

# Armidale and District Family Day Care



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## Educators Workplace Safety Self Evaluation

(Updated May 2018)

Educators Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

I confirm that I have completed this workplace safety checklist to the best of my knowledge and the information below complies with the safety requirements of Armidale and District Family Day Care.

<b>Items requiring attention / Temporary measures (if any)</b>	<b>Timeframe</b>

I \_\_\_\_\_ have discussed and advised all aspects of this Workplace Safety Evaluation Checklist with \_\_\_\_\_.

It is their responsibility to maintain the standard of Workplace Health & Safety Legislation.

Educators signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILS OF CARE YOU ARE AVAILABLE TO PROVIDE:**

Age preference: \_\_\_\_\_

Reason for Preference (if any):  
\_\_\_\_\_

Number of Children you are available to care for (including your own):

Under 5 Years of Age: \_\_\_\_\_ (Maximum of 4)

Over 5 Years of Age: \_\_\_\_\_ (Maximum of 7)

Hours of operation;  
\_\_\_\_\_

Days of operation:  
\_\_\_\_\_

(Minimum 3 Days of Care Provision required for Registration)

**ARE YOU PREPARED TO?**

- 1) Care for Children on Weekend?                      Yes / No / Occasionally
- 2) During School Holidays?                              Yes / No / Occasionally
- 3) Before / After School?                                Yes / No / Occasionally  
If yes, which Schools are closest to your home? \_\_\_\_\_
- 4) Children with additional needs?                      Yes / No / Occasionally
- 5) Provide Overnight Care?                              Yes / No / Occasionally
- 6) Provide Emergency Care?                              Yes / No / Occasionally
- 7) Transport Children?                                    Yes / No / Occasionally
- 8) Take a TAFE Student?                                  Yes / No / Occasionally

**ARE THERE ANY CHANGES TO YOUR CIRCUMSTANCES IN THE PAST YEAR?  
EG- HOUSEHOLD MEMBERS, NEW CAR, NEW CHILD, MEDICAL CONDITIONS,  
ROOMS BEING USED FOR CARE, SMOKER LIVING IN YOUR HOME,  
CRIMINAL OFFENCE OF ANY HOUSEHOLD MEMBER**

**Please give details**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Indoor/living play area</b>	<b>Regs/ Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 There is a reasonable standard of cleanliness (Safety Policy)	Reg 103			
2 Carpets in play area are steam cleaned regularly	Reg 103			
3 All power points not in use have safety plugs	Nat Law 167 (3)			
4 The children can be easily supervised	Regs 99, NQS 2.2.1 Nat Law 165 (3)			
5 Smoke detectors are installed (tested every 3 months) Australian Standard AS3786.	Nat Law 167 (3)			
6 Fire Extinguisher installed (tested every 6 months) or after use	Nat Law 167 (3)			
7 Fire blankets installed adjacent to cooking facilities checked every 6 months or after use	Nat Law 167 (3)			
8 Recommended fly screens are installed on windows and doors that are to be opened				
9 Appropriate steps have been taken to minimize risk in glass areas, either safety glass or treated to prevent shattering or are guarded by barriers. (.75cm above floor * 1m for residences approved after 1/6/2014 AS 1288-2006)	Reg 117			
10 Glass doors have safety strip or stickers at child height to alert children when door is closed	Kidsafe			
11 Blinds & curtain cords are out of reach	Nat Law 167 (3)			
12 Doors to the street are locked. Keys are kept adjacent to door but are inaccessible to children (emergency evacuation requirement)	Nat Law 167 (3) Regs 99			
13 Child barriers are installed at the top & bottom of stairs and around glass areas	Nat Law 167 (3)			
14 All stairways & ramps are enclosed	Nat Law 167 (3)			
15 Exercise bikes & other gym equipment is inaccessible to children	Nat Law 167 (3)			
16 Rugs & mats are secure/polished floors & tiles are non- slip	Nat Law 167 (3)			
17 Sharp edges on tables & other furniture are covered	Nat Law 167 (3)			
18 Alcohol & tobacco is inaccessible to children Do you or any householder smoke?	Reg 82,83 Nat Law 167 (3)			
19 Firearms are locked away in accordance with legal requirements	Nat Law 167 (3)			
20 There is access to storage space for each child's personal items	Reg 105 NQS 5.1			
21 Parents sign in area organised				
22 There is an operational telephone on the premises	Reg 98			
23 A list of emergency phone numbers is displayed	Reg 98			

Comments:

