

OCCUPATIONAL HEALTH, SAFETY AND WELLBEING POLICY

Background

Annie Dennis Children's Centre is committed to creating a safe workplace through improving health, safety and wellbeing at work. Annie Dennis Children's Centre recognises that employees are central to effective service delivery and can demonstrate the value it places on employees by implementing measures which actively protect and promote the health, safety and wellbeing of employees (including children, parents, students, volunteers, relievers and visitors.)

This policy recognises that the health and safety of all employees within Annie Dennis Children's Centre is the responsibility of management and staff. In fulfilling this responsibility, management and staff have a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe equipment and systems of work. OH&S Act 21(2)(a)
- Maintaining the workplace in a safe and healthy condition. OH&S Act 21 (2) (c)
- Providing adequate facilities to protect the welfare of all employees. OH&S Act 21 (2) (d)
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner. OH&S Act 21(2) (e)

The Director, Occupational Health and Safety Representative and staff are responsible for the implementation and monitoring of this policy. To assist the monitoring of this policy, information is presented to the Committee of Management.

The health and safety duties of staff at all levels will be detailed in this policy. In fulfilling the objectives of this policy, Annie Dennis Children's Centre is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

The aim is to:

- Reduce risks to health, safety and wellbeing.
- Build a committed and positive attitude to health and safety.
- Comply with all legal requirements.
- Integrate the commitment into all activities.

While occupational health and safety is a management responsibility, every staff member has a responsibility to uphold health and safety standards.

Other related policies and procedure are:

- Fire Evacuation
- Security Procedures
- Emergency Procedures
- Incident Reporting

Annie Dennis Centre provides a smoke free work environment.

Policy

This policy covers how hazards or injuries will be controlled with details of the roles and responsibilities of management, staff and the Occupational Health and Safety Representative.

Recognising that potential hazards may occur in this organisation, Annie Dennis Children's Centre will take every practicable step to provide and maintain a safe and healthy work environment for all employees. OH&S Act 21(i)

Management

- All employees and those attending the workplace are responsible for following occupational health and safety procedures and taking responsibility for their own health and safety and that of others. OH&S Act 25 (1) (a).
However, it is management and staff who are responsible for the effective implementation of the Occupational Health and Safety Policy.
- Management will provide a register of injuries/incidents book.
- Management will maintain occupational health and safety records.
- Management will discuss occupational health and safety information with new and casual staff.
- The Committee of Management will develop policies in consultation with staff.

Occupational Health and Safety Representative

- A staff representative is the Occupational Health and Safety Representative.
- The representative shall be responsible for developing checklists and liaising with staff around the use of checklists in the rooms, centre and grounds of the Annie Dennis Children's Centre.
- The representative shall be responsible for carrying out a regular detailed safety inspection of the building, equipment, furniture and grounds.
- The representative shall communicate with staff and management issues concerning occupational health and safety and wellbeing. OH&S Act Section 31

Employees

Occupational health and safety is a shared responsibility and a team approach by staff and the Committee of Management is supported by Annie Dennis Children's Centre.

Employees:

- Take responsibility for their own health and safety and that of other staff. OH&S Act 21 (i)(a)
- Have a duty to take care of the health and safety of others affected by their actions at work.

- Have a responsibility to identify hazards in their work area and report these to the occupational health and safety representative.
- Have a responsibility to report all injuries/incidents and provide a record in "injuries" book.
- Regard all accidents as preventable. OH&S Act 21 (i)(a)
- Refer to the centre manual: The systems of work Handbook

This policy will be regularly reviewed and at times of legislation and organisational changes.

PROCEDURES

There are separate procedures for hazards and injuries

Hazards

The procedure for hazard management is:

1. Identifying hazards

Types of hazards can include:

- Housekeeping hazards (eg floors, work benches, toasters)
- Fire Safety
- Equipment hazards
- Chemical hazards
- Manual handling hazards
- Electrical hazards
- Work practice hazards (eg not taking breaks)
- Ergonomic hazards

2. Reporting the hazard

Once a hazard has been identified it should be reported on the *Hazard Report form* located in the central office. The form is completed by the person reporting the hazard and handed to the Occupational Health and Safety Representative who then begins the hazard control process.

3. Controlling the hazard

Once the Occupational Health and Safety Representative has received the completed Hazard Report Form, the hazard control process begins. This requires a consultation process involving the staff member who reported the hazard, the Occupational Health and Safety Representative and the Director. A recommendation regarding the hazard will be made and appropriate steps taken to eliminate or reduce the hazard. The Committee of Management is informed of the hazard and the steps taken to eliminate or minimise the hazard.

4. Taking practical action

Steps are taken to eliminate or reduce as much as possible the risk from a hazard in the workplace. It is important to carefully record everything.

- Identify potential hazard. Correct the problem immediately if it is possible and safe to do so.
- Eliminate the hazard.
- If hazard cannot be eliminated, isolate it.

- If hazard cannot be isolated, minimise it.
- Monitor and evaluate the process within a reasonable timeframe (min. 7 days).
- After each step record observations and actions.

Workplace Incidents and Injuries

When a workplace incident or injury occurs to an employee:

- Injury/incident is reported to the Director.
- Medical attention is considered and/or received.
- Director inspects site where the injury took place.
- Occupational Health and Safety Representative is advised and he/she commences the hazard control process.
- Director discusses circumstance of injury/incident with staff member.
- Hazard is removed if possible and steps followed as outlined above in "controlling the hazard"
- Incident/injury is discussed at staff meeting
- Incident/injury is discussed with Committee of Management

For more information regarding workplace incidents and injuries reference can be made to the staff handbook.

Wellbeing of all employees

Annie Dennis Children's Centre values and respects the well being of every child and that of all staff employed at the centre. We aim to provide a supportive environment in which all staff can make healthy life style choices.

Management will:

- (a) ensure that a staff members health does not adversely affect their ability to care for or educate children at the children services: and
- (b) ensure that a staff member is not adversely affected by alcohol, drugs or any other deleterious substances while caring for or educating children at the children service

Management will ensure that staff are supported sensitively and appropriately through any concerns relating to their individual health concerns.

At times it may be necessary for management to seek external support and advice if individual staff health concerns begin to impact on performance or their ability to complete their duties according to their position description.

Annie Dennis is committed in supporting the wellbeing of all staff by:

1. Implementing the following policies

- Professional Development
- Staff Grievance management Policy
- Leave Management policy
- Immunisation, Medical conditions and Exclusion from Child Care
- Professional development policy

2. Providing social and professional opportunities, such as

- Staff meetings
- External functions
- Centre events

Providing staff support with personal, family or work related issues through an employee assistance program in which staff have access to qualified counsellors.

The **Occ Health, Safety and Wellbeing Policy** is linked to the National Quality Standards 2012
Quality Area 3 Physical Environment
Standard 3.1 The design and location of the premises is appropriate for the operation of a service.
Standard 3.2 The environment is inclusive, promotes competence, independent exploration and learning through play.

Date Approved by the COM 18 October 2010

Next review date October 2012

Key Source Document

OH&S Act 2004

Workcover OH&S regulations 2007

Children's Services Occupational health and Safety

Compliance Kit: Work safe Australia 2004-2008

Children's Services Regulations 2009