



Workplace Health & Safety

Policy Statement

NBCA has an ongoing commitment to providing, maintaining and promoting a safe working environment for the health and wellbeing of employees, families, children and visitors to the service.

NBCA services operate under the Provider and Service Approval conditions set out in the Education and Care Services National Law Act (ACT 2011) and the Education and Care Services National Regulations.

NBCA has procedures in place to ensure everyone's safety at all times while in attendance at the service.

Implementation

- NBCA takes all reasonable steps to eliminate or minimise hazards within the services.
- NBCA is guided by professional advice from ACT Health, Children's Education and Care Assurance (CECA) and other relevant agencies in regards to the health, safety and wellbeing of staff, children, families and visitors.
- Staff are to ensure risk management is part of daily practice and procedures and policies are developed and maintained to effectively record and review hazards.
- Staff are not to put themselves or others at risk when seeking to remove or reduce potential hazards.
- Workplace Health and Safety (WH&S) information forms part of the induction process and the ongoing professional development strategy for educators.
- WH&S is a shared responsibility and everyone is required to assist in identifying any potential risks or hazards and advising fellow team members and offering advice, where needed.
- Staff will take reasonable care to protect their own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act of omission, neglect or misconduct.
- Each service will have a designated workplace health and safety representative who is responsible for performing or supervising regular checks, documenting hazards and risks, and communicating to the director and Management Committee.
- The nominated supervisor will maintain and coordinate a maintenance log; staff are responsible for documenting hazards in the log.
- The NBCA Management Committee is ultimately responsible for acknowledging and attending to workplace health and safety hazards and issues communicated to them through a written monthly report.
- Educators will adhere to the services supervision and engagement plan. There will be a minimum of two (2) educators present at the service at all times, one (1) of whom must hold current, approved first aid qualifications and has signed consent to be a responsible person.
- Material Safety Data Sheets (MSDS) will be available, and any relatable training will be provided, as needed.
- Injuries and accidents will be documented on relevant forms.
- NBCA services are non-smoking environments, including indoor and outdoor play areas and anywhere in sight of children and families.
- Educators and staff must adhere to wearing appropriate clothing, footwear and safety equipment to reduce the risk of injuries.



- Individual staff members are responsible for reporting all hazards, and workplace injuries immediately.
- Each service will have, and regularly review, a Risk Management Plan and carry out Risk Assessments.
- Emergency evacuation and lockdown drills are rehearsed, documented and evaluated at least every three (3) months.
- Educators to be mindful of their physical abilities with regards to nappy changing. They are encouraged to take regular breaks, ask for assistance where required and ensure appropriate manual handling requirements are considered.
- NBCA services are closed on weekends, public holidays and for a specified period over the Christmas period.
- NBCA services regularly update their door codes, as a security measure or under other circumstances approved by the director.

Opening and Closing the Service

- At open and close times there must be two (2) qualified educators on the premises, at least one (1) of whom is a certified supervisor and at least one (1) of whom possesses current First Aid qualifications.
- Closing shift staff are responsible for securing the premises, turning off (any) electrical appliances and ensuring all children, educators, students and visitors have vacated the premises.
- Families will not be permitted to enter the premises prior to the service opening times. Families leaving the service after the stated close time may be charged a late fee.
- Each room is responsible for completing their closing checklist and ensuring the room is tidy and is aligned with curriculum objectives.

Workplace Injuries

- Any injury obtained at work must be reported to the director or responsible person within twenty four (24):
 - A Guild Insurance Register of Injury Notice form is to be completed immediately and handed to the nominated or responsible person in charge of the service.
 - The injured employee must have a witness complete a Guild Insurance Witness Statement. If there was no witness to the injury it is to be completed by the person the injury was first reported to.
 - The nominated or responsible person will send forms to Guild Insurance within forty eight (48) hours of the injury.
 - If the injury requires the employee to have any time off work, they are required to have a doctor complete a Worker's Compensation Medical Certificate and return it to the director as soon as possible.
 - Complete an Incident/Hazard Report Form.
- If any staff member sustains an injury in the workplace as a result of failing to follow policies and procedures, the claim may not be covered.
- Guild Insurance may involve an external party to devise a Return to Work Plan for the staff member. Return to Work Plans will be followed at all times, and updated as required.
- A Physical Duty List completed by a medical professional, may be required to ensure the safe return to work.