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<b>Indoor play equipment</b>	<b>Regs/ Law/NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 Adequately lit & ventilated play area	Reg 110			
2 Play area kept clean; carpets, floors & contact surfaces clean at all times	Reg 103			
3 Toys & children's furniture cleaned daily or if mouthed by children	Reg 103			
4 Play area is uncluttered, with adequate storage space so children can select & pack away toys as required	Reg 103			
5 Equipment & play materials are appropriate to the ages, interests, abilities & capabilities of children care	NQS 3.2.2			
6 Toys & equipment are checked regularly & damaged or incomplete items are either mended or removed	Reg 103			

**Comments:**

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<b>Kitchen</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 There are safe, hygienic facilities for the preparation, storage, heating & cooking of food. Perishable items are stored in a refrigerator	Regs 77,103			
2 There is a sink, refrigerator, hot water supply & waste disposal facilities	Reg 77			
3 Appliances have short cords that are out of reach of children	Nat Law 165, 167 (3) NQS 2.2			
4 Back hot plates are used & pot handles are turned to the back. Cooktop controls are inaccessible to children	Reg 77			
5 Plastic bags, knives, scissors & other sharp objects are inaccessible to children	Nat Law 165,167			
6 Cleaning products, chemicals & medications are stored safety & inaccessible to children	Nat Law 165,167 (3) NQS 2.2			
7 Dishwasher door is closed properly at all times	Nat Law 165,167 (3) NQS 2.2			
8 High chairs are stable & have a harness fitted	Nat Law 167 (3)			
9 Drinking water is always accessible	Regs 78-80, 168			
10 Animals do not have access to food preparation areas or eating surfaces	Reg 116			

**Comments:**

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<b>Heating &amp; Cooling appliances</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 The building has adequate heating & cooling systems that maintain a comfortable temperature for children at all times	Nat Law 167, Reg 110			
2 Type of heating used				
3 Type of guard used Fireguards are attached to wall	Nat Law 167 (3) Kidsafe			

4 Heaters are secured or have automatic cut off & cool to touch. If the heater does not meet these requirements it must be inaccessible to children	Nat Law 167			
5 Matches & firelighters are inaccessible to children	Nat Law 167 (3)			
6 Type of cooling appliance used				
7 Fans must have childproof guards & are inaccessible to children	Kidsafe			

**Comments:**

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<b>Children's sleep facilities</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 There is bed/mattress/bedding (appropriate for the climate) for each child	Policy and procedure			
2 Mattresses & bedding are clean & comfortable	Regs 77,81,106 Policy and Procedure			
3 Cots are safe & comply with Australian Standard AS/NZS 2172. Portable cots and safe & comply with AS/NZS 2195. Cot & Portable cot safety checklist has been done. Do you have any new cots since the last year?	Nat Law 167 (3) Policy & procedure Regs 77,81			
4 Furniture is safely positioned (eg not near blind cords)	Nat Law 167 (3)			
5 Perfumes, cosmetics, medication, fragile & valuable objects are inaccessible to children	Nat Law 167 (3)			
6 Bedrooms are clear of small objects that may present choking hazards	Nat Law 167 (3)			
7 There is space available for non sleeping children	Reg 81			
8 Any bedroom not used for FDC activities needs to be ★ Checked for safety (in case children gain access) or ★ Fitted with a child lock that is inaccessible to children	Nat Law 167 (3)			
9 Educator has a system for monitoring resting/sleeping children. Monitoring is recorded (date and time included).	Nat Law 165,167 Policy & procedure NQS 2.2.1			

**Comments:**

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<b>Nappy change facilities</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 Nappies are checked routinely & changed when required as per recommended procedure from Dept Health, Nappy change poster displayed	Policy & procedure Reg 116			
2 There are storage facilities for both clean nappies and soiled nappies.	Regs 77,106 116 Policy & procedure NQS			
3 There is a stable surface for changing nappies and a mat with an impervious washable surface which is cleaned after each use (or individual child facilities). A fresh paper barrier is placed on the mat each time a child is changed.	Reg 116 Policy & procedure, NQS 2.1.2			

4 There is hand washing facilities for use by the educator and children in the vicinity of the nappy change area. Hand washing poster displayed.	Regs77,106,116 Policy & procedure NQS 2.1.2			
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**Comments:**

