

RELATED POLICIES

WORK HEALTH AND SAFETY POLICY

Everyone has a right to be safe at work. Our Family Day Care Service is committed to creating and maintaining a safe and healthy environment for FDC 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 laws.

Our Work, Health and Safety policy, procedures and practices ensure that management monitors a safe workplace, without any negative impact on the health and wellbeing of staff, educators and visitors; staff, educators and visitors meet their health and safety obligations and are safe in the workplace; and the work environment supports quality early 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 Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
82	Tobacco, drug and alcohol-free environment
83	Staff members and family day care educators must not be affected by alcohol or drugs

RELATED POLICIES

116	Assessments of family day care residences and approved family day care venues
117	Glass
168	Policies and procedures are required in relation to health and safety
171	Policies and procedures to be kept available

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Anaphylaxis Management Policy Animals and Pet Policy Asthma Management Policy Arrival and Departure Policy Bush Fire Policy Child Protection Policy Child Safe Environment Policy Control of Infectious Disease Policy Coronavirus COVID-19 Management Policy Cyber Safety Policy Dental Health Policy Diabetes Management Policy Emergency Evacuation Policy Epilepsy Policy Excursion Policy Furniture and Equipment Policy Hand Washing Policy	Health and Safety Policy Incident, Illness, Accident and Trauma Policy Immunisation Policy Lockdown Policy Medical Conditions Policy Nappy Change and Toileting Policy Nutrition and Food Safety Policy Physical Environment Policy Pregnancy in Early Childhood Policy Road Safety Policy Safe Storage of Hazardous Substances Policy Sick Children Policy Sleep and Rest Policy Staffing Arrangements Policy Supervision Policy Sun Safety Policy Water Safety Policy
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PURPOSE

Our Family Day Care Service aims to protect the health, safety and welfare of children, families, educators and visitors adhering to moral and legal obligations outlined in Work Health and Safety (WHS) laws. We go beyond compliance with all relevant legislation and work towards best practice to monitor a safe work environment. Our Family Day Care Service is committed to continuous improvement in all areas of workplace health, safety and wellbeing.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants, children, families, and visitors of the Family Day Care Service.

IMPLEMENTATION

We believe that the provision of a safe working and learning environment for children, families, educators/educator assistant and visitors is an integral and essential responsibility during the Family Day Care Service operation.

Work Health and Safety regulations require the Approved Provider to eliminate risks in the workplace or minimise the risks

RELATED POLICIES

Our FDC Service has a duty to consult with educators, visitors and families about work health and safety requirements and reviews Work Health and Safety policies and procedures to manage risks and hazards appropriately and effectively.

All staff, Educators, educator assistants and visitors have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

Legislation

Each state and territory government have its own Work Health and Safety (WHS) laws and a regulator to enforce them. In Victoria we are legislated by "The Occupational Health and Safety Act 2004" (OHS Act) and regulated by WorkSafe Victoria

THE APPROVED PROVIDER AND MANAGEMENT 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
- ensuring the Dalas Family residence or venue is tobacco, alcohol and drug free
- providing and maintaining an environment free of risks or hazards to health and safety so far as reasonably practicable
- 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 towel) and Personal Protection Equipment (disposable gloves, masks, glasses)
- implementing a proactive process of risk management facilitating continuous improvement
- 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 work, health and safety issues
- providing an effective and accessible safety management procedure for all employees to guide safe working and learning throughout the workplace

RELATED POLICIES

- 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
- 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 FDC 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 reoccurrence
- 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
- keep up to date about current health risks and implement risk minimisation measures to reduce the risk of transmission of viruses such as coronavirus (COVID-19)
- maintain accurate records of all WHS issues and maintenance

FDC EDUCATORS AND EDUCATOR ASSISTANTS MUST 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
- work, health, and safety checklist are conducted frequently to ensure the FDC residence/venue 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 work health and safety compliance
- they know the location of fire extinguishers, blankets or other safety devices and know how to use them

RELATED POLICIES

- identified risks are assessed and controlled
- that any potential and actual hazards in the Educator residents/venue are reported to Approved Provider/Nominated supervisor
- management is notified of any incidents and accidents in the Educator Residence/Venue as soon as practicable so notification can be made to the Regulatory Authority within required time frames
- all 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
- compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment (PPE) 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 on a regular basis
- children's equipment is regularly checked for safety
- that children are supervised at all times
- all dangerous chemicals are stored appropriately
- children are kept out of kitchen areas
- 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 work health and safety are reviewed and responded to
- current work health and safety knowledge is maintained

FAMILIES AND VISITORS WILL:

- take reasonable care of their own health and safety whilst visiting the Service
- report any health and safety issues to the FDC Educator and/or Approved provider
- participate in consultation in WHS issues affecting them

RELATED POLICIES

- take reasonable care to ensure they don't affect the health and safety of other people (eg: Health Declaration for infectious diseases)
- comply to FDC 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 Australian Government Department of Health) personal hygiene practices and exclusion if children and visitors if unwell
- comply to Service policies related to the use of tobacco, alcohol and drugs at all times.

DUTY OF CARE

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 for children's use
- 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 child 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 FDC educators, staff, children, their families, and any other people impacted by the FDC 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. FDC Educators, staff, and volunteers 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. . FDC educators, families, volunteers and visitors are notified that smoking on or within our FDC residence and venue, including car parks/driveway, is strictly prohibited. A FDC educator must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair the educator's capacity to supervise or provide education and care to children.

RELATED POLICIES

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.

