



POLICY STATEMENT

In accordance with the relevant legislation, TWOOSH is committed to ensuring the highest level of Work Health and Safety (WHS) for the welfare of all children, Educators, Guardians and visitors in our environment.

REFERENCES AND CONSIDERATIONS

- Work Health and Safety Regulation 2017 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Workers Compensation Act 1987 (NSW)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)
- Inclosed Lands Protection Act 1901 (NSW)
- The Community Services Safety Pack 2014 – Workcover
- National Quality Framework areas 1, 2, 3 & 7
- Education and Care Services National Regulations 2011 (NSW)
- Staying Healthy in Childcare (5th Edition) 2012

Related TWOOSH documents

- B-3 – Excursions
- B-6 – Water safety
- C-1 – Staffing
- D-2 – Nutrition
- D-3 – Hazardous Substances
- D-4 – Dealing with infectious diseases.
- D-5 – Dealing with medical conditions and administration of medications.
- D-6 – Sun protection
- D-7 – Emergency procedures
- D-8 – Administration of first aid
- D-9 – Providing a child safe environment.
- D-10 – Allergies
- D-11 – Child protection
- D-12 – Behaviour management
- D-13 – Management of incident, injury, illness & trauma
- D-14 – Food Handling & storage
- D-15 – Sleep & rest
- D-16 – Supervision of children

PROCEDURES

Statement of responsibilities

Management Committee

- ◆ Ensure required policies are in place, current and implemented.
- ◆ Approve training requirements.
- ◆ Ensure the requirements of this policy are complied with.
- ◆ Action rectification for any hazards/repairs required.

Director

- ◆ Ensure all Educators have undergone required training.
- ◆ Consult Educators on WHS issues.
- ◆ Respond to any WHS issues raised by Educators.
- ◆ Ensure all incidents are recorded on an incident report.
- ◆ Ensure all policies are implemented.
- ◆ Report all WHS issues to Management Committee.
- ◆ Ensure risk assessments are complete for all new equipment and new activities.
- ◆ Address any WHS concerns from Guardians or TWPS.

Educators

- ◆ Be responsible for creating and maintaining a safe environment for all children and Educators at TWOOSH.
- ◆ Work safely and follow all policies and instructions, implement identified controls and wear required Personal Protective Equipment.
- ◆ Ensure they come to work free from the effect of drugs and alcohol.
- ◆ Inform the Responsible Person and/or Director at the start of the shift if they have a medical condition or are taking prescription medication that may impair their ability to perform their duties.
- ◆ Proactively identify hazards and risks by completing daily hazard identification checklists; an Educator will be allocated this duty each session on the Educator duty list.
- ◆ When a hazard is identified, the Educator is to raise it with the Director, and at the next staff meeting. Hazards and risks to be reported include housekeeping issues, faulty equipment and near misses.
- ◆ Report any incident they witness or are involved in by completing the incident report form. Reportable incidents include injury to children or Educators (D-13) and administration of first aid (D-8).

Consultation

WHS concerns, issues, and training will be discussed in monthly staff meetings. An agenda for staff meetings will be available to Educators five days prior to the meeting. A set agenda item for every meeting will be 'WHS Issues' and provides all Educators the opportunity to raise any matters that affect their health, safety and welfare. The minutes from these meetings will be provided to all Educators and a copy filed in the staff meeting folder.

Training

- ◆ WHS training is undertaken when deemed necessary by Management, or when the need for training arises. The Director will define the WHS training requirements for all Educators.
- ◆ Ongoing WHS training for all Educators includes electrical safety, first aid and infectious diseases, hazardous substances, manual handling, sun protection, child protection, fire safety and checking for hazards. Records of the above training are kept in the Educator files in the office.
- ◆ Individual Educators are responsible for undertaking and ensuring currency of first aid training as advised by management. TWOOSH will cover the cost of externally run first aid training for full-time staff and for any other Educators as deemed appropriate. It is up to the Educator to complete the training in their own time.

Educator injury/incident and near miss

If an Educator is involved in an incident or injury the Responsible Person must complete an incident report before the end of the shift and inform the Director.

