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| TITLE: | WORKPLACE HEALTH AND SAFETY (FOR EDUCATORS) |
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| Policy/policies | <ul style="list-style-type: none"> • Health Policy • Excursion Policy • Sun safe Policy • Emergency evacuation Policy • Incident, injury, trauma and illness Policy |
| Regulation/s/ Standards | <p>National Regulations 77, 82, 87-90, 92-93, 97-104, 106, 109-110, 116-117, 165(3), 166(4), 170</p> <p>NQS QA 2, QA3, QA 4.2.2 QA 7.1.2, 7.2.1</p> |
| Other procedures | <ul style="list-style-type: none"> • Workplace Health and Safety (Staff) • Pet Management • Supervision • Infection Control • Administering medication |
| References: | <p>Occupational Health and Safety Regulation, 2001</p> <p>Work Health and Safety Act, 2011</p> <p>Health and Safety in FDC: 2nd edition</p> <p>Kidsafe NSW www.kidsafensw.org</p> |
| Date effective | August 2017 |
| Date for review | August 2019 |
| Purpose | To ensure the workplace health and safety of Educators, Staff, Children, their families and visitors, within family day care environments. |
| Responsibility | Educators, Educator Assistants, Relief Care Educators |

Key information:

- ***Workplace Health & Safety legislative requirements must be met;***
- ***Service Policies and Procedures must be communicated to all relevant stakeholders, including families and contractors;***
- ***There must be ongoing discussion and cooperation to facilitate the implementation, maintenance, monitoring and review of risk management;***
- ***Educators must access to ongoing professional development on WH&S issues.***
- ***All Educators are encouraged to undertake regular audits and evaluations of their WH&S systems;***
- ***Risk management and safe work practices are common sense. Educators must observe, recognise and act when managing risks within their service.***

- ***Educators need to recognise potential hazards to eliminate and/or control them and to respond quickly and appropriately to emergencies***

Procedure

Educators must practice, maintain, monitor and, where applicable, record the following but not be limited to:

- Signed daily safety checks;
- Written and Verbal reporting of accidents/incidents;
- Safe food handling procedures;
- infection control;
- sun safety practices;
- excursions including completion of risk assessment;
- safe handling/ storage of toxic substances, toiletries and medications;
- limiting of toxic substances, choosing natural cleaning products when applicable;
- prohibiting smoking, alcohol or unlawful substances in the care environment, including vehicles;
- prohibiting excursions to any venue that smoking and drinking of alcohol is permitted;
- removal of toxic plants from care environment;
- removal of tools, equipment and other hazards including firewood from the play environment.
- visitor's register must be kept up to date;
- practice safe road and car practices;
- ensure risk management practices are undertaken;
- assess glass areas and electrical items are safe;
- informing the Coordination Unit of changes to their environment or work practices which may have an impact on health and safety;
- injury management procedures;
- undertake regular training in manual handling and lifting.
- Ensure an up to date list of emergency phone numbers is displayed, showing **Poisons information line 131126 and Police/Fire/Ambulance 000-landline or 112-mobile.**

Educator Responsibilities

- Implement, manage, monitor and maintain effective WH&S procedures;
- Ensure that indoor or outdoor environments are safe and without risk by recognizing and eliminating hazards.
- Carry out daily safety checks on both indoor and outdoor environments and record the time the check was conducted as well as actions taken to address any identified hazards.
- Include children's bags in daily safety checks to ensure harmful substances such as medications or potentially dangerous objects have not been unintentionally left in them.
- Ensure adequate facilities are provided for the health and welfare of all people attending the service.
- Notify the Service, in advance, of any changes to the care environment. Include a risk management plan to ensure children's safety.
- Ensure that materials and equipment provided are safe and free from risk to health when properly used;

- Provide constant (visual/aural) supervision of children in order to promote health and safety;
- Respond quickly and appropriately to emergencies.
- Practice and document evacuation drills every three months with all children in care.
- Report breaches of laws that may impact on the health and safety of children in care e.g. if a parent or guardian arrives to collect a child in an intoxicated state with the intention of then driving. Educators are advised to report their concerns to the Police using the emergency 000 number and to then contact the Coordination Unit to advise staff of the incident.
- Fulfil obligations as a Mandatory Reporter, if concerned that children in care may be at risk of significant harm.

Management and Coordination Unit staff responsibilities in regards to Educators

- Inform Educators about legislative requirements and penalties for non-compliance;
- Assist Educators to develop and monitor a system for managing and identifying risks;
- Support Educators in their compliance with WH&S regulations and legislation;
- Provide access to information and training on WH&S issues;
- Remove a Educator's name from the Register for breaches of the National Education and Care Services Regulations or Law, the National Standards or Service policies;
- Provide a smoke, alcohol, and drug free zone for all employees, educators, children, families and visitors.

Safety Checklist

To avoid accidents and injuries, it is important to create and maintain safe indoor and outdoor environments.

This checklist highlights key areas of the care environment which Educators must assess and maintain in order to ensure the health, safety and welfare of children, families and visitors. A daily record of these checks must be maintained. . A sample is included as part of this procedure.

Indoor Checklist

Barriers

- Entry doors should be kept locked at all times.
- Barriers should be age appropriate and child proof for balconies, kitchen, laundry and other areas in the Educators home where children are not permitted entry.