Potential Hazard	What does this include?	Example	Potential accident
Physical	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation, glass	Children's beds placed in an open area, wet bathroom floors, lifting children for nappy changes.	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	Includes substances such as acids or poisons, cleaning agents, dusts and fumes.	Cleaning chemicals, Medication	Fire, explosion, poisoning

RELATED POLICIES

Biological	Includes bacteria, viruses, mould, mildew, insects, vermin and animals.	Sick staff or children attending the Service, Contaminated food, mice infestation.	Cross-infection, food poisoning.
Psychological	Workplace stressors.	Bullying, children's needs exceed skill or confidence of educators, insufficient management support.	High stress levels (staff and children), compromised care practices, failure to be inclusive.

Reference: Work Health and Safety in Education and Care Services PSC National Alliance

RISK MANAGEMENT

Risk Management is part of our FDC Service's commitment to Work Health and Safety (WHS) to ensure that clear processes are in place for the identification of hazards, assessment of risks and implementation of control measures. Risk management plans include risk identification and risk assessment. The Approved Provider will conduct an assessment (including a risk assessment) of each residence and approved FDC venue at least annually, this includes but not limited to risk assessments conducted when an incident or near miss incident has occurred. If the Educator does not operate the service, care arrangements have changed, after renovations or any other construction work has occurred. Plans are reviewed regularly to ensure that they are effective in controlling risks.

Our FDC Service will comply with WHS legislation and ensure all staff and visitors are aware of the potential hazards and risks and are provided with the necessary information and strategies to undertake 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 assist to:

- identify hazards
- assess who or what might be harmed and how
- evaluate the risks and deciding on appropriate control measures
- record findings
- review the effectiveness of exiting control measures regularly and update when necessary assessments regularly

RELATED POLICIES

- consult and communicate with all stakeholders- staff, families, visitors and community members.

Assessments of FDC residence or venue will consider:

- the suitability of the residence or venue according to the number, ages and abilities of children attending, or likely to attend
- suitability of nappy change arrangements
- existence of any water hazards, water features or swimming pool at or near the residence or venue
- the risk posed by any animals at the residence or venue
- the use of glass within the residence or venue as per regulation 117

Risks assessments are routinely conducted for emergencies including evacuation, lockdown, excursions and management of natural disasters such as 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 risk associated with exposure to coronavirus- COVID-19 and implement control measures to manage those risks.

HAZARD REDUCTION

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

- always work with safety in mind
- be aware of any hazards and report them immediately
- keep hallways and doors completely clear as an object could become a hazard in an emergency evacuation situation
- using resources appropriately
- open doors slowly
- do not stand on furniture (chairs or tables)
- walk, not run within the FDC residence (particularly up and down stairs)
- adhere to sun protection guidelines
- ensure personal safety by wearing PPE, implementing hand hygiene procedures
- follow behaviour guidance plans to ensure personal safety and that of other children

HAZARDOUS MATERIALS

RELATED POLICIES

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 FDC Service and Educators will:

- use the least hazardous chemical, product, or equipment for the task without jeopardising hygiene
- ensure that FDC educators, staff, contractors, students, and visitors are protected from both short- and long-term health effects of hazardous substances and processes
- ensure all FDC educators, staff, contractors, visitors, and students have access to Safety Data Sheets (SDS) and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- 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

FDC Educators and Assistants must:

- adhere to the cleaning schedules and procedures including hand washing, use of gloves, 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.
- chemicals are never mixed together
- chemicals and cleaning products are stored in original containers provided by the manufacturer
- all items are clearly labelled
- wash hands immediately if any chemical is spilled
- in the event of a chemical spill, isolate the area from children and clean as soon as practicable
- wash hands thoroughly after using any chemical or disinfectant

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- ensure containers are disposed of correctly following local council guidelines and not reused under any circumstances
- seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred.
- **Poisons Information Line 13 11 26 or call an ambulance on 000**
- ensure emergency, medical and first aid procedures are carried out

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 FDC educators and children, assist in managing the possible risk.

FDC Educators 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, so as not to cause injury
- ensure warning signs alerting others of wet and slippery floors are used
- immediately clean any spills to avoid slips and falls
- notify the Coordinator/Nominated Supervisor if a slip or fall is witnessed, whether it is a work colleague or visitor
- ensure the appropriate paperwork is completed (including notification to the Regulatory Authority if required)

BACK CARE AND MANUAL HANDLING

Our FDC Service refers to the [Manual Handling Code of Practice](#) as part of our commitment to ensure a best practice approach. We are required to undertake Workplace Health and Safety Training that will continue to be updated to ensure safety.

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

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Manual handling is any activity requiring the use of strength used by the 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.

RISKY PLAY/ ADVENTUROUS PLAY

FDC educators/educator assistants 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.

FDC educators will assess the risks to children's safety and develop guidelines to encourage children to test their abilities within a safe environment.

When we find children exploring risky play, educators will supervise and assist when appropriate.

FURTHER RESOURCES

Child Care Centre Desktop: Work Health and Safety Manual

Victoria: WorkSafe Victoria is the state's health and safety regulator see:

<https://www.worksafe.vic.gov.au/early-childhood-education-and-care-safety-basics>

For further information see: <https://www.safeworkaustralia.gov.au/>

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Australian Government. Department of Education, Skills and Employment. Belonging, Being and Becoming. The Early Years Learning Framework for Australia. (2009).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2020)

RELATED POLICIES

National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*

Revised National Quality Standard. (2018).

Safe Work Australia

Work Health and Safety Act 2011 (Cth).

Work Health and Safety Regulations 2017

REVIEW

POLICY REVIEWED	August ,2022	NEXT REVIEW DATE	August 2023
MODIFICATIONS	• COVID-19 risks reflected in policy • Resource links and sources checked for currency • Policy Purchased from Childcare centre Desktop		