



## **Work Health and Safety Policy**

### **Aim:**

Toukley Preschool aims to provide and maintain a safe and healthy work environment that ensures the health, physical safety and mental wellbeing of staff, committee, families, children and visitors to Toukley Preschool. The Approved Provider/Nominated Supervisor has a duty of care to protect the health, safety and welfare of all people who come to the centre. We are committed to the principles of Work Health and Safety for the comfort, safety, health and welfare of children, families, staff, volunteers and visitors.

### **Implementation:**

#### **Duty of Care**

The Approved Provider and Nominated Supervisor will ensure he/she takes all reasonable steps to ensure the health and safety of all educators, staff, volunteers, children, families and visitors. This includes identifying and eliminating or reducing all reasonable foreseeable hazards and providing appropriate training and instruction. Our staff, families and volunteers will also ensure they take reasonable care of their own health and safety and that their conduct does not adversely affect the health and safety of other people.

#### **Consultation, Cooperation and Coordination**

- Toukley Preschool will share information about health & safety matters with educators, staff and volunteers and encourage them to express their views or raise issues. Work Health and Safety matters will be addressed in Staff and Committee Meetings where necessary.
- Toukley Preschool will consult with educators, staff, and volunteers when:
  - Identifying hazards and assessing risks arising from work
  - Proposing changes that might affect the health & safety of workers
  - Carrying out activities prescribed by the Work Health & Safety Regulations
- Toukley Preschool will consult with educators, staff, and volunteers when making decisions about:
  - Ways to eliminate or minimise risks
  - The adequacy of our facilities
  - The consultation process and procedures
  - Resolving health and safety issues
  - Monitoring their health & safety or the safety of workplace conditions
  - How to provide work health & safety information and training
- Toukley Preschool consultation with our educators, staff, volunteers and health and safety representatives (if applicable) means:
  - Relevant work health and safety information is shared
  - They have a reasonable chance to express their views
  - They are given a reasonable opportunity to contribute to the decision making process
  - Their views are taken into account
  - They are advised the outcome of the consultation in a timely manner

- Our educators, staff and volunteers are entitled to:

- Elect a Work Health & Safety Representative, if they choose
- Request the formation of a Work Health & Safety Committee, if they choose
- Cease unsafe work
- Have work health & safety issues resolved in accordance with an agreed issue resolution procedure
- Not be discriminated against for raising work health & safety issues

### **Work Health & Safety Representative**

- Our staff can elect a Work Health & Safety Representative (WHSR). If a request is made for a WHSR, our

#### Approved Provider /Nominated Supervisor will:

- Negotiate with staff about their WHSR requirements e.g. the number of representatives, who they represent, when they will meet etc.
- Give all staff the opportunity to nominate as a WHSR and to vote in an election if there is more than one candidate.
- Notify staff of the outcome of the negotiations as soon as possible.

- The Approved Provider/Nominated Supervisor will act as WHSR if there is no elected/volunteer representative or will keep a current list of all WHSR's and display a copy at the workplace. The list must also be given to the Work Health & Safety Regulator (SafeWork NSW, Ph 131050)

- A WHSR can:

- Inspect the workplace
- Accompany a Workplace Health & Safety Officer during an inspection
- Be present at an interview with a worker that the WHSR represents (with their consent) and the Approved Provider/Nominated Supervisor or an inspector about health & safety issues.
- Request a Work Health & Safety Committee to be established
- Monitor compliance measures by the Approved Provider/Nominated Supervisor
- Represent staff in work health & safety matters
- Investigate work health & safety complaints from staff
- Inquire into any risks to the health or safety of staff
- Request assistance of any person including the union whenever necessary
- Issue Provisional Improvement Notices in the form and manner prescribed in the legislation (these notices are to be adhered to and displayed)
- Direct workers to cease unsafe work where the WHSR considers there to be a serious work health & safety risk if consultations with the Approved Provider/Nominated Supervisor do not resolve issue.

