

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Work, Health and Safety Policy

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

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2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
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Education and Care Services National Regulations

Children (Education and Care Services) National Law	
168	Policies and procedures are required in relation to health and safety

Aim

To create and maintain a safe and healthy environment for its staff, children, families, volunteers and visitors. We aim to work towards best practice to ensure a safe work environment. Our Service is committed to continuous improvement in all areas of workplace health, safety and wellbeing.

Implementation:

We believe that the provision of a safe working and learning environment for children, families educators, staff and visitors is an integral and essential responsibility during the service operation.

Leadership is committed to:

- Providing all employees with a safe and healthy working and learning environment.
- Promoting dignity and respect within the Service and take action to prevent and respond to bullying in its workplace.
- Implementing a strategic approach to health and safety by using measurable objectives to monitor performance.
- Supporting and promoting health and wellbeing.
- Providing return to work programs to facilitate safe and durable return to work for employees.

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- Meaningful consultation with employees regarding health and safety issues.
- Providing staff with appropriate information, training and guidance to facilitate a safe and productive work and learning environment.
- Providing an effective and accessible safety management procedure for all employees to guide safe working and learning in all work areas.
- Reporting incidents and accidents in accordance with National Regulations and Service policy requirements to ensure action can be taken to manage the incident or accident, prevent further incident and accidents and provide support where required.
- Providing a program of continuous improvement through engaging with industry, new technology and reviewing and updating policies and procedures.

The Nominated Supervisor and educators will ensure:

- Service policies and procedures are being followed and adhered to.
- Workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and take appropriate action to prevent further incidents from occurring.
- Comply with any reasonable instruction or lawful direction, including wearing personal protective equipment supplied by the employer as required.
- Report any incidents and hazards and participate in training and consultation with the support of management.
- That if an incident, situation or event does occur and presents imminent or severe risk to the health, safety and wellbeing of any person present at the Service or if an ambulance was called in response to the incident /situation (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- That the health and safety of children, families and visitors of the service are not at any risk of harm.
- They observe, implement and fulfil the responsibilities under the current Work Health and Safety Act.
- They follow the correct manual handling procedures.
- They take practical steps for their own health and safety and of others affected by their actions at work.
- Work areas are safe and help reduce accidents to themselves and others.

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- Management and /or WHS officer are advised as soon as possible of any incident/accident in the workplace as soon as practicable.
- All safety checklists are implemented as required on a regular basis.
- To report any potential or actual hazards in the workplace to the WHS Officer.
- Children's equipment is regularly checked.
- Supervise children at all times.
- Store all dangerous chemicals appropriately.
- Keep children out of kitchen areas.
- Ensure all power points have safety plugs.
- Do not have hot drinks around children.
- Shut and lock all gates behind you.
- Clean up all spills immediately (to prevent slipping)

Families and visitors are to:

- Take reasonable care of their own health and safety.
- Report health and safety issues and participate in consultation in work health and safety affecting them.
- Follow service policies and procedures in relation to work health and safety.

Health and Safety Representatives

- Our educators and staff will designate the Health and Safety Representatives annually after the centre's AGM. Health and Safety Representatives are elected for 12 months unless they resign from the Centre, are disqualified or resign. They are not personally liable for anything done, or not done, in good faith while carrying out their role.
- The Nominated Supervisor must keep a current list of all Health and Safety representatives and display a copy on the Work Health and Safety Noticeboard.
- Inspect the workplace as directed by leadership at least twice a year.
- Be present at any interview with a worker that the HSR represents (with their consent) and the Nominated Supervisor or an inspector about health and safety issues.
- Enquire into any risk to the health or safety of workers in the centre.

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- Monitor compliance measures by the Nominated Supervisor.

Our Centre will ensure Health and Safety Representatives are:

- Never prevented from carrying out their duties
- Able to give people assisting them access to the Service.
- Can take paid leave to attend to their health and safety duties
- Can take paid leave to attend initial work health and safety course or annual refresher which shall be paid for by the Centre.
- Can access any resources, facilities and assistance that they reasonably require to undertake their duties.

