



# Health and Safety Policy

## Rationale

The Health and Safety in Employment Act 1992 as amended in 2002 imposes duties upon employees and employers. There are penalties for employees and employers who breach systems that promote safety in the work place. In 2008, the Education (Early Childhood Services) Regulations have expanded on this to include children.

Our aim is to provide and maintain employees', visiting contractor's, and children's freedom from harm while at the Centre, in accordance with the requirements of the Health and Safety in Employment Amendment Act 2002. As employers, we are responsible for their work safety.

## Guideline

### Employers Responsibilities under the Act

- Keep a register of accidents and notify serious harm of employees or children to OHS. Failure to comply with the accident recording requirements and/ or notification of 'serious accidents' will likely result in large fines or even imprisonment.
- Provide and maintain a safe working environment.
- Provide and maintain facilities for the safety and health of employees.
- Ensure that equipment in the place of work is designed, made, set up and maintained to be safe for workers.
- Ensure the employees are not exposed to significant hazards.
- Provide procedures to deal with emergencies that may arise while people are at work, such as accidents, earthquakes, and fires.
- A health and safety induction will be completed for all employees.
- Where an accident result is defined as "serious harm" in terms of the Health and Safety in Employment Act 2002 (e.g. needing hospitalisation for more than 48 hours, loss of concussion, loss of eyes or limb, poisoning, vision impairment, etc...) then the employer must notify OHS as soon as possible and provide a written report of the circumstances within seven days.

## Centre management/ Occupational Health and Safety Officer Responsibilities under the Act

- Daily, Monthly, Quarterly Diary Slips will ensure the daily checks and records completed for the following; all exit ways clear and unlocked, gates and fences secured, sandpit cleared of debris, rubbish collected and removed, climbing equipment checked for safety, broken equipment will be isolated or removed, all electrical outlet plugs are safe, poisonous plants are cleared.
- Completing monthly fire and earthquake drills, recording this on the Monthly and Annual Fire/ Earthquake Drills Record and notifying the Fire Service of this biannually.
- Keeping an account of each health and safety training session. The recorded documentation will include; who was trained, when, by whom, and for how long? Outline and steps covered in the training session and staff present need to sign an acknowledgement of their training.

## Employees Responsibilities under the Act

- Take all practicable steps to ensure their own safety and safety of others.
- Ensure no action or inaction of the employee while at work causes harm to any other person.
- Recording and notification of accidents and hazards as required by the Health and Safety in Employment Act 1992. All accidents, incidents or sicknesses that harm or might have harmed children or employees are to be reported to the Centre manager and recorded on an Accident/ Incident/ Sickness Staff/ Child Form.
- Follow the instructions of the employer regarding health and safety.
- Follow all requirements for safe evacuation of the building in the event of fire or natural disasters.
- Follow correct procedures for lifting equipment and children to protect their backs.
- Monitor their health to ensure that they are fit to work with children in line with the Education (Early Childhood Services) Regulations 2008.
- Attend training as directed by the Centre Supervisor. An explanation will be given for the following; the activity or process of hazard identification, identified hazards and how to avoid them, how and when to use safety equipment, procedure for reporting accidents.
- Follow all procedures maintaining compliance with the Act. Including accurate and up to date accident registers and other necessary records, maintenance schedules and attending all relevant training. The Hazard Identification Sheet is to be used to record and review all hazards regularly. Each hazard will be assessed as to whether it can be eliminated, isolated, or minimised and will be promptly reported to the Centre Supervisor. The Hazard Identification will be checked and updated on a regular basis.
- Remove any hazards from the environment including; broken equipment and furniture, broken toys, liquid spills, blood products and/or body fluids, items blocking fire exits, not mixing chemical materials, keeping poisons away, using correct cleaning materials for specific purposes, always using disposable gloves when changing soiled nappies, ensuring that the first aid kit is kept replenished.

*All employees will take every precaution to ensure children, other staff, students, parents and visitors to the building are safe from harm.*

## Visitors and Contactors

All visitors will be required to sign in and out of the building.

Contractors working at the centre need to be informed of the hazards relevant to their job prior to commencing work. The Centre management will undertake this at induction. Contractors must sign the Visiting Contractors Sign in Sheet and acknowledge that they have been made aware of the hazards. Contractors will be expected to keep tools and other equipment away from children. Where possible the area of work should be isolated. Staff will supervise children around the contractors in the centre and keep them away from the work area if necessary.