- Toukley Preschool will ensure WHSR's:

- Are never prevented from carrying out any of their duties
- Are able to give people assisting them access to the workplace
- Can take paid leave to attend to their health & safety duties
- Can take paid leave to attend an initial work health & safety course or annual refresher training approved by the regulator within 3 months of their request to attend. Payment of courses will be covered by the Preschool.
- Can access any resources, facilities and assistance that they reasonably require to undertake their duties

- Where established WHSR's are elected every 3 years unless they leave the centre, are disqualified, resign from the position or the majority of the staff they represent agree they should no longer represent

them. They are not personally liable for anything done, or not done, in good faith while carrying out their duties.

### **Notification of death, Serious Injury or Illness**

- The Approved Provider/Nominated Supervisor must notify the Work Health and Safety Regulator, (SafeWork NSW Ph 131050) as soon as they become aware of a death, or a serious injury or illness that results in:
    - Immediate treatment as an in-patient in a hospital.
    - Immediate treatment for an amputation, serious head injury, serious eye injury, serious burn, the separation of skin from the underlying tissue (degloving or scalping), spinal injury, serious laceration, the loss of bodily function or
    - Medical treatment within 48 hours of exposure to a substance.
  - A serious illness is:
    - any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
      - o that involves providing treatment to a person
      - o that involves contact with human blood or body substances.
  - A Dangerous incident is also notifiable under the legislation. Dangerous incidents include:
    - \* an uncontrolled escape, spillage or leakage of a substance
    - \* an uncontrolled implosion, explosion or fire
    - \* an uncontrolled escape of gas or steam
    - \* an uncontrolled escape of a pressurised substance
    - \* electric shock
    - \* the fall or release from a height of any plant, substance or thing
    - \* the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
    - \* the collapse or partial collapse of a structure, the collapse or failure of an excavation or of any shoring supporting an excavation
- The Approved Provider/Nominated Supervisor must notify the regulator by telephone or in writing (including facsimile or email) as soon as possible after the injury, illness or incident. If notified by phone the regulator may require written notice on the incident within 48hours. Records of the incident must be kept for the term stated in the regulations (at least 5 years from the date that the incident is notified). The Approved Provider/Nominated Supervisor must ensure the site where the incident occurs is left undisturbed as much as possible until an inspector arrives or as directed by the regulator.

### **Risk Management:**

Our Preschool is committed to managing risks to health, safety and welfare of staff, children, families, volunteers and visitors, by eliminating or controlling hazards and potential hazards, and reviewing work practices and procedures. The Preschool is to:

- Provide information, supervision and training as required to employees and others, including visitors and volunteers to enable them to work in a safe manner;
- Ensure equipment and substances are safe and without risk to health, when used in accordance with standard procedures;
- Providing adequate facilities for the welfare of employees;

- Encourage staff to identify hazards. They are encouraged to stop, assess the risk, and determine a plan of action if deemed necessary. The action plan is to be implemented in a timely manner, depending on the severity of the hazard.
- Consult with all employees and stakeholders on WH&S issues;
- Provide adequate resources to enable WH&S responsibilities to be achieved;
- Regularly monitor and review the workplace including inspections and audits;
- Review the Policies and Procedure to ensure effective risk management practice;
- Ensure legislative compliance.

### **Manual Tasks**

By providing effective manual handling requirements and procedures, Toukley Preschool aims to protect its staff, children, families, volunteers and visitors from injuries associated with manual handling. The Preschool aims to:

- Minimise manual task hazards;
- Identify, assess and control hazardous manual tasks in a timely manner;
- Provide staff with advice on best practice in manual task management;
- Encourage staff to identify and self manage manual tasks proactively.

