

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Workplace Health & Safety Procedure*

<b>Related documentation Policies:</b>	Emergency Evacuation COVID19 Procedure
<b>Regulations/ Standards:</b>	National Regulations 77,82,89, 103,109, 110, 112,117. National Quality Standard 3.1.2
<b>Reference:</b>	Safe Work NSW Work Health & Safety Act, 2011 Work Health & Safety Regulation, 2011
<b>Date effective</b>	August 2022
<b>Date for review</b>	September 2023
<b>Purpose</b>	Armidale Out of School Hours Care aims to provide a safe, healthy work environment, free from injury and illness through the participation, cooperation and commitment of all partners.
<b>Responsibility</b>	Directors, Management, Nominated Supervisors, Responsible Persons and Educators

#### **Key information:**

Armidale & District Family Day Care (AFDC), the sponsoring body, is committed to complying with both the WHS Act 2011 and WHS Regulation 2011, related codes of practice and guidelines as laid down from time to time by other bodies, e.g. NSW Health, and will use its best endeavours in providing and maintaining a safe and healthy workplace.

#### **Responsibility:**

The primary responsibility for the management of health and safety rests with the Board of Directors and is delegated to the Business Manager, but all Armidale Out of School Hours Educators have important roles and responsibilities for health and safety within the service

#### **Procedures:**

AFDC Board of Directors and Management will:

- Actively monitor and evaluate health and safety in the workplace by undertaking regular workplace risk assessments;
- Eliminate or minimise workplace hazards and risks as far as is reasonably practicable;
- Maintain appropriate worker's compensation insurance to support staff for any lost wages if they are unable to work due to injury or ill health;
- Provide a suitable Return to Work programme;
- Provide information, instruction and supervision to assist all staff to perform their duties safely;
- Consult with and involve staff on matters relating to health, safety and well being, and

- Ensure that all work-related accidents, incidents and injuries are reported to Safe Work NSW, the Commonwealth and the Regulatory body within 24 hours of their occurrence.

In relation to COVID 19, Management will:

- Update AFDC's COVID19 Procedure as Commonwealth and NSW Government legislation is amended;
- Share relevant information with staff, such as changes to the COVID-19 Procedure, updates to NSW Health requirements and any changes to emergency plans;
- Make this information available as early as possible and ensure that it can be easily understood by your staff, and
- Provide staff with access to support services, should they articulate the need.

Armida Out of School Hours Care staff will:

- Take reasonable care of themselves and their own health and safety;
- Follow all instructions and rules related to the undertaking of their duties, particularly COVID19 Procedures and Staff Driving Procedures;
- Report all health and safety hazards which they identify in the workplace;
- Report all accidents, incidents and work- related illnesses to management as soon as is practicable, and
- Use safety equipment and personal protective equipment where instructed.

**Consultation**

Consultation is required when identifying hazards, assessing risks, and deciding on measures to eliminate or minimise those risks.

In deciding how to eliminate or minimise risks, AFDC Directors and management will consult with those staff who will be affected by a decision, recognising that their experience may help to identify hazards and choose practical and effective control measures.