



# BLUE GUM

Early Learning & Child Care Centre

## Occupational Safety and Health Policy

### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA3	3.1.2	Upkeep - Premises, furniture and equipment are safe, clean and well maintained.

### National Law

Law	167	Offence relating to protection of children from harm and hazards
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### National Regulations

Regs	168	Policies and procedures are required in relation to health and safety
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### Aim

To do everything possible to protect the safety, health and welfare of all educators and other people who may be affected by our operation including our children and their families.

### Related Policies

Bush fire Policy

CCTV Policy

Chemical Spills Policy

Death of a Child Policy

Death of an Employee or Volunteer Policy

Emergency Management and Evacuation Policy

Immunisation and Disease Prevention Policy

Incident Injury Trauma and Illness Policy

Physical Environment (Workplace, learning and Administration) Policy

Tobacco Drugs and Alcohol Policy

### Implementation

#### Duty of Care

The Nominated Supervisor and committee will take all reasonable steps to ensure the safety and health of all employees, volunteers, children, their families, and any other people impacted by the service operations. This includes identifying and eliminating or reducing all reasonably foreseeable hazards, providing appropriate training and instruction, and displaying relevant work health and safety information and publications. For Nominated Supervisor and committee will ensure employees and volunteers understand and are familiar with:

- The immunisations recommended for child care employees
- The infectious diseases that may injure an unborn child if the mother is infected while pregnant
- Lifting and manual handling techniques that minimise risk of injury
- Storage practices for hazardous substances, medications and general resources or equipment which minimise risk of injury
- Correct disposal of needles/sharps ie in purpose built sharp disposal container
- Emergency evacuation or shelter in place procedures
- Handwashing, nappy changing and toileting procedures
- Procedures for cleaning up spills of bodily fluids including blood
- Personal hygiene measures including covering all open cuts
- Staff with current first aid, asthma, and anaphylaxis management qualifications
- Building and equipment maintenance procedures

The Nominated Supervisor will achieve this by:

- Ensuring safety and health matters are included in employee and volunteer Induction programs
- Including Occupational Safety and Health matters as a static agenda item in every staff meeting
- Diarising to (or for staff to) regularly complete occupational safety and health checklists/audits, including a Daily Safety Check of the indoor and outdoor environment
- Implementing a policy review program so staff are aware of current policy requirements
- Ensuring Room Leaders coach educators where required in service safety and health practices and procedures (ie show employee, explain why, have employee practise, give feedback and correct errors)
- Providing adult size furniture for staff, safety guards and barriers to prevent slips, falls or contact with dangerous equipment, equipment like step ladders and trolleys to assist with manual handling and lifting tasks, warning signs and personal protective equipment like gloves and masks
- Organising external or on-line training in safety and health if required.

Our employees and volunteers must also take reasonable care of their own safety and health and ensure their conduct does not adversely affect the safety and health of others. For example, employees or volunteers must always take immediate action to safely remove or eliminate any identified risk (eg broken glass while wearing thick gloves). They must always comply with service policies and procedures, including those which ensure their safety and those of children or other adults at the service.

To promote safety and health at work, our employees can elect a safety and health representative(s).

They may cease unsafe work at any time if they reasonably believe continuing to work will expose them or others to a risk of serious injury or harm and will not be victimised for raising health and safety issues.

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

The Nominated Supervisor and committee will consult with employees, volunteers, and any Safety and Health Representative and share information about safety and health matters. For example, they will give people a reasonable chance to express their views and contribute to the decision

making process, will take their views into account, and will advise people of outcomes without too much delay. Safety and health matters include:

- Identifying and assessing hazards and risks or making decisions about eliminating or minimising risks
- Proposing changes that may affect workplace safety and health
- Making decisions about relevant safety and health information and training
- Resolving any issues relating to occupational safety and health.

### **Safety and Health Representatives**

Safety and Health Representatives (SHRs) are not responsible for solving safety and health matters but can represent employees and carry out specific functions related to workplace safety and health, including incident and hazard reporting and investigation. Their functions include:

- Regular inspections of the workplace at least every 30 days
- Immediate investigation of any accident, dangerous incident, or risk of serious injury/harm to any person
- Keeping up to date with safety and health information available from worksafe and other bodies
- Reporting hazards in the workplace to management
- Consulting and cooperating with management on any safety and health matters
- Referring any relevant matters to a safety and health committee if there is one
- Liaising with employees about safety and health matters.

If an employee requests a SHR, the Nominated Supervisor or committee will invite all employees to stand for the position, or to elect a SHR within 21 days of the request (via secret ballot if more than one person is nominated). Before the election the Nominated Supervisor or committee will consult and agree on when the election process will be carried out, who will run it, and how many SHRs are to be elected. They must also decide what will happen if a future vacancy arises, and agree on the areas, matters and kinds of work the SHR will cover. SHR may represent more than one of the employer's workplaces under a written agreement between the employer and employees.

