

Lady Gowrie Community Kindergartens

WORK HEALTH AND SAFETY POLICY

(Checklist and Reporting Requirements)

CONSIDERATIONS:

NATIONAL STANDARDS	2.1, 2.2 & 3.1
NATIONAL LAW & REGULATIONS	Section: 167 & 174 Across all Regulations regarding Health and Safety
OTHER	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Codes of Practice

POLICY STATEMENT:

To provide and promote a safe environment in which children may play and explore free from harm.

To provide a safe environment for all employees and visitors.

If an emergency or natural disaster occurs at the Service the children and Teacher/Educators will be well practiced in the required procedures to ensure as far as possible the safety and well-being of each person present.

RELEVANT FORMS/MATERIAL:

- Staff Handbook
- Employment Agreements
- Incident, Injury, Trauma and Illness Record
- Notification of a Serious Incident ACECQA
- Incident Notification form (Work Health and Safety QLD)
- Daily safety checklists
- The Kindergarten Service Emergency Procedures
- The Gowrie (QLD) Hazard Report Form
- WHS Audit Checklist
- Monthly Compliance Audits

SOURCES:

- ACECQA (www.acecqa.gov.au)
- Education and Care Services National Regulations
- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2011
- Fair Work Act 2009
- Fair Work Regulations 2009
- National Employment Standard
- Relevant Code of Practices

REVIEWED: March 2017

DATE TO BE REVIEWED: March 2018

IMPLEMENTATION

APPLICATION OF THIS POLICY	<p>This policy applies to all employees of the Kindergarten while they are in the workplace including at a site away from their usual workplace.</p> <p>The Kindergarten has a legal and moral responsibility to provide a healthy and safe workplace. Management will lead the establishment of a workplace culture committed to work health and safety.</p> <p>The Kindergarten Management is committed to eliminating the possibility or risk of harm arising for all employees:</p> <ul style="list-style-type: none"> • in any workplace under our management and control; • arising from the conduct of our business; • in the environment in which our employees work; • arising from the plant or systems of work used by our employees; • arising from the arrangements we have for use, handling, storage and transport of plant or substances; and • arising from the facilities we provide for the welfare of our employees. <p>If there is something reasonably practicable that The Kindergarten Management can do to eliminate or reduce Work Health & Safety (WHS) risk, it will be done.</p> <p>The Kindergarten Management will provide adequate information, instruction and training and adequate supervision to our employees to enable them to perform their work safely.</p>
WHS PLAN	<p>The Kindergarten use a WHS management system that:</p> <ul style="list-style-type: none"> • identifies workplace hazards; • assesses risks to health from those hazards; and • implements appropriate measures to control those risks. <p>This system will provide written procedures and instructions to ensure safe systems of work. It will ensure compliance with legislative requirements and current industry standards. WHS is an integral function of our operating systems.</p> <p>The Kindergarten Management will consult with employees in developing, reviewing, updating and amending these procedures and instructions.</p> <p>The following people in The Kindergarten Association are responsible for implementing this system:</p> <ul style="list-style-type: none"> • Management Committee – take all reasonable steps to ensure compliance with WHS statutory requirements and service policies, exercise due diligence and demonstrate commitment towards reducing the number and severity of work related injuries. • Directors (Nominated Supervisor's) – take all reasonable steps to ensure compliance with WHS requirements and this policy and ensure, so far as is reasonably practicable, the provision of a safe working environment and safe systems of work within the place under their management; and take all reasonable steps to ensure compliance with

