

Quality Area 3 (Mandatory)

PURPOSE

This policy affirms Helen Paul Kindergarten commitment to occupational health and safety.

SCOPE

This policy is ongoing and applies to Helen Paul Kindergarten committee, staff, parents/guardians, children, contractors, visitors, volunteers and students attending the service.

POLICY STATEMENT

Helen Paul Kindergarten is committed to providing a safe and healthy environment for employees, parents/guardians, children, contractors, visitors and volunteers.

This policy reflects the value Helen Paul Kindergarten places on its employees, children, parents/guardians and visitors by endeavouring to protect the health, safety and welfare of all members of its community. The commitment to occupational health and safety will be evidenced by the integration of that commitment into all organisational activities.

Helen Paul Kindergarten will ensure that the management group, staff members and volunteers are aware of their health and safety responsibilities as employers/employees/volunteers of Helen Paul Kindergarten.

Systematic identification, assessment and control of hazards will be undertaken in accordance with industry and Association requirements. Effective communication and consultation form a fundamental part of the management process, encouraging innovative means of reducing risk in the work environment.

Training will be provided to assist staff to identify health and safety hazards, leading to safe work practices within the service.

Helen Paul Kindergarten specifically recognises the need to ensure that:

- Statutory requirements are fulfilled. In particular, the provisions of the *Occupational Health and Safety Act 2004* and its successors, and that all relevant codes of practice are adopted and accepted as the minimum standard;
- There is a systematic risk management approach to the management of workplace hazards;
- Hazards and risks to health and safety are identified, assessed and, where they cannot be eliminated, are controlled effectively;
- Measures to control hazards and risks to health and safety are monitored and evaluated regularly;
- Adequate instruction is given to employees in safe working procedures and that they are informed of any hazard to their well-being and health which may be known to be associated with the work in which they are involved;
- Consultation and cooperation between the management and employees is important for effective translation of objectives into action;
- Plant and equipment are maintained in a safe condition;
- Procedures are established and control is maintained in the workplace over harmful substances;
- OHS accountability is included in all position descriptions; and
- Adequate resources are allocated to fulfil the aims of this policy.

This policy will be displayed in a prominent workplace area for accessibility and viewing. In addition, this policy will be reviewed periodically for suitability and adequacy.

BACKGROUND AND LEGISLATION

Occupational Health and Safety Act 2004

National Quality Standard for Early Childhood Education and Care and School Aged Care ('National Quality Standard') – Quality Areas 2, 3, 4 and 7

Getting into the Act – WorkSafe Victoria

Guide to the OHS Act 2004 – WorkSafe Victoria

Getting help to improve health and safety – WorkSafe Victoria

Managing safety in your workplace – WorkSafe Victoria

AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems

Helen Paul Kindergarten Risk Management Number 35

Early Childhood Management Manual

Early Learning Association of Australia

DEFINITIONS

Hazard: Hazard means the potential to cause injury, illness or disease.

Hazard identification: Involves finding all of the foreseeable hazards in the workplace and understanding the possible harm that the hazards may cause.

Hazard management: Describes a structured process of hazard identification, risk assessment and control aimed at providing safe and healthy conditions for employees, contractors and visitors whilst on Helen Paul Kindergarten premises or whilst engaged in Helen Paul Kindergarten endorsed activities.

Harm: Harm is death, injury, illness (including psychological illness) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Risk: Risk is the chance (or likelihood) that a hazard will cause harm to people.

Risk assessment: Is a process for developing knowledge and understanding about hazards and risks so that sound decisions can be taken about the control of hazards. Risk assessments assist in determining;

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: Is a thing, work process or system of work that eliminates an OHS hazard or risk, or if this is not reasonably practicable, reduces the risk so far as is reasonably practicable.

Evaluation: In order to assess whether the policy has achieved the values and purpose the committee will:

- consider feedback from staff, parents/guardians, committee members, volunteers regarding the policy and procedures and ensure that procedures are evaluated and if necessary revised following any incidents
- evaluate the awareness of staff and other relevant people of the procedures
- review the *Occupational Health and Safety Policy* on an annual basis or sooner if required due to legislative changes, policy or process changes, or feedback received