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<b>Bathroom</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 There are toilet, hand washing and bathing facilities	Reg 109			
2 All power points not in use have safety plugs	Nat Law 165,167 Kidsafe Regs 77,103			
3 Electrical appliances are stored safety and not accessible to children	Nat Law 167			
4 Bath water is tested before bathing a child	Nat Law 167			
5 There are appropriate bathing facilities for babies if providing overnight care	Reg 109			
6 Medicine, shampoo, perfume, cosmetics, toilet deodorizers, razors etc are inaccessible to children. If stored in a bathroom cupboard a childproof lock is fitted.	Nat Law 165 167, NQS 2.2			
7 Heating appliances are wall / ceiling type				
8 Toilet has a step or insert if necessary	Reg 109			
9 Toilet door can be unlocked from the outside	Nat Law 167			
10 Bathroom mats are non slip and floor tiles are kept non slippery (spills are cleaned up immediately)	Nat Law 167			
11 Children always have supervised access to hot water (it is recommended that the temperature is regulated)	Nat Law 167			
12 Individual washers and towels (or paper towels) are provided for each child	Policy & procedure, NQS 2.1.2			
13 Liquid soap is used	Policy & Procedure, NQS 2.1.2			
14 Children are supervised when in the toilet/bathroom when possible	NQS 2.2 Policy & procedure, Nat law 165 (3)			

**Comments:**

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<b>Laundry</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 Educators homes have laundry facilities on the premises or arrangements to ensure that there is a safe, sanitary facility for the storage of soiled linen, clothing, nappies etc	Regs 77,106 NQS 2.1.2			
2 Will children have access to the laundry area?				
3 If children <u>are not</u> to have access to the laundry is there a child lock fitted to the door?	Nat Law 165, 167 (3)			
4 If children are to have access continue with laundry check				
5 Cleaner, detergents, bleaches are inaccessible to children	NQS 2.2 .2.2.1 77,106			

6 Nappy bucket has a lid and is inaccessible to children	Nat Law 165,167 Regs77,106			
7 If the laundry is being used for hand washing, children have supervision when they access hot water (regulated temperature recommended)	Nat Law 165			
8 Electric dryers must have the door shut at all times & be turned off	Nat Law 167 NQS 2.2			
9 Washing machine lid/door is closed at all times	Nat Law 167 NQS 2.2			
10 Iron and ironing board is inaccessible to children. Ironing and other household duties are not to be done while children are in care.	Nat Law 167 NQS 2.2			

**Comments:**

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<b>First Aid</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 The educator has a fully stocked first aid kit on the premises and in the car	Nat Law 301 (m) Reg 89 (2), NQS 2.2.2			
2 Is the First aid kit recognizable and easily accessible? Where is it kept?	WH & S legislation Reg 89 (2)			

**Comments:**

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<b>Outdoors</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 The yard is suitably enclosed (1.2 mtr. high fence minimum recommended) Children cannot get under, over or through the fence.	Nat Law 167 (3) Policy & procedure Reg 104			
2 If home is adjacent to any hazards (eg a large body of water) children are isolated from the hazard by a fence in accordance with the 'Swimming Pools Act 1992 for Children Restraint Barriers'	Nat Law 167 Policy & procedure NQS 2.2			
3 Any swimming pools should be fenced in accordance with the 'Swimming pools Act 1992' and filter controls be inaccessible	Nat Law 167 (3) Policy & procedure Reg 274 (3)			
Water play in tubs and wading pools is supervised. Water is emptied after play.	Nat Law 167 (3)			
4 Type of fencing used	Reg 104			
5 Fencing is in good repair	Regs 103, 104			
6 Gates have childproof locks that are inaccessible to children	Nat Law 167 (3) Reg 99 (3)			
7 Underneath the house is inaccessible to children	Nat law 167 (3)			
8 Sheds and garages are locked & inaccessible to children	Nat law 167 (3)			
9 Yard is clear of building materials and rubbish (these require a separate fenced area)	Nat law 167 (3) Regs 103,116			

10 Paints/poisons etc are stored in tightly covered ,labeled ,original containers & are inaccessible to children	Nat law 167 (3)			
11 Barbeques/incinerators are not used while children are in care	Nat law 167 (3) NQS 2.2			
12 All stairways, ramps and external balconies are enclosed	Nat law 167 (3) Reg 104 Kidsafe			
13 Childproof barriers are fitted at the top and bottom of stairs	Nat law 167 (3)			
14 Woodpiles are safe, away from play area and fenced off	Nat law 167 ,NQS 2.2 Reg 116			
15 The educator has information about poisonous plants	Nat law 167 (3), NQS, 2.2 Reg 116			
16 Cars parked in driveway must have brakes securely on and doors locked	Nat law 167 (3)			
17 Boats, caravans & trailers are secured and made safe	Nat law 167 (3)			
18 Sun safe procedures are carried out in accordance with the Service's Sun Safe Policy	Policy & procedure Sunsafe NQS 2.2			
19 All animals are inaccessible to children unless closely supervised. There is a separate area for pets, which is inaccessible	Nat law 167 (3) Policy & procedure Reg 116			
20 Pets are kept as per Service's Pet Policy (food water and bedding to be inaccessible and droppings removed immediately)	As above			
21 A Daily Safety Check is carried out each day prior to children arriving indoors and outdoors; area to be checked for sharp objects, branches, broken glass, spiders, snakes etc as per WH&S requirements. Checks need to be noted in diary with initials and time of check.	Nat law 167 (3) W H & S legislation Reg 116			Where is this recorded?