	<p>WHS requirements and this policy and rectify, as soon as practicable, any identified hazards, investigate hazards reported and conduct regular, formal WHS workplace audits;</p> <ul style="list-style-type: none"> • Employees – see separate section below. <p>The Kindergarten Management will ensure the people mentioned above have sufficient training and supervision to be involved in managing WHS.</p> <p>The Kindergarten Management will verify that these people are discharging their responsibilities in the following way:</p> <ul style="list-style-type: none"> • monthly compliance audits • External WH&S Audit every 2 years <p>The Kindergarten Management will monitor and review the effectiveness of measures implemented to control WHS risk. A quarterly report on WHS is to be provided by Director (Nominated Supervisor) in collaboration with a committee member to the Management Committee. We measure the effective operation of the system using the following indicators:</p> <ul style="list-style-type: none"> • By the number of WHS inspections and audits carried out lost- time injury frequency rates, workers' compensation costs and qualitative injury/disease rates.
<p>PROCEDURE TO CONSULT WITH EMPLOYEES ABOUT WHS ISSUES</p>	<p>As far as is reasonably practicable, the Kindergarten Management will consult with employees who are or are likely to be directly affected when we:</p> <ul style="list-style-type: none"> • identify or assess WHS hazards or risks at a workplace under our management and control or arising from the conduct of our business; • determine measures to be taken to control WHS risks at a workplace under our management and control or arising from the conduct of our business; • determine the adequacy of facilities for the welfare of our employees; • change any of the procedures set out in this policy; • determine if a specific health and safety committee is required relevant to the size of the service. If applicable determine the membership of the health and safety committee; and • propose changes that may affect the health or safety of our employees to a workplace under our management and control and/or the plant, substances or other things used at such a workplace and/or the conduct of the work performed at such a workplace. <p>The Kindergarten Management will share information about these matters and give employees a reasonable opportunity to express views on them and Management will take into account those views.</p> <p>Consultation must involve the health and safety representative (where employees have elected to have a WHS representative) and be in accordance with procedures agreed upon with employees for undertaking consultations.</p>
<p>PROCEDURE TO RESOLVE WHS ISSUES</p>	<p>If an employee wishes to raise for resolution a health or safety issue that has arisen in a workplace under management and control or arising from the conduct of the business, the procedure set out below will apply.</p> <p>A Hazard Report Form should be completed</p> <p>The Director (Nominated Supervisor) where the issue has arisen in the</p>

	<p>workplace will represent The Kindergarten Management in resolving the issue (unless the employees advise the relevant health and safety representative and the health and safety committee that someone else will represent The Kindergarten Management. There is no formal requirement to have a Work Health Safety Representative at your site.</p> <p>The health and safety representative, or if there is no health and safety representative, an employee nominated by employees, will act on behalf of employees affected by an issue.</p> <p>At any stage in the resolution of an issue, a party may seek the assistance of a union or employer association to assist in resolving the issue.</p> <p>If an employee wishes to raise for resolution a health or safety issue that has arisen in the workplace or from the conduct of our business, the employee must report the issue to the representative and the representative of the employees affected by the issue.</p> <p>As soon as is reasonably possible after reporting the issue, the representative will meet with the representative of the employees affected by the issue.</p> <p>For the purpose of resolving the health and safety issue as quickly and effectively as possible these representatives will consider:</p> <ul style="list-style-type: none"> • the number and location of employees affected by the issue; • whether appropriate temporary measures are possible or desirable; • how long it will take to permanently resolve the issue; and • who is responsible for performing and overseeing any action agreed necessary to resolve the issue. <p>After an issue is resolved the Kindergarten Management will endeavour to circulate amongst all parties a written record detailing the issue and matters relating to its resolution. The Kindergarten Management will ensure that any agreement reached in the course of resolving the issue is brought to the attention of the employees affected by the issue and given to the health and safety committee.</p>
PROCEDURE TO INFORM AND TRAIN EMPLOYEES	<p>The following procedure will occur when to inform and train employees:</p> <ul style="list-style-type: none"> • Intranet or Email to all employees • Staff Meetings to include WHS matters and minutes taken • Special training meetings if required e.g. Fire safety.
OTHER RELATED POLICIES	<ul style="list-style-type: none"> • Code of Conduct Policy • Dress Code in the Workplace Policy • Fitness for Work Policy • Tobacco, Drug & Alcohol Free Environment Policy • Staff Immunisation Policy • Workplace Rehabilitation Policy and Procedures
RESPONSIBILITY OF EMPLOYEES	<p>Employees are responsible for ensuring that their own work environment is conducive to good work health and safety by:</p> <ul style="list-style-type: none"> • complying with work health and safety policies, procedures and instructions; • taking care for their own health and safety and the health and safety of others who may be affected by their actions; • taking action to avoid, eliminate or minimise hazards;

