

WORK HEALTH AND SAFETY POLICY

Everyone has a right to be safe at work. Activity Centres Incorporated (ACI) is committed to creating and maintaining a safe and healthy environment for educators, staff, children, families and visitors. We ensure that educators and staff are aware of and meet their legal and ethical responsibilities as clearly documented in current National Regulations and Work Health and Safety (WHS) laws.

Our *Work Health and Safety Policy*, procedures and practices ensure that management fulfils its responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees; employees meet their health and safety obligations and are safe in the workplace; and the work environment supports quality school aged education and care.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority

82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
83	Staff members and family day care educators not to be affected by alcohol or drugs
168	Education and care service must have policies and procedures
171	Policies and procedures to be kept available
175	Prescribed information to be notified to the Regulatory Authority

Related Child Safety Standards	
1	Child Safety is embedded in organisational leadership, governance and culture.
3	Families and Communities are informed and involved
4	Equity is upheld and diversity is taken into account.
5	People working with children are suitable and supported.
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8	Physical and online environments minimize the opportunity for abuse to occur.
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Animals and Pet Policy Bullying, Discrimination and Harassment Policy Bushfire Policy Child Protection Policy Child Safe Environment Policy Dealing with Infectious Disease Policy Delivery and Collection of Childre Policy Emergency and Evacuation Policy Excursion/Incursion/ Extra Curricular Policy Hygiene and Cleaning Policy	Incident, Injury, Trauma and Illness Policy Immunisation Policy Medical Conditions Policy Nappy Change and Toileting Policy Nutrition and Food Safety Policy Hazardous Materials Policy Sleep and Rest Policy Staffing Policy Supervision Policy Sun Protection Policy Tobacco, Drug and Alcohol-Free Policy Water Safety Policy
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PURPOSE

Our objective is to protect the health, safety and welfare of children, families, educators and visitors within the Service, adhering to moral and legal obligations outlined in WHS laws. We aim to go beyond compliance with all relevant

legislation and work towards best practice to ensure a safe work environment. ACI is committed to continuous improvement in all areas of workplace health, safety and wellbeing.

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

ACI is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. We believe that the provision of a safe working and learning environment for children, families, staff and visitors is an integral and essential responsibility during Service operation. Work Health and Safety regulations require the approved provider to eliminate risks in the workplace or, if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

ACI has a duty to consult with staff, visitors and families about work health and safety requirements, and to develop comprehensive policies and procedures to effectively manage physical and psychosocial risks and hazards appropriately. All employees have a duty to take reasonable care for their own health and safety and not to adversely affect the health and safety of others.

LEGISLATION

Each state and territory government has its own Work Health and Safety (WHS) laws and a regulator responsible for enforcing them. In New South Wales (NSW), we are governed by the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2017 (NSW), and regulated by SafeWork NSW.

WORKERS COMPENSATION OBLIGATIONS

Approved providers will ensure the following to facilitate compliance with WHS Laws and regulations relating to Workers Compensation obligations:

1. Hold workers compensation insurance
2. Provide information relating to how employees can make a claim. This may include displaying a poster relating to injuries at work
 - a. [NSW If you get injured at work poster](#)
3. Provide information to employees regarding a return-to-work programs or resources –
 - a. [NSW Return to work program](#)

4. Ensure staff incident reports are completed for all near-miss injuries or injuries, complete an *Incident Injury Record for Staff* form to record near-miss injuries and injuries.
5. Ensure staff injuries are reported to workers' compensation insurer and state/territory WorkSafe within 48 hours.
 - a. [SafeWork NSW](#) 13 10 50
6. Support the employee with the following
 - a. assist with doctor's appointment and certificate of capacity
 - b. identify suitable duties based on the certificate of capacity
 - c. consider modification of existing duties
 - d. consider modifying the workplace
7. Assist with participation of workers injury management plan upon return to work, in consultation with the insurer and medical practitioner, including providing suitable work conditions and alternative suitable employment if the pre-injury role is unsuitable.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR ARE COMMITTED TO:

- providing all employees with a safe and healthy work and learning environment so far as reasonably practicable
- ensuring the health and safety of children in attendance at the Service so far as reasonably practicable
- ensuring the health and safety of visitors, including contract workers and volunteers, whilst at the Service so far as reasonably practicable
- providing and maintaining an environment free of risks or hazards to health and safety so far as reasonably practicable
- providing and maintaining an environment that is tobacco, vape, alcohol and drug free
- ensuring the provision of adequate facilities to protect all persons from risks to their health and safety, including access to adult toilets, provision of hand hygiene resources (soap and water, alcohol-based hand sanitiser, paper towels) and personal protection equipment (PPE), such as disposable gloves, masks and glasses
- implementing a proactive process of risk management, facilitating continuous improvement
- the identification, assessment and management of psychological and psychosocial hazards through detailed risk assessments
- ongoing consultation, collaboration and communication with all staff throughout the risk assessment process
- implementing a strategic approach to health and safety by using measurable objectives to monitor performance
- meaningful consultation with employees regarding WHS issues
- providing an effective and accessible safety management procedure for all employees to guide safe working and learning throughout the workplace
- ensuring Safety Data Sheets (SDS) are provided for all hazardous chemicals used at the Service
- supporting and promoting the health and wellbeing of all employees

- promoting dignity and respect within the Service and taking action to prevent and respond to bullying in its workplace
- providing return to work programs to facilitate safe and sustainable return to work for employees
- providing staff with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment
- implementing a thorough induction and orientation program for new staff and employees
- notifying the regulatory authority within 24 hours of any incident, situation or event that has occurred and presented imminent or severe risk to the health, safety and/or wellbeing of any person present at the Service or if an ambulance was called in response to the incident/situation (not as a precaution)
- investigating and managing any incident or accident to prevent further recurrence
- providing a program of continuous improvement through engaging with industry and new technology, and reviewing and updating policies and procedures
- implementing safety management systems/procedures
- ensuring a clear process is in place for raising complaints and grievances related to bullying, discrimination, harassment and that these complaints or grievances are treated seriously with-immediate action taken
- keep up to date about current health risks and implement risk minimisation measures to reduce the risk of transmission of viruses
- maintain accurate records of all WHS issues and maintenance

EDUCATORS/STAFF WILL ENSURE:

- the health and safety of children, families and visitors of the Service is paramount
- policies and procedures are being followed and adhered to at all times
- that they observe, implement and fulfil the responsibilities under the current Work Health and Safety Act and National Regulations
- they participate in the review of WHS policies
- they take practical steps and responsibility for their own health and safety, and of others affected by their actions at work
- WHS audits are conducted frequently to ensure the Service is maintaining a safe environment for children, families, staff and visitors
- appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve WHS compliance
- they know the location of fire extinguishers, blankets or other safety devices and know how to use them
- identified risks are assessed and controlled
- that any potential and actual hazards in the workplace are reported to the appropriate person/ entity, including Head Office or School

- management is notified of any incidents and accidents in the workplace as soon as practicable
- workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and appropriate action is taken to prevent further incidents from occurring
- correct record-keeping procedures for incidents and accidents in the WHS Reporting folder are followed
- compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment (PPE) supplied by the employer as required
- areas identified for improvement are included in the Quality Improvement Plan (QIP)
- they participate in training and consultation with the support of management
- they follow the correct manual handling procedures
- that work areas are safe, and they will help reduce accidents to themselves and others
- all safety checklists are implemented as required regularly
- children's equipment is regularly checked for safety
- that children are supervised at all times
- all dangerous chemicals are stored appropriately with up-to-date Safety Data Sheets readily available
- children are kept out of kitchen areas unless supervised with an Educator
- all power points have safety plugs
- no hot drinks are around children
- gates are closed and locked after entry/exit
- all spills are cleaned up immediately (to prevent slipping), following the correct cleaning procedure
- reports and/or concerns about WHS are reviewed and responded to
- current work health and safety knowledge is maintained

FAMILY AND VISITORS WILL:

- take reasonable care of their own health and safety whilst visiting the Service, including the safety and health of their own children not enrolled in the Service
- report any health and safety issues to management
- participate in consultations on WHS issues affecting them
- take reasonable care to ensure they don't affect the health and safety of other people (e.g., Health Declaration for infectious diseases)
- comply with Service policies and procedures in relation to WHS, including actions to reduce the risk of transmission of infectious diseases or illnesses, such as physical distancing (if recommended by the Australian Government Department of Health), personal hygiene practices and exclusion practices
- comply with Service policies related to the use of tobacco, vapes, alcohol and drugs at all times

- provide Working with Children Check (WWCC) details as required, e.g., if visitors, contractors, volunteers or students are working directly with children, such as volunteering in the Service
- ensure they are never left alone with children.

