



Jannali East Before and After School Care
Program Incorporated
ABN : 82 641 384 248
Provider Number: 555006 930H
P.O. Box 338 Jannali NSW 2226
Telephone: **0435 - 996806**

Work, Health and Safety Policy

Considerations:

- **National Regulation 82**
(Tobacco, drug and alcohol-free environment)
- **National Regulation 85**
(Incident, injury, trauma and illness policies and procedures)
- **National Regulation 86**
(Notification to parents of incident, injury, trauma and illness)
- **National Regulation 87**
(Incident, injury, trauma and illness record)
- **National Regulation 89**
(First Aid Kits)
- **National Regulation 103**
(Premises, furniture and equipment to be safe, clean and in good repair)
- **National Regulation 105**
(Furniture, materials and equipment)
- **National Regulation 109**
(Toilet and hygiene facilities)
- **National Regulation 110**
(Ventilation and natural light)
- **National Regulation 114**
(Outdoor space – shade)
- **National Regulation 115**
(Premises designed to facilitate supervision)

Sourced:

- National Quality Standards: Quality Areas: 2.1, 2.3 and 7.3
- Work, Health and Safety Act 2011

Related Policies & Documentation:

- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions and Administration of Medication Policy
- Delivery and Collection of Children Policy
- Emergency and Evacuation Policy
- Excursions Policy
- Governance and Management Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition and Food Safety Policy

- Providing a Child Safe Environment Policy
- Sun Protection Policy
- Water Safety Policy

Policy Statement:

At Jannali East Before and After School Care Centre a commitment to occupational safety and health is part of our organisation. We believe that all injuries are preventable, our employees have the right to be safe at work and clients and visitors have a right to be safe in our workplaces.

The Centre will create and maintain a safe and healthy environment, systems of work and safe plant and equipment for our employees, clients and visitors by

- Implementing and maintaining an effective health and safety management system
- Complying with legislation, relevant standards and codes of practice
- Consulting and communicating with employees and client representative groups on the development of systems, policies and procedures and any changes or matters relating to health and safety at work
- Ensuring that roles and responsibilities for safety are clearly defined and understood
- Identifying and managing the hazards associated with our organisation
- Providing information, instruction, training and supervision to our employees, clients and visitors
- Providing our employees with the necessary equipment to do their job safely
- Learning from our experiences by investigating incidents
- Establishing an effective return to work program for our employees
- Regularly monitoring and reviewing our systems and implementation to ensure they remain adequate and effective.

The Centre is committed to implementing these objectives and expects the same of all of our coordinators, supervisors, employees, volunteers and contractors.

This policy will be reviewed every two years. It will be available online, displayed at the Centre and will be distributed and explained to all employees at induction.

Procedures:

a) Roles and Responsibilities:

Everyone at the Centre is required to exercise due diligence to ensure the health and safety of employees (including volunteers, contractors and labour hire staff), clients and visitors to the Centre.

Due diligence includes taking reasonable steps to:

- acquire and maintain knowledge of relevant health and safety matters
- understand the nature of the organisation's operations and the health and safety issues associated with those operations
- ensure appropriate resources are made available to eliminate or minimise risks to health and safety

- ensure that appropriate processes are in place for identifying risks to health and safety, receive and consider information about incidents, hazards and risks and respond in a timely and appropriate way to that information
- ensure that appropriate information is available to enable responsibilities under health and safety legislation to be complied with.

The Centre must identify the key roles and responsibilities for coordinators, supervisors and for employees (including volunteers, contractors and labour hire staff).

b) Parent Committee:

The Parent Committee is responsible for:

- Ensuring that health and safety is an integral component of the Centre’s organisation and for providing and maintaining a safe and healthy work environment, safe equipment, safe systems of work and safe methods for the use and handling of chemicals and adequate facilities for the welfare of employees, clients and visitors
- Ensuring that the Centre develops and implements appropriate safe systems of work and appropriate systems for –
 - effectively identifying, managing and controlling hazards
 - communicating and consulting with employees and where appropriate, client representative groups, on workplace safety and health issues
 - providing appropriate information, instruction, training and supervision to enable employees to work safely
 - ensuring other people (such as clients, visitors and the public) are not endangered by the conduct of their business
 - maintaining safety records and documentation
 - reporting and investigating workplace injuries and illness
 - rehabilitating injured employees and providing suitable alternate duties
- Maintaining this manual and ensuring it is regularly reviewed and updated
- Ensuring that adequate resources are provided to implement the health and safety system and to eliminate or minimise identified risks to health and safety
- Ensuring that all coordinators, supervisors and employees are given the responsibility and authority necessary to enable successful implementation of the Centre and OOSH’s policies and procedures
- Monitoring effective management of health and safety in the organisation, including the implementation of policies and procedures, and ensuring compliance with all duties and obligations required by health and safety legislation
- Ensuring the Centre’s safety performance and system is regularly monitored and reviewed for improvement
- Providing advice and support to the Centre’s supervisors and employees regarding the implementation of the health and safety management system
- Engaging people with the necessary expertise to provide advice on health and safety issues when required.

c) Centre Coordinator:

The Centre Coordinator will ensure that:

- The Centre's safety management system (including procedures relating to the work undertaken in their area of operation) is effectively implemented and monitored
- All employees are provided with the necessary knowledge and skills to effectively and safely carry out their tasks and fulfil their safety responsibilities
- Workplace conditions and the health of employees is monitored
- Senior management is kept informed of issues relating to health and safety including identified risks and the circumstances surrounding any incidents which may occur
- Safety information is distributed and employees are consulted on all matters which may affect their health, safety or welfare at work
- The Centre's safety performance and system is regularly monitored and reviewed for improvement
- Risks to health and safety are identified, assessed and effectively controlled in accordance with procedures for risk management
- Day to day safety issues are effectively managed within their area of responsibility
- Incidents are investigated to identify causes and implement corrective actions
- Scheduled worksite inspections are coordinated and conducted for worksites and equipment
- Injured employees are assisted in their return to work by identifying suitable alternate duties and actively participating in the rehabilitation process

d) Employees:

Employees (including volunteers, contractors and labour hire staff) are responsible for:

- Taking reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of other people
- Ensuring they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety
- Assisting in the identification of hazards at work and the assessment and control of associated risks
- Participating in training and instruction arranged by the Centre
- Complying with any reasonable instruction in relation to safety at work and following workplace safety policies and procedures – including compliance with any workplace rules
- Properly using available safeguards, safety devices, safe work procedures, instructions and personal protective equipment
- Not recklessly interfering or misusing safety devices or controls
- Reporting any incident or hazard at work (including faulty procedures or tools) to their coordinator or supervisor as soon as possible
- Cooperating with management in the investigation of a workplace incident and assisting incident / hazard investigators or workplace inspectors
- Actively supporting and participating in consultation processes regarding the Centre's health and safety issues
- Seeking assistance if unsure of health and safety rules or requirements

Endorsement by the Service:

<p>Considered and accepted by the Management Committee (representative):</p>

Name Signature Date

Considered and accepted by the Staff (representative):

Name Signature Date

Considered and accepted by the Parents (representative):

Name Signature Date

Last Reviewed: January 2014

Next Review: January 2016