	<ul style="list-style-type: none"> • reporting all known or observed hazards to the appropriate person; • reporting immediately any work-related injury to or near-miss incident to the appropriate person; • actively participating in the management of WHS risks; • not wilfully placing at risk the health, safety or well-being of others at the workplace; and • being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens. • communicating with the Nominated Supervisor / Executive Committee if they believe they are not fit for work prior to commencement or during their shift at any time.
WHS AUDIT / CHECKLIST	<p>Following this policy is Appendix A – Safety Checklist that is to be used for performing a WHS Audit on a monthly basis for the Kindergarten. Under Appendix B – Monthly Compliance Audit is to be fill out and return to your CGB provider The Gowrie (QLD) Inc.</p> <p>It is strongly recommended that an external audit be conducted every 2 years.</p>
BREACHES OF POLICY	<p>Non-compliance with this policy that has the potential to damage the reputation, health and safety of other employees of the Kindergarten and may result in disciplinary action, which could include termination of employment in serious cases. Employees who breach the law may be personally liable for their actions through common law claims.</p>
POLICY REVIEW	<p>The Work Health & Safety Policy will be reviewed annually, and all staff will be trained and educated and will be required to sign an acknowledgement that they understand the policy. Should the need arise; the policies will be translated into appropriate languages.</p> <p>The Kindergarten Service is committed to providing an environment which is safe for all staff.</p>

Appendix A - Safety Checklist

An important part of managing your business is to ensure the health and safety of your employees and other people, such as customers, visitors or trades people who visit your workplace. The *Work Health and Safety Act 2011* require you to ensure your workplace is safe.

To ensure you fulfil your obligations for a safe workplace, you need to become aware of what can cause harm and then take action to ensure no one is at risk while they are in your workplace. The following questions will help you evaluate how well you are currently managing safety in your workplace.

Do you have any policies regarding Work Health and Safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you carry out inductions regarding Work Health and Safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you talk to your employees about safety issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you encourage your employees to report safety problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you regularly inspect your workplace to identify safety problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you fix identified problems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you recently had an external Work Health and Safety Audit?	Yes <input type="checkbox"/> No <input type="checkbox"/>

The checklists in this kit are designed to help you answer all these questions. They will help you identify the safety risks in your workplace and suggest how to make your workplace safer. Not all the checklists may be relevant to your workplace, or you may find that some questions in a particular checklist do not apply to your operations. Therefore, use only those checklists and answer the questions that relate to safety issues in your own workplace.

When using the checklists, please involve your employees as they are the most affected by safety issues and they can help you identify the best safety solutions. Also, by involving your staff you are meeting your obligation under the *Work Health and Safety Act 2011* to consult your employees on workplace safety issues.

Safety Checklist – Slips, Trips and Falls

Slips, trips and falls account for nearly a quarter of all workplace injuries. You must ensure that your workplace is maintained free of hazards that cause these incidents. This checklist will help you prevent these types of injuries.

Date checklist completed: / /																							
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Name(s) of person(s) who completed checklist:	Initial:																						
Position Title:																							
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Safety Checklist – Emergency Procedures

As part of your responsibility to ensure the safety of people in your workplace, you are required to make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop your emergency procedures. If you share your workplace or worksite with other businesses, you can use the checklist to coordinate your emergency response with them.

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Safety Checklist – Fire Detection/Protection and First Aid

As part of your responsibility to ensure the safety of people in your workplace, you are required to have appropriate fire fighting equipment available and be able to provide basic first aid in the event of an emergency. This checklist will help you develop your capacity in relation to these matters. If you share your workplace or worksite with other businesses, you can use the checklist to coordinate your emergency response with them.