DUTY OF CARE AND POSITIVE DUTY OBLIGATIONS

Everyone has a duty of care, a responsibility to make sure the safety of people in the workplace. A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

- provision of adequate supervision
- ensuring grounds, premises and equipment are safe
- implementing strategies to prevent bullying and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a person who is injured or becomes ill at the Service.

The approved provider and nominated supervisor will ensure all practical steps are taken to ensure the health and safety of all educators, staff, volunteers, children, their families, and any other people impacted by the Service operations. This includes ascertaining and eliminating or minimising all realistically foreseeable hazards and providing suitable training and instruction for employees to ensure health and safety.

Educators, staff, volunteers, and students will also take reasonable care for their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people. Staff, educators, families, visitors, and students are notified that smoking and vaping on or within our Service's premises, including car parks, is prohibited.

Educators and staff, including volunteers and students, must not consume alcohol or be affected by alcohol or drugs (including prescription medication), as these may impair their capacity to supervise or provide education and care to children.

The approved provider and nominated supervisor will comply with WHS 'Positive Duty' obligations, including Sexual Harassment and Psychosocial Hazards Code of Practices. We are committed to creating a workplace with vision and meaningful direction, adhering to our code of conduct and practicing ethical behaviour to ensure a productive work environment free from bullying, discrimination, and/or harassment. Sexual harassment has no place in our Service. We aim to identify, reduce and manage psychological and psychosocial hazards and risks within the work environment through risk assessments in line with WHS legislation.

HAZARD IDENTIFICATION

A hazard is a source of potential harm or a situation that could cause or lead to harm to people or property. Workplace hazards can be physical, chemical, biological, mechanical or psychological.

TYPE OF HAZARD	THIS MAY INCLUDE	EXAMPLES	POTENTIAL
Physical	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation	Wet bathroom floors, lifting children on play equipment.	Trips, slips and falls, Manual handling injury (soft tissue/back injury)
Mechanical and/or Electrical	Electricity, machinery, equipment, washers and dryers, kitchen appliances, motor vehicles.	Lint accumulation in dryers can be a combustion hazard. Frayed power cords or unplugged power points are an electrical hazard.	Fire, electric shock, electrocution
Chemical	Substances such as acids or poisons, cleaning agents, hazardous dusts and fumes	Cleaning chemicals, medications, hazardous dust (e.g., silica, asbestos)	Fire, explosion, poisoning, respiratory diseases and cancers
Biological	Bacteria, viruses, mould, mildew, insects, vermin and animals	Sick staff or children attending the Service, contaminated food, mice infestation, insect bites, animal droppings	Cross-infection, food poisoning, allergic reactions, other illnesses
Psychological and Psychosocial	Workplace stressors.	Insufficient management support, high workload, children's unmet needs, inappropriate conduct	High stress levels, compromised care practices, burnout, behaviour issues, anxiety

RISK MANAGEMENT

Risk Management is part of our Service's commitment to WHS to ensure that clear processes are in place for the identification of hazards, assessment of risks and implementation of control measures so far as reasonably practicable. Risk management plans include risk identification and risk assessment. These plans are reviewed regularly to ensure they are effective in controlling risks.

ACI will comply with WHS legislation and ensure all staff and visitors are aware of the potential hazards and risks. We will provide them with the necessary information and strategies to help keep them safe and healthy.

Risk Management is a systematic and methodical examination of potential risks and hazards within our working and learning environment. The process of risk assessment assists to:

- identify hazards
- assess who or what might be harmed and how
- evaluate the risks and decide on appropriate control measures
- record findings
- review the effectiveness of existing control measures regularly and update assessments
- consult and communicate with all stakeholders- staff, families, visitors and community members.

Risk assessments are routinely conducted for emergencies, including evacuation, lockdown, excursions and the management of natural disasters such as a bush fire, flood, cyclone and earthquake. (*see relevant policies for specific risk assessments*)

Additionally, risk assessments can be undertaken when presented with a hazard, such as the potential health risks associated with exposure to an infectious disease and implement control measures to manage those risks. Risk Assessments can be effectively used to meet WHS obligations to identify and reduce hazards within the workplace, including, but not limited to, sexual harassment and psychosocial hazards.