In the case of an Educator experiencing a workplace injury or accident, Educators will speak with Management to obtain information about their Worker's Compensation Insurance company and the policy number for TWOOSH. All 'near miss' incidents need to be documented in the same way and reported to the Director to bring possible hazards to Management's attention.

Risk assessment and risk control

- ◆ Daily Hazard Inspection Checklists are to be completed by the allocated Educator in the morning and afternoon. Any issues found need to be reported to the Director.
- ◆ Risk Assessments will be carried out on all new equipment and new activities (including excursions, incursions, vacation care programs) by the Director or nominated person. The 'Risk Assessment Form' used for identifying risks and hazards is developed by Children's Services Central. This includes hazards resulting from any risks, the likelihood and consequences relating to the hazard, control measures to eliminate or minimise the hazard and monitoring and reviewing the effectiveness of these measures.
- ◆ Personal protective equipment such as disposable gloves and oven mitts will be provided by TWOOSH and are accessible to all Educators.
- ◆ A copy of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2017 should be kept on the premises and made accessible to all Educators in the office.
- ◆ A WHS report will be given by the Director at every Management Committee meeting. This will include:
 - Training given to Educators
 - Implementation of control of risks e.g. signage around TWOOSH
 - Identification of risks resulting from daily hazard checklists
 - Summary of all incident reports
 - All hazard reports raised
 - All WHS Issues raised at staff meetings
 - Actions taken to address hazards
 - Issues or concerns the Management Committee need to be aware of that may put Educators, children, Guardians or visitors at risk that may need the Management Committee's attention.

SPECIFIC PROCEDURES TO MINIMISE RISKS

Daily hazard check

- ◆ A nominated Educator is required to check for hazards when entering the building at the start of the morning shift using the electronic 'Daily Hazard Checklist'. Hazards are dealt with as per Hazard Identification Documents.
- ◆ Any immediate hazards to be eliminated or isolated and reported to Director and all Educators.
- ◆ If any hazards are identified and unable to be immediately eliminated or isolated, all Educators and children will be made aware, and TWPS will be notified.
- ◆ Any hazard requiring future follow-up needs to be communicated to the Director.

Excursions/incursions

- ◆ Risk Assessment documentation will be completed prior to an incursion or children leaving TWOOSH for an excursion by the Director or nominated person. These risk assessments will be kept in the Vacation Care/Excursions section in the office filing cabinet.
- ◆ All Educators accompanying children on the excursion/incursion will be informed of any identified risks and resulting hazards.

- ◆ Safe conduct will be discussed with children prior to the excursion/incursion.
- ◆ The excursion First Aid kit (kept in a backpack in the OOSH room) will be taken on excursions.
- ◆ Electronic emergency contact lists, medical information, and mobile phones will be taken on excursion in the event of an emergency. Equipment to record incidents will also be taken on excursions.
- ◆ Refer to 'B-3 Excursion Policy' for further information.

Sports storage

- ◆ Only Educators are to open the sports storage area.
- ◆ Supervise children removing equipment from outside the sports storage area, especially large metal objects which may injure another child.
- ◆ Children are not permitted to enter the sports storage at any time.
- ◆ For heavier items, educators are required to team lift.

Basketball rings

- ◆ It is recommended that the basketball rings be inserted and removed by Educators that feel confident, because of the weight and awkwardness involved in this procedure.
- ◆ This procedure needs to be undertaken by Educators who are aware of and have been trained in the procedure for this.
- ◆ Educators will ensure that children are kept at a safe distance of five meters from this procedure.

Handwashing

- ◆ Educators to wash hands on arrival and departure of each shift, before and after food handling, after toileting, and before and after dealing with bodily fluids (children's and own).
- ◆ Refer to 'D-4 Dealing with infectious disease' policy.

Travel

- ◆ Educators using their own vehicles to travel for work purposes including training or shopping, must document this on the sign in and out sheet when they do so.
- ◆ Educators are responsible for ensuring their cars are safe, registered, have compulsory insurance, and are maintained/serviced as required.