Manual Handling

- Educators, staff, families, children and visitors need to be conscious of and follow all manual handling procedures and be responsible for their own actions.
- Information will be available to encourage safe lifting and manual handling procedures.
- Avoid performing the same lifting task repeatedly over long periods of time.
- Educators are supported with following all procedures relating to safe lifting, sitting, chemical handling and storage, back care and all other safety procedures.



- Arrange for deliveries to be unloaded directly or as close as possible to where they are required.
- Ensure walking children use the steps in the change area, both to get up to and down from the change mat, where possible.
- When setting up bulky or heavy equipment, there must be two (2) educators to assist.
- When transporting heavy, bulky or multiple items (such as boxes, chemicals etc.), trolleys are to be used and cleaned after each use, with an approved, environmentally friendly cleaning product and paper towel.
- It is discouraged to carry or hold two children at the same time, unless in the event of an emergency or in an extreme situation. This measure should only be used as a last resort and for the shortest period of time possible.
- Use trolleys for transporting items as required. Be aware of the weight of items and the size of containers when storing on high shelves. Store heavy and frequently used items at waist height, approximately 800mm from the ground to minimise lifting.
- Use equipment such as platform ladders or safety steps to reach items on higher shelves.

Sitting in Low Positions

- Adult size chairs are available to educators in all rooms. Staff are to be mindful of seating arrangements; this includes children's chairs and the floor. Sitting on tables is not permitted.
- Ergonomic chairs are provided by NBCA and are made available to staff. Staff are encouraged to adjust the ergonomic chairs to suit their physical needs.

Working Out of Hours

- NBCA does not recommended staff complete work out of hours alone.
- Wherever reasonably practicable, work should be carried out within recognised working hours. Permission for staff to be in attendance at the service out of hours must be sought from the director.
- There must be communication regarding attendance. Another person must be aware staff are at the service in case of an accident or emergency, whether this is another staff member or a family member.
- Only a responsible person is permitted to come into the service out of hours, or accompany a staff member.
- Staff must have a mobile phone on them at all times, and be in possession of keys that unlock doors or gates, in case of an emergency evacuation.
- If work to be completed is classified as high risk, staff must not be alone at the service. E.g.: lifting/moving heavy loads, cleaning out storerooms, archiving, working with hazardous substances etc.
- Staff will take reasonable care to protect their own safety in the workplace and avoid adversely affecting the health, safety and welfare of any other person through any act of omission, neglect or misconduct at work.
- Staff to ensure the car park and entrances are well lit, and must ensure plans are in place for a safe entry and exit of the building.
- A Risk Assessment for out of hours attendance will be in place at each service.
- The security company, if applicable, must be notified if staff are in attendance outside of programmed alarmed hours.

Meetings/Training Out of Hours

- Adult size chairs are available to educators in all rooms. Staff are to be mindful of seating arrangements; this includes children's chairs and the floor. Sitting on tables is not permitted.
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Policy Links

Policies:

- Arrival and Pickup of Children
- Code of Conduct
- Compliance and Quality Improvement
- Duty of Care
- Emergencies
- Employment
- Equipment, Buildings and Grounds
- Food Safety
- Health, Hygiene and Infection Control
- Incident, Injury, Trauma and Illness
- Potentially Dangerous Products, Animals, Plants and Objects
- Student, Visitors and Volunteers
- Sun Protection
- Supervision
- Wellbeing, Alcohol, Drugs & Smoking

NQS: 2.1, 2.2, 3.1, 3.2, 4.1 and 7.1

Regulations: 77, 85-87, 90, 97, 103-106, 110, 112, 115, 125-128 and 181-184

Sources:

- Guild Insurance
- National Quality Framework
- NBCA Workplace Health and Safety Handbook
- Work Health and Safety Act 2012
- Worksafe ACT 2013

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Directors Signature:



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Committee Representative Signature:



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