Duty of Care:

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters (but not limited to):

- Provision of adequate supervision
- Ensuring grounds, premises and equipment are safe for children's use
- Implementing strategies to prevent bullying and discrimination
- Providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a child or staff member who is injured or becomes ill at the Centre.

The Nominated Supervisor will ensure all practical steps are taken to certify the health and safety of all educators, staff, volunteers, children and their families and any other person impacted by the Centre's operations.

This includes ascertaining and eliminating or decreasing all realistically foreseeable hazards and providing suitable training and instruction for employees to ensure health and safety. Educators, staff and volunteers will also take reasonable care of their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people.

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Manual Handling:

Our Centre refers to its Manual Handling Policy as part of our commitment to ensure a best practice approach. All staff members are required to undertake Work Health & Safety Training that will continue to be updated to ensure safety.

Educators are at risk of work-related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult sized furniture.

To prevent this, educators are to be attentive to:

- Use adult height utilities and equipment, including sinks and change tables.
- Use chairs with good back support instead of squatting or bending for interactions with children.
- Use an adult chair for feeding infants or sit in a low chair with good back support at child level.
- Use drop side cots.
- Use beds that are lightweight and stackable with washable mattresses.
- Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them.
- Use steps to assist mobile children onto change tables.
- Where possible kneel rather than bend to avoid back problems.
- Carry children only when necessary, in the correct way- with one arm under the child's buttocks and the other arm supporting the child's back. At the same time hold the child facing you, as close to your body as possible. Try to avoid carrying a child on your hip because this will strain your back.
- Be careful to lift with a balanced and comfortable posture when lifting awkward loads.
- Minimise the need to reach above shoulder level and use a step ladder instead.
- Avoid extended reaching forward eg leaning into low equipment baskets. Share the load if the equipment is heavy, long or awkward.
- Ask for help and organise a team lift when sliding, pulling or pushing equipment.
- Use equipment and furniture that can be moved around safely, easily and as comfortable as possible.
- Place lighter objects higher on the shelves.

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- Provide a step ladder in storeroom in case staff need to reach items at height.
- Lift furniture using at least two or more people.

Hazardous Materials

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. We adopt a risk management strategy that enables practices that minimise the risk of harm, injury or illness caused by any hazardous material.

As far as reasonably practical the centre will:

- Provide the least hazardous chemical, product or equipment for the task without jeopardising hygiene.
- Ensures that staff, contractors, students and visitors are protected from both short- and long-term health effects of hazardous substances and processes.
- Ensures all staff, contractors, visitors and students have access to Material Safety Data Sheets and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- Ensure that non- toxic plants are planted within the workplace and undertake regular garden and ground maintenance to minimise the risk of toxic plants within the grounds and premises.

Risky Play

Educators will provide an environment that encourages children to effectively learn in play which involves and immerses them to take risks. No play space is risk free. It is important for children's development to become adventurous and create opportunities to explore and test their own capabilities, manage risk and to grow as capable, resourceful and resilient people.

As educators we will talk to the children when they are playing with encouragement to them to test their abilities. When we find children exploring risky play, educators will supervise

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and assist when appropriate. Ensure a Risk Assessment form has been completed annually.

Source

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- ECA Code of Ethics
- Guide to the National Quality Standard
- Work Health and Safety Act
- Work Health and Safety Regulations
- Staying Healthy in Child Care 5th Edition
- Revised National Quality Standard
- Return to Work

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	9/9/19		Trish Cook	September 2021
1.1	31/7/23	Acknowledgment on top and regulations. Minor adjustments to our aim and manual handling.	Michelle and Pamela	December 2024
1.2	Sept 2024	Added Risk Assessment Form for Risky Play	Lori Hay	Sept 2025