Date checklist completed: / /		
Date checklist to be reviewed (annually or when there is a change or addition to manual handling tasks in the workplace): / /		
Name(s) of person(s) who completed checklist:	Initial:	
Position Title:		
Fire detection/protection	Yes	No
Are work areas fitted with smoke detectors?		
Is a fire alarm in place?		
Has someone been appointed as fire warden?		
Is the correct type of fire extinguisher available?		
Are all fire extinguishers tested and tagged (AS 1851)?		
Are all fire blankets tested and tagged (AS 1851)??		
Do staff know what to do in case of an emergency?		
Have you completed the 12 month check? (See Appendix C)		
First aid	Yes	No
Does the organization have at least one first aid kit that is easily accessible to all staff?		
Are staff first aid qualifications, including CPR, up to date?		
Is all relevant personal protective equipment available when administering first aid?		

Safety Checklist – Electrical

Electricity has great potential to seriously injure and kill. As electricity is invisible it is even more dangerous. You have a responsibility to ensure the electrical fittings and electrical equipment in your workplace is safe, and inspected and maintained regularly. This checklist will help you manage the risk of injury from electricity.

NOTE: If you mark NO box on the checklist you need to take action to make your workplace safe.

Date checklist completed: / /		
Date checklist to be reviewed (annually or when there is a change or addition to manual handling tasks in the workplace): / /		
Name(s) of person(s) who completed checklist:	Initial:	
Position Title:		
Electrical switchboards and equipment	Yes	No
Are switchboards, electrical equipment in a safe condition?		
Is portable electrical equipment protected by safety switches? (This safety measure is mandatory for construction work).		
Power Points, Light Fittings and Switches	Yes	No
Are all power points, light fittings and switches in a safe place and free of obvious defects?		
Check if they are mounted securely, there are no loose covers or wires, broken or damaged fittings, or signs of overheating.		
Are main and isolating switches clearly labelled and accessible?		
Power Tools, Flexible Leads and Power Boards	Yes	No
Are power tools, extension leads and power boards maintained in a safe operating condition?		
Check for damaged insulation, water leaks, burn marks, bent or loose pins and fittings.		
An extension leads and power boards located in a safe position to prevent mechanical or other damage?		
Inspection and Maintenance of All Electrical Equipment	Yes	No
Are the electrical fittings and electrical equipment, including portable power tools, regularly inspected and maintained?		

Any faults with electrical fittings and equipment which are identified should be referred to a Qualified Electrician.

Safety Checklist – Chemicals

Many of the chemicals that are used in many work tasks are hazardous. To manage the risk of hazardous chemicals, the first step to take is to check your supplier if any chemical you use is hazardous. If a chemical is hazardous, your supplier must provide a Safety Data Sheet (SDS) which provides information on safety risks and how to manage them. The Safety Data Sheet must be made available to your employees and you need to maintain a register of the hazardous chemicals you use. You must also train all your employees on safe use of a hazardous substance. This checklist gives information on how to manage safety risk of chemicals.

Note: If you mark a NO on the checklist you need to take action to make your workplace safer.

Date checklist completed: / /		
Date checklist to be reviewed (annually or when there is a change or addition to manual handling tasks in the workplace): / /		
Name(s) of person(s) who completed checklist:		Initial:
Position Title:		
Are chemicals used in the workplace?	Yes <input type="checkbox"/> If yes, please go to the next question	No <input type="checkbox"/> If no, there is no need to complete the checklist below
List below all the chemicals (by product name) that are used in your workplace:		
Product name:	Product name:	
Product name:	Product name:	
Product name:	Product name:	
Fill out the following for each chemical listed above.		
Who is the chemical used for?		
Who uses it?		
		Yes
Is the chemical clearly labelled?		
Is a Safety Data Sheet (SDS) for hazardous substances needed for this product? (Check with your supplier if uncertain)		
Does the workplace have the Safety Data Sheet for these chemicals?		
Is the register located close to where the chemicals are being stored?		
Are the Safety Data Sheets recorded in a Hazardous Substances Register?		
Do employees know about the Safety Data Sheets and have access to them?		
Are employees:	(a) Consulted about using the product?	
	(b) Aware of any harmful effects	
	(c) Provided with the correct safety equipment?	
	(d) Training in storage, use, disposal and emergency procedures?	
Does the workplace have appropriate first aid to deal with splashes or other incidents?		