HAZARD REDUCTION

Educators and staff have responsibilities to take a risk management approach to all activities and plan for the safety of themselves and the children. This may include:

- always working with safety in mind
- being aware of any hazards and reporting them immediately
- keeping hallways and doors completely clear, as objects could become a hazard in an emergency evacuation situation
- using resources appropriately
- opening doors slowly
- not standing on furniture (e.g., chairs or tables)
- walking, not running within the Service (particularly up and down the stairs)
- adhering to sun protection guidelines
- ensuring personal safety by wearing PPE and implementing hand hygiene procedures
- following behaviour guidance plans to ensure personal safety and that of other children

HAZARDOUS MATERIALS

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. We adopt a risk management strategy that enables practices that minimise the risk of harm, injury, or illness caused by any hazardous material.

As far as is reasonably practical, our Service will:

- provide the least hazardous chemical, product, or equipment for the task without jeopardising hygiene
- ensure that staff, contractors, students, and visitors are protected from both short- and long-term health effects of hazardous substances and processes
- ensure all staff, contractors, visitors, and students have access to Safety Data Sheets (SDS) and receive adequate training on the safe use and storage of all hazardous substances prior to any exposure.
- ensure that non-toxic plants are planted within the workplace, and regular garden and grounds maintenance will be undertaken to minimise the risk of toxic plants within the grounds and premises.

CLEANING

Educators and staff must:

- adhere to the cleaning schedules and procedures within the Service, including hand washing, use of gloves and colour-coded mops/cloths
- follow manufacturer's directions for cleaning products and chemicals (see Safety Data Sheets- SDS)
- ensure a register of all hazardous chemicals, substances and equipment is used at the Service. The register should include where they are stored, their use, any risks, first aid instructions and the current SDS.
- ensure chemicals are never mixed together
- store clearly labelled chemicals and cleaning products in the original containers provided by the manufacturer
- wash hands immediately if any chemical is spilled
- in the event of a chemical spill, isolate the area and advise the nominated supervisor
- wash hands thoroughly after using any chemical or disinfectant
- ensure containers are disposed of correctly following local council guidelines and are not reused under any circumstances
- seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred- call the **Poisons Information Line 13 11 26** or call an ambulance on **000**
- ensure emergency, medical and first aid procedures are carried out according to Service policies and procedures.

SLIPS TRIPS AND FALLS

Children must be adequately supervised at all times. Identifying potential hazards such as sustaining an injury from play

equipment or slipping on a wet surface should be considered through the risk assessment process. Establishing appropriate control measures for staff and children will help in managing the possible risks.

All staff should:

- wear covered shoes with slip-resistant soles and heels
- be alert for any object that could be a trip hazard
- pick up any objects sticking up from the floor or ground, to prevent injury
- ensure warning signs alerting others of wet and slippery floors are used
- immediately clean any spills to avoid slips and falls
- notify the nominated supervisor if a slip or fall is witnessed
- ensure the appropriate paperwork is completed (including notification to the Regulatory Authority, if required).

ELECTRICAL EQUIPMENT TESTING

Services must ensure that electrical equipment is tested by a qualified person on a regular basis and recorded on a tag attached to the equipment tested. This record must be kept until the equipment is next tested or disposed of and must specify:

- name of the tester
- date and outcome of the testing
- re-test date

Records will be maintained, including details of electrical equipment tested, tag number, location, test date, pass/fail status and when electrical equipment is due to be re-tested

MAINTENANCE OF FIRE EQUIPMENT

All fire equipment at our Service will be maintained as per the Australian-Standards. External agencies (suitably qualified fire contractors) will be employed to conduct the routine building inspection, servicing, and maintenance of the fire protection systems and equipment. External agencies will be employed to conduct the maintenance of the fire equipment. Portable fire extinguishers will be inspected every six months. (AS 1851-2012)

PSYCHOSOCIAL HAZARDS

ACI is committed to identifying, assessing and managing psychosocial hazards as far as reasonably practicable. Our Service will comply with WHS regulations, including the [Code of Practice on Managing Psychosocial Hazards at Work](#).

Management will take reasonable steps to eliminate psychological and physical harm to employees through identifying, reducing, managing and responding appropriately to matters of psychosocial hazards occurring in the workplace environment.

BACK CARE AND MANUAL HANDLING

ACI refers to the [Safe Work Australia- lifting, pushing and pulling \(manual tasks\)](#) as part of our commitment to ensure a best practice approach. All staff members are required to undertake Workplace Health and Safety Training that will continue to be updated to ensure safety.

