

TITLE	WORKPLACE HEALTH AND SAFETY (COORDINATION UNIT)
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Related documentation Policy/policies: Regulation/s/ Standards: Other procedures: References:	Emergency Evacuation, Sun Safe, Water Safety National Regulations 77,82,89, 103,104, 109, 110, 112,117. NQS 3.1.2 Workplace health & safety (Educators) Work Health & Safety Regulations Work Health & Safety Act 2011 National Regulations National Quality Standard
Date effective	January 2018
Date for review	January 2020
Purpose/s	To ensure the health and safety of staff, children, families, Educators, Directors and visitors whilst at the Coordination Unit.
Responsibility	Directors, management and staff must exercise due diligence and make sure AFDC Ltd. Complies with it's work, health and safety obligations.

Key information:

AFDC:

- Uses it's best endeavours to make sure there are appropriate WHS practices and systems of work in place, as well as actively monitoring and evaluating health and safety in the workplace;
- Is committed to workplace safety and rehabilitation for all partners;
- Maintains appropriate worker's compensation insurance to cover payments to workers for any lost wages if they are unable to work due to injury or ill health, as well as medical costs and rehabilitation expenses to help them return to work as soon as possible;
- Aims to ensure that the National Regulations, Law and Standards are maintained in relation to Workplace health and safety.
- Endeavors to provide regular and appropriate information and training to uphold workplace health and safety standards;
- Ensures that all accidents, incidents and work- related illnesses will be recorded and reported to management who will report to NSW Workcover where necessary;

- Conducts a WHS audit annually , presenting a report to the Board of Directors at the Annual General Meeting.
- Makes WHS a standing agenda item at all staff meetings and meetings of the Board of Directors.

Procedure/s:

Overall

- All WHS risks will be reported management immediately;
- Control measures will be implemented and checked to ensure they are working as planned;
- Risks will be prioritised and rectified accordingly;
- Risk management plans will be put in place where necessary;
- Testing of electrical equipment and fire fighting equipment will be carried out in accordance with regulatory standards;
- First Aid Kits will be maintained and well stocked;
- The Coordination Unit will be cleaned and maintained regularly;
- An evacuation plan will be developed for the Coordination Unit and will be reviewed annually;
- The Coordination Unit will be smoke free.
- Every part of the environment must be smoke free

Playsession environment

- A safety check will be carried out prior to each playsession.
- The environment, toys and resources used will be cleaned after each session.
- Mouthed toys will be immediately removed from the play area.
- Hygienic nappy changing and hand washing procedures will be encouraged.
- Access to the parking area and vehicles will be monitored.
- Sunsafe procedures will be encouraged.