Safety Checklist – Machinery and Equipment

Machinery and equipment, known as plant, are major sources of hazards in the workplace. You must ensure that machinery and equipment in your workplace are safe, used properly and maintained in good repair. This checklist will help you address some common safety issues involving machinery and equipment.

Date checklist completed: / /																																						
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Name(s) of person(s) who completed checklist:	Initial:																																					
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Safety Checklist – Manual Handling

Manual Handling is a component of most work tasks. It may involve repetitive movements, lifting and carrying loads, and sedentary work such as using a computer. Manual handling is a major factor in workplace injuries. This checklist will help you address the manual handling issues in your workplace and reduce the risk of injuries due to manual handling.

Note: If you mark a NO box on the checklist you need to take action to make your workplace safer.

Date checklist completed: / /		
Date checklist to be reviewed (annually or when there is a change or addition to manual handling tasks in the workplace): / /		
Name(s) of person(s) who completed checklist:	Initial:	
Position Title:		
Work Tasks	Yes	No
Can all materials and equipment be lifted and carried easily?		
Are mechanical aids such as trolleys, trolley jacks or hoists used?		
Are workers trained in manual handling techniques and the use of mechanical aids?		
Work Equipment	Yes	No
Are work benches / change tables at a comfortable height?		
Are chair backs and seat heights adjustable?		
Is office equipment (such as computers screens, desk lamps) adjusted to avoid strain?		
Are storage shelves organised to minimise bending and stretching?		
Work Organisation	Yes	No
Is rotation of tasks used to avoid repetitive work?		
Is work planned to reduce periods of high and low demand?		
Are there sufficient rest breaks?		
Work Area	Yes	No
Is workspace adequate to enable ease of movement?		
Are work items that are regularly used within easy reach?		
Is there sufficient area around machines or equipment to enable access for maintenance and repair?		

Note: In addressing manual handling issues you need to consider *redesigning* the work processes, work environment or objects to be handled to *eliminate* manual handling risks. If it is not possible to eliminate the risks, you need to provide *mechanical aids* and *training* to ensure work is carried out in a safe manner. Training in Safe Lifting Techniques.

Safety Checklist – Due Diligence

The *Work Health and Safety Act 2011* imposes a specific duty on company officers and committee members of unincorporated bodies such as clubs and associations to exercise due diligence to ensure that the company, club or association meets its work health and safety obligations. This duty is separate to the duty on the company, club or association and requires officers and committee members to be proactive in ensuring that the company, club or association complies with its duty.

Date checklist completed: / /		
Date checklist to be reviewed (annually or when there is a change or addition to manual handling tasks in the workplace): / /		
Name(s) of person(s) who completed checklist:	Initial:	
Position Title:		
Up to date WHS knowledge	Yes	No
Does each company officer/committee member have up to date knowledge of work health and safety matters? (Queensland WHS legislation & information can be found on the WHSQ website at http://www.worksafe.qld.gov.au/workplace)		
Is there a process for maintaining this up-to-date knowledge? (e.g.: attendance at conferences, seminars, information and awareness sessions, membership of industry groups, newsletters)		
Nature of operations and associated hazards and risks	Yes	No
Does each company officer/committee member understand the nature of operations and generally the hazards and risks associated with these operations? (e.g.: risk assessment, job safety analysis)		
Resourcing and processes to eliminate/minimize safety risks	Yes	No
Have resources been provided to manage health and safety? (e.g.: safety budget, staff safety officer)		
Have processes been developed and put in place to eliminate or minimize risks to health and safety? (e.g.: WHS policy, WHS committee, HSR)		
Consider safety information and respond in a timely way	Yes	No
Are processes in place for company officers/committee members to receive and consider information regarding incidents, hazards and risks and responding in a timely way to that information? (e.g.: incident reporting process, regular inspections and audits, corrective action procedures)		
Processes for the organization to meet its safety duties	Yes	No
Are processes in place for the organization to comply with its health and safety duties? (e.g.: providing a safe system of work, providing safe plant and machinery, substances and structures, consulting with workers, providing training and instruction)		
Verification of resources and processes	Yes	No
Is there a process in place for company officers/committee members to verify the provision and use of resources and procedures for safety? (e.g.; is safety considered at each meeting, regular safety reports to management)		

