

ARMIDALE & DISTRICT FAMILY DAY CARE

WORKPLACE HEALTH AND SAFETY (EDUCATORS)

<p>Related documentation</p> <p>Policies:</p> <p>Regulations/ Standards:</p> <p>Procedures</p> <p>Reference:</p>	<p>Assessment, Approval and Re-Assessment of Educators' Premises, Child Protection, Delivery/Collection of Children and Parental Access, Emergency Evacuation, Excursion, Dealing with Infectious Diseases, Incident, Injury & Trauma, Social Media.</p> <p>National Regulations 77, 78, 79, 81-90, 92, 93, 97-104, 106, 109, 110, 116-117, 163,165, 166, 170. National Quality Areas 2, 3, 4 & 7.</p> <p>Administering Medication, COVID19, Infection Control/Handwashing, Nappy Changing, Pet Management, Photo and Camera, Supervision, Workplace Health & Safety (Coordination Unit)</p> <p>KidSafe NSW; Safe Work NSW Work Health & Safety Act, 2011 Work Health & Safety Regulation, 2011</p>
Date effective	August 2021
Date for review	August 2023
Purpose	To ensure the health and safety of Educators, families, children, coordination unit staff and visitors within Educators environments and when care is being provided in the broader community.
Responsibility	Management, Coordination Unit Staff, educators and Educators' Assistants.

Key information:

AFDC will use its best endeavours, in collaboration with Educators to ensure that all Educators:

- Recognise and comply with their Work Health & Safety (WHS) obligations under National Regulations, the WHS Act 2011 and WHS Regulation 2011 and AFDC Policies and Procedures;
- Undertake regular audits and evaluations of their WHS practices;
- Recognise potential hazards and eliminate or control them appropriately;
- Have ongoing guidance from Coordination Unit staff, and access to professional development in WHS.

Responsibilities:

The primary responsibility for the management of health and safety in AFDC rests with the Board of Directors and is delegated to the Business Manager and Nominated Supervisor. However, all Coordination Unit staff have important responsibilities for health and safety within AFDC.

AFDC Management and Coordination Unit staff will:

- Provide Educators with up-to-date AFDC Policies and Procedures and information about legislative requirements;
- Support Educators in their compliance, ensuring that Educators are aware of the penalties for non-compliance;
- Assist Educators to undertake their Annual Workplace Self-Evaluation as part of their re-registration process;
- Assist Educators to develop and monitor a system for the identification and management of risks on their care environments;
- Provide Educators with professional development relating to Work, Health and safety issues;
- Ensure the Coordination Unit is maintained in a safe manner, which does not pose risks to the health and safety of visiting Educators, families and community partners, and
- Remove the name of an Educator from the Register for identified breaches the National Regulations, Law or standards;
- Consult with and involve Educators 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 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 Educators and families, such as changes to the COVID-19 Procedure, updates to NSW Health requirements as a result of pandemic conditions (e.g. how to report any incidents) and any changes to emergency plans;
- Make this information available as early as possible and ensure that it can be easily understood by Educators, and
- Provide Educators with out of hours support and advice, should they require it.

AFDC Educators will:

- Take reasonable care of themselves and their own health and safety;
- Develop an individual Home Safety Checklist, specific to their care environment;
- Ensure daily that indoor and outdoor environments are safe, risks are managed and hazards are identified and eliminated;
- Checks children's bags daily as they arrive into care to ensure harmful or dangerous items or substances have not been unintentionally placed in them;
- Practice high quality road safety procedures, both pedestrian and motor vehicle related;
- Educators will comply with the conditions of AFDC's Excursion Policy at all times;
- Ensure that anchor points and child restraints are checked annually by an authorised person;
- Ensure that every part of the care environment is smoke, alcohol and unlawful substance free free when children are in care;
- Maintain a visitors Book;
- Ensure that equipment and materials used in the care environment are clean, safe and risk free of harm at all times;
- Provide constant visual and aural supervision of children at all times;

- Notify the Nominated Supervisor of all changes to the care environment, providing a risk management plan when requested;
- Respond quickly and appropriately to any emergency, incident or accident;
- Practice and document evacuation and lockdown drills every twelve weeks, with all children in care;
- Ensure that fire fighting equipment is checked on a six monthly basis;
- Check smoke detectors every three months, recording the date for future reference;
- Ensure safe handling and storage of toxic substances, toiletries and medications;
- Use safety equipment and personal protective equipment where instructed.

Procedures related to Educators' Responsibilities:

- Conduct daily indoor and outdoor safety checklists, as specific to the care environment;
- Record the time the that daily indoor and outdoor daily safety checks are conducted, documenting any actions that were taken to address identified hazards;
- Request family permission for AFDC Coordination Unit to transport children by AFDC bus ti service excursions;
- Provide the Nominated Supervisor with copies of documented evacuation and lockdown drills;
- Provide the Nominated Supervisor with copies of receipts for the checking of fire fighting equipment;
- Ensure that a record of all Visitors to the care environment are recorded;
- Provide the Nominated Supervisor with written reports of all incidents, signed by the child's guardian, accidents and injuries within 24 hours of the occurrence;
- Endeavour to limit the use of toxic materials, choosing natural products where possible;
- Ensure that toxic plants are not accessible to children;
- Ensure that tools, firewood, etc. are not accessible to children in the care environment, and
- Maintain a well stocked and up-to-date First Aid Kit.

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 Management and Nominated Supervisor will consult with those Educators who will be affected by a decision, recognising that their experience may help to identify hazards. AFDC will, whenever possible, seek input from Educators on how use choose practical and effective control measures for the elimination and minimisation of work, health and safety in AFDC.