

Policy Statement

Activity Centres Incorporated is committed to ensuring that work health and safety practices are in place to protect the welfare of employees, Management Committee, children and their families, along with any visitors within our Service. We aim to focus on the wellbeing of the whole person physically, mentally and socially. We aim to reduce the risk of injury or illness by fostering safe work practices and risk assessments of the environment where Staff work and children play. We aim to encourage an atmosphere where all persons feel comfortable to discuss and evaluate matters relating to work health and safety.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011 (current version 1 February 2018)
- ✓ Education and Care Services National Quality Standards 2011 (current version 2018)
- ✓ My Time Our Place
- ✓ Work, Health & Safety Act 2011
- ✓ Work, Health & Safety Regulations 2017
- ✓ Workers Compensation Act 1987
- ✓ SafeWork NSW
- ✓ OOSH Code of Conduct
- ✓ Activity Centres Incorporated Policies and Procedures

Procedures

It is the Manager, Assistant Manager and the Management Committee's responsibility to ensure that:

- The Service has work health and safety related policies and procedures which are evaluated, reviewed and are in accordance with current regulations.
- All persons are provided a safe environment to work and play.
- New and existing Staff are provided information, instructions, training and supervision that is reasonably necessary to ensure that all persons are informed on WHS and safe work practices through Staff hand book, Staff Orientation and ongoing discussion at meetings or informal conversations.
- The overall welfare of Staff is facilitated through observations, open conversations and support.
- All Staff are provided coaching and assistance on maintaining the welfare of themselves and of their co-workers.
- All persons are committed to consult and cooperate with others in all matters relating to WHS and provide continual improved performance through effective WHS management.
- Procedures are in place for undertaking risk assessments, physical and environmental checks.
- Staff are provided with personal protection equipment (i.e gloves etc) and Staff shirts and hats.
- Staff and children are provided with protective equipment for activities that require it, ie gloves, goggles, ear muffs etc.

It is the responsibility of the Coordinator/Responsible Person to ensure that:

- Risk assessments, physical checks and environmental checks of the work place are conducted on daily basis.
- Risks or hazards are contained or removed to minimise injury or illness.
- Policies and procedures are followed for the reporting of risks or hazards to Management for further investigation or action.
- Clear instructions have been provided to Staff, children, families and any other persons that may be in contact with the Service to minimise injury or illness.
- Staff and children are encouraged to support the wellbeing of each other through role modelling appropriate behaviour and practices.

It is the responsibility of all Staff;

- To maintain supervision of all children and guide their behaviour to minimise injury or illness.
- Through open conversations encourage children to prevent illness by following recommended hygiene practices ie. cover mouth when coughing, wash hands after toileting and before eating etc.

- To use incidents and community concerns to form a base for open discussion to ensure children are aware of safety, ie natural disasters; accidents etc. encourage conversations so children can explore different ways they would keep themselves safe.
- Role model correct practices in all matters relating to health and safety.
- To comply with policies, procedures and safe work practices, to avoid injury to themselves and others and any damage to equipment.
- To take reasonable care of the health and safety of themselves and others.
- To wear personal protective equipment or clothing where necessary.
- To comply with any reasonable requests or directions given by Management for health and safety.
- Not to misuse or interfere with anything or equipment provided for health and safety.
- To report all accidents and incidents that have happened on the job immediately. Accurately complete any relevant forms.
- To report all known or observed hazards to the Manager, Assistant Manager or Coordinator. Accurately complete any relevant forms.
- This Policy will apply to all aspects of the Organisations operations including situations where workers are required to work off site, or whilst attending meetings or training sessions.

Checklist for Staff

- Scan and supervise the area you have been allocated to ensure you are aware of what is going on around you.
- Be aware of environmental hazards such as weather, sun, rain, lightning or trees in the wind and hazards they may pose.
- Guide children's behaviour to minimise injury or illness.
- Read and understand Policies and procedures.
- Ask questions if you are unsure.
- Accurately complete any relevant forms or reports.
- Take care to ensure you keep yourself and others safe.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 5th December 2018

Work Health and Safety Policy is to be reviewed by the 5th December 2020