

## Policy Statement

This policy acts to ensure that:

- Educators and Coordinators 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) aims 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.

## Definitions

### Risk Management

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”

## Strategies

### 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

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- 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
- If an item is too heavy for you to lift on your own, ask for assistance
- 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

## **Roles and Responsibilities**

### **Approved Provider /Coordinators**

- 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 service 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
- For Family Day Care Educators:
  - Annually complete the Kidsafe Hazard Reduction Checklist found in the Kidsafe “Family Day Care Safety Guidelines”
  - Provide FDC Educators with a copy of the Kidsafe “Family Day Care Safety Guidelines”
  - In consultation with FDC Educators complete the Resident/Venue Risk Assessment Form
  - Every 6 months review the Resident/View Risk Assessment, or as changes occur

## **Educators**

- Comply with the Work Health and Safety Act 2011
- Maintain a safe environment whilst the education and care service is operating
- Ensure that all equipment and furniture used as a part of the service are kept safe, clean and kept in good repair
- Develop and implement safe work practices in relation to WH&S standards at the service
- Conduct Daily Safety Session Checks as outlined in the Operational Diary
- Where applicable complete the Food Safety Diary to ensure Food Safety Checks are conducted and followed
- Regularly conduct risk management checks to ensure hazards are minimised and maintained appropriately (including use of the WH&S log in the Operational Diary when appropriate)
- Remain up to date with current safety requirements for the service
- Ensure the health and safety of people visiting the service by not exposing them to risk
- Follow Manual Handling Guidelines to avoid injury to yourself

## **Family Day Care Educators**

- In consultation with Country Children's Early Learning complete the Resident/Venue Risk Assessment Form
- Be familiar with the Kidsafe "Family Day Care Safety Guidelines"
- Be aware of the CCEL Service Risk Appetite when developing and reviewing Risk Assessments for day to day practice and excursions

## **Continual Monitoring and Improvement**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### **LINKS TO:**

- **Education & Care Services National Law**  
Section 167
- **Education & Care Services National Regulations**  
77, 78, 82, 83, 84, 103, 104, 105, 106, 116, 117, 168, 169, 170, 171, 172
- **National Quality Standards/Elements:**  
2.2, 3.1, 3.2
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## SOURCES

- Education and Care Services National Regulations
- Education and Care Services National Law
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standard
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Managing the Risks in Children's Services, Caton, S. Roche D., 1999
- Managing OH&S in Children's Services, Tarrant, S., 2002
- Work Health and Safety Act (NSW) 2011, No 10
- Work Health and Safety Regulations (NSW) 2011
- Kidsafe "Family Day Care Safety Guidelines"

## LINKS TO OTHER POLICIES:

- Assessment of Residence & Venues
- Child-Safe Environment
- Dangerous Products
- Management of Animals
- Regular Outing and Excursion
- Safe Transportation of Children
- Supervision
- Use of Vehicle
- Water Safety