**Comments:**

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<b>Outdoor play equipment</b>	<b>Regs/ Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action required</b>
1 Outdoor play equipment is in good repair	Nat law 167 (3) Reg 103			
2 Outdoor play equipment is free from rough edges, sharp edges, rust etc	Nat law 167 (3)			
3 Outdoor play equipment is stable, secure and cannot trap, pinch or crush a child	Nat law 167 (3), NQS 2.2			
4 Any outdoor equipment that has a fall height of more than 60cm has appropriate surfacing in the fall zone to cushion the impact of a fall such as soft grass or foam mats	Nat law 167 (3) Policy & procedure Kidsafe			
5 Trampolines are netted and may be used with parental written approval. One child on the trampoline at a time. Safety pads cover springs.	Nat law 167 (3) Policy & procedure Kidsafe			
6 Sandpits are covered when not in use. Before use, the sandpit is raked and checked for animal droppings, foreign objects etc	Nat law 167 (3) Policy & procedure Kidsafe			



7 Outdoor play equipment is regularly assessed & changed to ensure variety and new learning experiences				
8 Swings are for family use only and are not recommended to be used by children in care. Swings need to be tied up when children are in care.	Policy & procedure			
9 Indoor/Outdoor space is kept free of vermin. Spraying for vermin must not take place while children are in care	Nat law 167 (3) Reg 103			

**Comments:**

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<b>Transport</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>
1 A child restraint/seat belt suitable for the age and size of each child is available. Restraints are in good repair and meet AUS/NZ Standards	Policy & procedure NQS Nat law 167 (3)			
2 Anchor points are checked annually by an authorized fitting station Last date checked	Nat law 167 (3) Policy & procedure			
3 A first aid kit is carried in the car. A health management plan and medication is carried for a child with asthma, anaphylaxis or diabetes. Family contact details are carried.	Reg 89,90 Policy & procedure			
4 Excursion risk assessments are completed and approved, parent permission signed before excursion occurs.	Policy & procedure Reg 101, 102(3)			

**Comments:**

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<b>Operating Procedures</b>				
1. Do you have a process for documenting each child's learning	Reg 73, 74			
2. Does your educational programme include the 5 outcomes	Reg 73			
3. Are your activities for the children based on assessments of each child's needs, interests, experiences and participation in the education programme documented	Reg 74			
4. Do you feel comfortable in writing and communicating in English?				
5. Where is your daily routine displayed?	Reg 75			
6. Service Philosophy displayed. Personal Philosophy displayed				
7. Filing system for confidential documents	Reg 182, 183			

<b>Certificates/Policies/Procedures</b>	<b>Regs/Law NQS</b>	<b>Yes</b>	<b>No</b>	<b>These need to be sighted at visit and details filled in</b>
1(a) Educator's and Educator Assistant's First Aid Certificate (HLTAID004) Type of First aid certificate Certificate Expiry Date (b) Asthma & Anaphylaxis expiry date	WH & S			
2 Public Liability Insurance Provider Registration Number Expiry Date	Regs 30,180			
3 (a) Driver's license Number Expiry Date (b) Motor Vehicle Registration Number Expiry Date	Policy and procedure\$			
4 CPR chart prominently displayed (indoors and outdoors)	136			
5 Emergency/Evacuation plan and written procedure is prominently displayed	W H & S, Reg 97			
6 Educator's Registration Certificate prominently displayed	Nat law 172, Reg 153			
7 Daily routine is displayed for parents.  Written program and evaluation available for parents	Nat Law 168, NQS 1.3.3 Reg 73-76.			
8 The educator has an adequate supply of forms (medication, excursion, accident & emergency care). These are available on the service website <a href="http://www.armidaleandfamilydaycare.com">www.armidaleandfamilydaycare.com</a>				
9 The Educator has a copy of The National Education and Care Services Regulations, the National Standards, Service policies & procedures and the learning frameworks (EYLF/ MYTOP) These are accessible for families to view. Where are they kept?	Regs 168,169,170			
10 Fire Drills are practiced once every three months with all children in care. A record of each fire drill is documented and sent to the office.	WH&S Reg 97			Last fire drill practiced
11 Visitors Book permanently visible and used	Reg 165			
12 Authority to pick up Educator Information and Documents				Name: Relationship: Name: Relationship: