your limitations
- Ensure that you can see where you are going when lifting an object
- Ensure floors are not slippery or cluttered and that lighting is adequate
- Try and keep physically fit as working with children can be physically demanding. Stretching exercises before and after work are a good idea, as well as a few stretches before you lift items or children