### **Hazardous Materials**

Toukley Preschool aims to minimize the health and safety risks associated with the handling and storage of hazardous materials. This is achieved by:

- Providing the least hazardous chemical, product or equipment for the task without risking hygiene;
- Ensuring that staff, children, families, volunteers and visitors are protected from health effects of hazardous substances and plants;
- Ensuring that staff and visitors have access to all relevant Safety Data Sheets and are instructed in the safe use and storage of all hazardous substances.

### **Rehabilitation and Safe Return to Work**

Toukley Preschool is committed to providing effective occupational rehabilitation and to supporting staff who have sustained injuries or illness to safely return to work. The Preschool aims to:

- Prevent injury and illness through maintaining a safe and healthy working environment and intervening as soon as it is apparent that an injury/illness has occurred;
- Provide timely and appropriate intervention at each stage of the rehabilitation process and to use best practice which is consistent with legislation and injury management.
- Ensure that the injured worker is provided with a return to work program where appropriate.
- Investigate all accidents, incidents, injuries or near misses to identify their cause(s) and prevent them happening again.
- Ensure that injured workers and their representatives are aware of their rights and responsibilities.
- Maintain the confidentiality of injured employees at all times, including all file/case notes maintained.
- Participate and co-operate with all Injury Management Plans developed by an insurer and comply with all governing body guidelines.
- Re-integrate injured workers into their pre-injury job as safely and as quickly as possible.
- Encourage the early reporting of any symptoms of work related injury or illness.
- Make every effort to provide suitable and meaningful duties consistent with the pre-injury work performed and the medical condition of the injured worker.

Toukley Preschool staff have an obligation to assist in the development and maintenance of a safe and healthy workplace including:

- Taking reasonable care of the health and safety of themselves and others;

- Following the WH & S procedures of the Preschool.
- Report any hazardous condition, near miss, accident, or incident to the Nominated Supervisor for appropriate rectification and/or action;
- Cooperate with reasonable workplace changes designed to assist the return to work of a worker.

Where a worker sustains a work related injury, the worker is responsible for:

- Seeking medical attention immediately, if required;
- Notifying the Director/ Nominated Supervisor as soon as possible after the event occurs;
- Filling out an incident report form with all the relevant details;
- Obtaining a medical certificate from the treating doctor and forwarding it to the Director/ Nominated Supervisor;
- Nominating a treating doctor who will agree to participate in the development of the injury management plan;
- Authorising the treating doctor to provide relevant information to the insurer or the employer for the purposes of the injury management plan;
- Participating and cooperating in the establishment of an injury management plan;
- Complying with the obligations stated under the injury management plan;
- Actively participating in the agreed individual return to work plan of appropriately modified or suitable duties;
- Attending any medical examination arranged as needed to assess or review the situation;
- Forwarding any relevant or required documentation to the Director/ Nominated Supervisor and/or the insurer regarding this;
- Providing accurate information about any aspect of the claim;
- Keeping a copy of any documents relating to the injury or illness;
- Making all reasonable efforts to return to work with the pre-injury employer, as soon as possible, in line with the medical assessment.

**Emergency Situations**

Toukley Preschool provides staff with procedures that assist them if they were to be faced with an emergency situation which could threaten health, life or property. The risk posed by such a situation is minimized by:

- Training of staff in how to handle an emergency situation;
- Ensuring that emergency procedures are reviewed regularly and updated if necessary;
- Through the practice of emergency evacuation drills at least once every three months.

**Responsibility The Preschool Management Committee will:**

- Oversee all risk management procedures;
- Discuss any WH & S matters raised at the Management Committee meetings and allocate resources to rectify the situation.

The Director/ Nominated Supervisor is responsible for:

- Conducting risk assessments to determine potential emergencies that may be relevant to the preschool;
- Conducting risk assessments prior to any excursion;
- Ensuring risks are identified, eliminated or controlled, monitored and reviewed in consultation with all employees;
- Effective implementation and review of the WH & S policy;
- Inform all employees on health and safety information and ongoing WH & S professional development of all employees;