Educators are at risk of work-related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult-sized furniture.

Manual handling is any activity requiring the use of strength by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.

Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee. Manual handling injuries also include overuse injuries or, because of falling during manual handling, bruising or laceration.

RECOMMENDATIONS

Due to the physical demands of working with children, it is sensible to do warm-up exercises for three to five minutes before starting work, particularly during the winter period, as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm up and stretch all the major muscle groups will help prevent injury.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL:

- provide educators and staff with training in Manual Handling and Back Care
- make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled
- make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities
- identify, assess and control all risks associated with manual handling in each workplace
- clearly mark any equipment which requires more than one person to lift or move it.

PREVENTING MANUAL HANDLING INJURIES

To help prevent injuries, our Services encourages the following guidance and practices:

- Eliminate or reduce the amount of manual handling
- Reduce the amount of bending, forward reaching, and twisting in all tasks
- Reduce worker fatigue by taking regular breaks and adjusting work as needed
- Keep all equipment in good working order
- Keep the workplace environment safe

Additionally, we recommend the following practices:

- Kneel rather than bend down

- Sit down with the children rather than bend over
- Sit in an appropriately sized chair or on the floor
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture
- Minimise the need to reach above shoulder level
- Use a step ladder when reaching high areas to avoid unnecessary strain
- Avoid extended reaching forward, e.g., leaning into low equipment boxes
- Share the load if the equipment is heavy, long or awkward objects
- When sliding, pulling or pushing equipment that is not easy to move (e.g. trestles or gym mats), ask for help and organise a team lift
- Where possible, rearrange the environment to meet the needs of both children and adults
- Remember these needs when buying furniture and equipment or upgrading facilities
- Use equipment and furniture that can be moved around as safely and easily as possible
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult-sized chair at an adult-sized table.

AVOID TWISTING WHEN LIFTING

Many injuries result from twisting while lifting. To avoid this:

- move equipment when children are not around
- rearrange items so they are easier and safer to put away and take out
- lift only within the limits of your strength
- make sure you can see where you are going when carrying equipment
- take extra care when lifting a child with special needs.

PREVENT ACCIDENTS WITH CAREFUL 'HOUSEKEEPING'

'Good housekeeping' means fewer accidents. Check that:

- the floors and other walking surfaces are uncluttered, even and non-slip
- the workplace is tidy
- there is adequate space to perform each task
- equipment is maintained regularly
- lighting is adequate.

HOW TO LIFT SAFELY

1. Place your feet in a stride position
2. Keep your breastbone as elevated as possible

3. Bend your knees, not your back
4. Brace your stomach muscles
5. Pick up the object with both hands, ensuring it is close to your body
6. Hold the object close to your centre of gravity, i.e. around your navel
7. Move your feet, not your spine
8. Prepare to move in a forward-facing direction
9. Ask for help when it is not possible to lift on your own

HOW TO ORGANISE A TEAM LIFT

1. Ask a colleague who is willing and able to help. Ideally, the colleague should be well-matched to you in size and strength
2. Agree on a plan of action. A coordinated movement during a lift is important
3. Timing is important for coordination. One person should act as a team leader and 'call' the lift

HOW TO ASSESS THE CORRECT STORAGE AND SHELVING HEIGHT

Correct storage and shelving height is important to prevent slips, falls and strains.

- The best height range for handling loads is around waist level
- The acceptable height for lifting is any point between the individual's knuckles and shoulders
- Seldom-used objects can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching)
- Avoid storing objects at a level between an individual's knuckles and the floor
- Mechanical aids such as ladders and trolleys should be used where possible to avoid lifting

RISKY PLAY/ADVENTUROUS PLAY

Educators will provide an environment that encourages children to effectively learn in play, which involves supporting them to take risks. No play space is risk-free. It is important for children's development to become adventurous and participate in opportunities to explore and test their own capabilities, manage risk, and to grow as capable, resourceful, and resilient people.

Educators will assess the risks to children's safety and develop guidelines to encourage children to test their abilities within a safe environment. When children engage in risky play, educators will supervise and assist when appropriate.

SOURCES

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REVIEW

POLICY REVIEWED BY	Jessie McCulloch & Rachael Bajo	Role: Head office	Date: August 2026
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	K.K & G.M (28/08/2026)	UPDATES/MODIFICATIONS	-Moved to childcare desktop policy
NEXT REVIEW DATE: February 2028			