Appendix B – Monthly Compliance Audits

Work Health & Safety

Monthly Compliance Audits

Audit Details	Results	
Have there been any Workers Compensation Claims in the last reporting period (the last month)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What were the details of the claim? (e.g. Physical or Mental Injury)		
Is your Lost Time injury Frequency Rate (LTIFR) sheet attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Work Health and Safety discussed at either the staff meetings or the Management Committee Meetings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Work Health and Safety Committee established?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you keep a record of Slips, Trips, and Falls?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had any notifiable incidents since the last report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please fill in the following details, using the sample on the back of this page as a guide and return this form to the email below on a monthly basis.

Lost Time Injury Frequency Rate Form

Information	Results
Days off as a result of injury or illness	
Hours	
Type of injury or illness	
Classification of the person/s injured;	
Was a Workers Comp claim lodged?	

Please email this form through Monthly marked to the attention of.....

See over for example

Lost Time Injury Frequency Rate

Sample

Days off as a result of injury or illness during this reporting period.

1 January - 1 February 2012 = 4 days

Hours

7.6 x 4 = 30.40 hours in total.

Type of injury or illness

Twisted ankle descending stairs in the wombats' room.

Classification of the person/s injured

*Service Manager (Nominated Supervisor) employed on a full time basis
i.e. 38 hours per week.*

Was a Workers Comp claim lodged?

No, the employee just took this as sick leave.

Appendix C – Fire and Evacuation Instruction Record

Fire and Evacuation Instruction Record

<u>Instruction Guidelines</u>
<ul style="list-style-type: none"> • General evacuation instructions must be given to staff within 2 days of a person commencing work in the building (Points 1-5) and repeated annually. • First response evacuation instructions must be given to staff within one month of a person commencing work in the building (Points 1-7) and repeated two-yearly. • Evacuation coordination procedures must be given to nominated responsible staff within the month prior to that person taking on those responsibilities (All Points) and repeated annually. • Instructions on any change to the Fire Evacuation Plan must be given to all persons within one month of the change taking effect.

The instructions given take into account the following components:

1. The location of the buildings' escape routes (fire exits and pathways to an exit).
2. A procedure for conducting members of the public to an exit and then to the designated assembly area (safe place).
3. Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire).
4. The location of fire-fighting equipment (fire extinguishers, fire blankets & fire hose reels).
5. The location of fire alarms or equipment for warning of fire (if applicable).
6. The method of operation of fire-fighting equipment (fire extinguishers, blankets & hose reels).
7. The method used to activate fire alarms or equipment for warning of fire (if applicable).
8. Making the announcement for occupants of the building to evacuate.
This can be delivered via messengers or a public address system (if applicable)
9. Contacting the Fire Service using '000' telephone number passing on details of the emergency.
10. Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building. (Conducting a head count)
11. Meeting the attending Fire Service Officer to pass on updated details of the emergency.

BUILDING NAME: _____

ADDRESS: _____

PART OF BUILDING: _____

Date	Name of Person Trained	Instruction Given (Use numbers listed in the above points as indication)							Instructors Name

See Part 4 of the **Building Fire Safety Regulation 2008** for further detail. Full details of the legislation can be accessed online at the Queensland Legislative website: www.legislation.qld.gov.au.