The person who runs the election will advise the Nominated Supervisor or committee, employees, and WorkSafe Western Australia Commissioner of the outcome as soon as possible.

SHR are elected for a two year term unless they cease employment, transfer from the area they were elected to represent, resign or are disqualified. If they vacate their position, they need to notify the employer, any Safety and Health Committee and WorkSafe in writing.

The Nominated Supervisor will keep a current list of all SHR and display a copy at the service.

The Nominated Supervisor will ensure SHRs:

- Can access the information, resources, facilities and assistance that they reasonably require to undertake their duties
- Are never prevented from carrying out their duties
- Are never discriminated against because of their role
- Can attend interviews about occupational safety and health matters with an employee(s) who requests their presence
- Can take paid leave to attend accredited training on occupational safety and health matters as outlined in the OSH Regulation, after giving 21 days notice of their wish to attend. This includes

an introductory course as soon as possible within the first 12 months of being elected, and a post-introductory course during any subsequent two-year term. We will pay the course costs and reasonable expenses.

### **Safety and Health Committees**

A Safety and Health Committee (Committee) can promote cooperation between the Approved Provider and employees in developing and implementing measures to ensure safety and health at the service.

An employee can request the establishment of a Committee whose functions include:

- Providing consultation and cooperation between the employer and the employees
- Initiating, developing, and implementing safety and health measures
- Keeping informed about safety and health standards in other education and care services
- Making recommendations on safety and health rules, programs, measures, and procedures
- Ensuring information on hazards is kept where it is readily accessible
- Considering and making recommendations about changes that may affect the safety and health of employees
- Considering matters referred to it by safety and health representatives
- Performing other functions prescribed in the occupational safety and health regulations 1996 or given to the committee, with its consent, by the employer.

The Committee may also deal with policy development, monitoring programs, emergency procedures, training and supervision, trends in accident and illness reports, and resolution of safety and health issues.

The Nominated Supervisor or committee will establish a Committee within 21 days of an employee's request. At least half the members must be SHRs or employees.

**Blue Gum Does Not Currently Have A Safety and Health Committee. We have a Safety and Health Representative.**

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

The Nominated Supervisor will notify WorkSafe as soon as they become aware of a work-related death or serious injury or illness including:

- A fracture of the skull, spine, or pelvis, or of any bone in the arm, other than in the wrists or hand, or leg, other than in the ankle or foot
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe, or toe joint
- The loss of sight of an eye
- Any other injury which in the opinion of a medical practitioner is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
- The infectious diseases tuberculosis, viral hepatitis, legionnaires' disease, HIV
- Q fever, Anthrax, Leptospiroses, Brucellosis from contact with animals

The Nominated Supervisor will notify Worksafe as soon as possible after an injury, illness or incident using the online form available on the Worksafe website, or by telephone on 1800 678 198 if there is a workplace death or serious injury and maintain a Work Health and Safety Register which they or workers can use to record any workplace injury or illness, whether or not workers claim Workers Compensation.

The Nominated Supervisor or committee will ensure the site where a dangerous incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by the regulator.

## **Workers Compensation Claims**

WA workers compensation law requires all employers to develop an Injury Management System which describes the steps that will be taken if there is a workplace injury. The Nominated Supervisor and committee is our Injury Management Co-ordinator and will use Workcover's Injury Management System template and Return to Work Template to help meet these obligations.

The Nominated supervisor and committee must have a documented return to work program describing the steps which will be taken if an employee is injured. Unless it is not reasonably practical to return the employee to their pre-injury employment or find them alternative work, the Nominated supervisor and committee must keep an injured employee's position available where reasonably practicable for 12 months following their incapacity. If the position is no longer available, or the employee can't perform that position, the Nominated Supervisor and committee will, if possible, provide another position that is comparable in status and pay. Prior to terminating the employee's employment during the 12month period, the Nominated Supervisor and committee must give the employee and WorkCover 28 days' notice by completing a Form 15G: Notice of intention to dismiss a worker.

The Nominated Supervisor and committee will implement the Workplace Injury and Compensation Procedure in relation to injuries and claims.

## **Source**

**National Quality Standard**

**Education and Care Services Law and Regulations**

**Injury Management A Guide for Employers: WorkCover WA**

**Occupational Safety and Health Act 1984**

**Occupational Safety and Health Regulations 1996**

**Guidance Note General Duty of Care in Western Australian Workplaces**

**Workers Compensation and Injury Management Act 1981**

**Workers' Compensation Code of Practice (Injury Management) 2005**

**Workers Compensation Guide for Employers WA**

**Workers Compensation Employer Fact Sheet WA**

## **Review**

The policy will be reviewed annually by the Approved Provider, Supervisors, Employees, Families, and any committee members.

**Last reviewed: January 2024**

**Date for next review: January 2025**