Kitchen

- ◆ Children are to be carefully supervised at all times when using:
 - knives
 - any electrical appliances including hot plates on the stove, microwave oven and the oven/griller
 - mixer tap.
- ◆ Children and Educators are not permitted in the kitchen area if they are sick, for example, with a cold or any other infection that could be transferred to others.
- ◆ Children involved in cooking activities will wash their hands before starting, after visiting the toilet, after using a handkerchief or tissue, after touching eyes, ears, nose, hair, or mouth.
- ◆ Educators will turn safety switches for the stove top and oven to the 'off' position on completion of kitchen duties.
- ◆ Educators will close upper cupboard doors after use to prevent head injuries to themselves and others.

- ◆ Educators will display the 'wet floor' sign located behind the main door after mopping the floor.
- ◆ Educators will discuss safety procedures with children while in the kitchen area.
- ◆ All items such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications should be stored in the designated secured areas in the kitchen area which are inaccessible to the children.
- ◆ Educators are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- ◆ Kitchen before & after school care cleaning charts must be completed every day by the allocated educators on the daily duties list.
- ◆ Taps are to be temperature controlled and water temperatures to be checked using a thermometer at a minimum of once a week.

Maintenance & repairs

Electrical equipment maintenance

- ◆ There must be no damaged plugs, sockets, power cords or extension cords.
- ◆ Electrical appliances must be in good working order. They must be checked and tagged by a qualified electrician at a minimum of every two years. A log of this is kept in the maintenance register and reviewed by the Director.
- ◆ TWOOSH, and all electrical equipment contained within, will be regularly checked by a qualified electrician to ensure that they are in a good and safe condition and comply with relevant Australian Standards.
- ◆ All unused power points must be fitted with plastic safety socket covers at all times.

General maintenance and repairs

- ◆ Equipment will be regularly washed and cleaned as per cleaning rosters on staff iPads.
- ◆ Recycled craft materials are to be checked for potential hazards.
- ◆ Educators should ensure safe handling of tools, particularly sharp tools, if used as part of any activity.
- ◆ Guardians will be encouraged to notify the Educators of any problems that they might observe.
- ◆ Educators are encouraged to proactively identify hazards and communicate them to the Director and complete a hazard report.
- ◆ Anything that requires maintenance is reported to the Director as soon as possible.
- ◆ Faulty equipment should be removed, or protection placed around it and then reported via a hazard report.
- ◆ For urgent repairs the Director will organise a contractor/repair person to attend to the problem.
- ◆ Non-urgent repairs will be reported to the Director to document the repairs appropriately. If applicable, this will be brought to the attention of the Management Committee at the next meeting. The Management Committee and Director will organise to rectify the problem.
- ◆ For major repairs the Director will correspond with the Management Committee in order to discuss allocation of funds etc.
- ◆ For repairs that are the responsibility of TWPS under the lease, the Director will report it to the Principal or School Administration Manager via email.
- ◆ The Director will also keep a review of works completed by any tradesman, for future reference, stored in the maintenance folder.
- ◆ It is the Management Committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that TWOOSH is safe for Educators, children and families.
- ◆ Easy access to areas should be maintained by making clear, easily definable passageways and walkways through the building.

- ◆ Educators will ensure that children properly store their bags and that bags/other items are not thrown into walkways or play areas as much as possible.
- ◆ All items obstructing areas are to be removed and placed in the correct storage areas.
- ◆ Fire extinguishers and fire blanket are checked each semester as arranged by TWPS.

Violence and intimidation

- ◆ Educators are required to report all instances of aggression or violence to the Director, Management Committee, and the school principal.
- ◆ Instances of aggression or violence will be recorded.
- ◆ If the behaviour of an individual places the safety of children or Educators at risk, a management plan will be created for that individual and the Management Committee and school will be informed.
- ◆ TWOOSH has the authority to withdraw services from families where violence or intimidation has occurred.
- ◆ The Inclosed Land Act can also be enforced to disallow entry on to the school grounds, in which they can be arrested and charged.
- ◆ Appropriate counselling and support will be provided where necessary.

Revisions

Date of next review: March 2025

Date	Reviewer	Approved by
26.03.2018		TWOOSH Management Committee
18.03.2019		TWOOSH Management Committee
18.02.2020		TWOOSH Management Committee
07.05.2021	AB	TWOOSH Management Committee
04.05.2022	MS	TWOOSH Management Committee
09.10.2023	BU	TWOOSH Management Committee