Bathroom Facilities

- Nappy change buckets should have securely fitting lids and nappy change tables should be stable and clean.
- Handwashing Poster should be displayed.
- Individual towels or paper towel provided for children to dry hands.
- Razors, cleaning products and toiletries are to be stored in a locked cupboard

Heating, Electrical, Furniture

- Heaters, coolers, fireplaces, stoves, microwaves, office equipment should have appropriate guards in place around them. Electrical cords should be in good repair.
- Power point plugs should be in every outlet.
- Curtain cords and electrical cords should be kept out of children's reach.
- Educators should check daily for any trip hazards, and ensure that any furniture used by children is stable.

Chemicals, Medications, Alcohol

- Must be stored safely in locked cupboards that are inaccessible to children.

Children's Bags

- Check for potentially dangerous substances or objects.

Choking Hazards

- Small toy parts, nuts, plastic bags, sandwich bags or deflated balloons should not be accessible to children at any time.

Decorations and Children's Art

- These should not be placed near ceiling fans, air conditioners or heaters. Educators should avoid the use of thumb tacks, pins and staples.

Emergency Precautions

- Educators are advised to develop an Emergency Evacuation Plan (illustrated and documented)

- A display of Emergency Contact Numbers needs to be placed near the phone (or saved in it). Educators must have a fire blanket, a fire extinguisher, smoke detectors and an electrical safety switch. Educator's firefighting equipment and smoke alarms must be checked every six months.
- First Aid Kits must be kept fully stocked.

Food

- All perishable food should be stored in the fridge after each child arrives.
- Gloves or tongs must be used when handling food.
- Children should sit to eat at the table at routine times.

Safety Glass

- All glass doors and windows that are at floor height should be constructed of safety glass, in accordance with current Australian Safety Standards and the Australian Building Code. Decals or stickers should be placed at children's eye level.
- Glass in windows or furniture which is not safety glass should be covered with a protective film that will hold broken glass if the window is shattered.

Supervision and Visibility of Children

- Educators must ensure children are adequately supervised by ensuring children are within view at all times.
- Additional care needs to be taken when children are using high chairs or playpens or when they are on nappy change tables or toileting.

Toys

- All toys should meet Australian Safety Standards. They should be age appropriate, clean and well maintained.
- Mouthed toys should be washed daily.
- Cleaning of toys should be documented on the daily safety checklist.

Pets

- If pets access the indoor environment, Educators need to vacuum before children arrive for care and to ensure that all pet food, beds, water bowls are not accessible to children.

Additional Signs, Charts to be displayed

- Nappy Change
- CPR
- Service Information (which includes mention that there is a child in care with asthma or anaphylaxis or that there has been an incidence of infectious disease at the service)

Outdoor Checklist

Cars, Driveways and Parking Areas

- Educators should be aware that driveways and areas where vehicles park and manoeuvre are particularly hazardous to children.
- Educators should request families to hold their child's hand when alighting from a vehicle, to take care when entering or leaving the driveway or the parking area near the Educator home and to ensure that no child is left unattended in any vehicle at any time.
- Educator's vehicles must comply with the Excursions Policy. Appropriate and approved car restraints must be used; anchor points must be checked annually.

Fences

- Educators should ensure that their fences are secure and well maintained.
- The recommended height for a fence is 1.2 metres. Children should not be able to scale nor climb under a fence nor be able to get through it.
- All swimming pool fences must comply with the Australian Standards and have a child proof lock.
- A CPR chart should be displayed on the pool fence.

Gardens

- Lawns should be regularly mown and grassed areas kept in good repair.
- Debris should be removed and garden equipment stored in a shed, which should be locked.
- Bushes and protruding branches of trees should be trimmed regularly.
- Hazardous and poisonous plants should be removed or made inaccessible to children.
- The garden should be checked each morning for hazards such as pebbles, mushrooms and broken glass, animal droppings.
- Educators should also check the garden for snakes, spiders, hives and nests. Children should be warned to keep away from dangerous and venomous creatures.
- Septic tank and sewage discharges should be covered when children are in care.

Pets and Animals

- Dogs require their own enclosure, both for their own protection and for the protection of children in care.
- Animal droppings, food, animal water bowls and bones must be cleared away prior to children entering the garden.
- All interactions between pets and children should be fully supervised.

Sandpits and Play Equipment

- Sandpits should be covered when not in use. They should be checked daily for contamination.
- They should be raked and aerated weekly and turned over monthly.
- Sand should be replaced annually or if there is extensive contamination.
- Children's' equipment should be well maintained and checked daily.
- Broken equipment and toys should be removed from the play area.

Sun Protection

- Protective clothing, sun hats and sun screen should be used at all times in unshaded areas.
- Outdoor play should be minimized at peak sun exposure times.
- Educators must comply at all times with the Service's Sun Safe Policy.

Water Hazards

- Paddling pools or water play tubs should be emptied immediately after use and turned upside down so they don't collect rainwater.
- Paddling pools should be disinfected if they be soiled.
- All swimming pools, ponds, dams, spas, creeks and nappy buckets must be inaccessible to children.

Every part of an Educator's environment must be smoke free whilst children are in care.