

## ARMIDALE & DISTRICT FAMILY DAY CARE

### WORKPLACE HEALTH AND SAFETY (EDUCATORS)

<p><b>Related documentation</b></p> <p><b>Policies:</b></p> <p><b>Regulations/ Standards:</b></p> <p><b>Procedures</b></p> <p><b>Reference:</b></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 &amp; 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 &amp; 7.</p> <p>Administering Medication, Infection Control/Handwashing, Nappy Changing, Pet Management, Photo and Camera, Supervision, Workplace Health &amp; Safety (Coordination Unit)</p> <p>KidSafe NSW; Safe Work NSW Work Health &amp; Safety Act, 2011 Work Health &amp; Safety Regulation, 2011</p>
<b>Date effective</b>	September 2024
<b>Date for review</b>	September 2027
<b>Purpose</b>	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.
<b>Responsibility</b>	Board of Directors, Management, Coordination Unit and Educators.

#### **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 and Educators have important responsibilities for health and safety within AFDC.

## Procedures

### 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 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.
- Remove the name of an Educator from the Register for identified breaches of the National Regulations, Law or National Quality 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.

### AFDC Educators will:

- Take reasonable care of themselves and their own health and safety.
- Carry a mobile phone with them at all times for the purpose of reporting any emergency.
- Conduct daily safety checks of both indoor and outdoor environments, ensuring that they are safe, that risks are managed and that hazards are identified and eliminated.
- Document and maintain a record of the time that daily indoor and outdoor safety checks are conducted, noting any actions that were taken to address identified hazards.
- Provide the Nominated Supervisor with written reports of all incidents, accidents and emergencies, signed by the child's guardian, within 24 hours of the occurrence.
- Where an incident, accident or injury requires medical attention, notify the Coordination Unit immediately.
- Maintain a well-stocked and in date First Aid Kit.
- Check 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.
- Always comply with the conditions of AFDC's Excursion, Transport and Motor Vehicle Policy.
- Ensure that anchor points and child restraints in vehicles used to transport children are fitted according to the manufacturer's instructions or by an authorised restraint fitter.
- Conduct risk assessments in relation to all regular and non-regular excursions and provide copies to the Coordination Unit.
- Request written family permission prior to transporting children on excursions in their private vehicle or with the assistance of the Coordination Unit team in the AFDC bus.
- Ensure that every part of the care environment is smoke, alcohol and unlawful substance free when children are in care.
- Maintain a Visitors' Book and ensure that all visitors to the care environment.
  - a) Record the times of their arrival and departure from the care environment, and
  - b) Document the purpose of the visit in relation to the educational program.

- Ensure that equipment and materials used in the care environment are clean, safe and free from risk 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 children in care, providing evidence of practices to the Coordination Unit team.
- Ensure that firefighting equipment, such as extinguishers and blankets, are checked on a six-monthly basis by an authorised fire safety service provider.
- Ensure that smoke detectors are checked annually by an authorised fire safety service provider.
- Ensure safe handling and storage of toxic substances, toiletries and medications.
- 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 Coordination Unit team will consult with the Educators who will be affected by any decision, recognising that their experience may help to identify, minimise or eliminate hazards.

AFDC will, whenever possible, seek input from Educators on how they will choose practical and effective control measures for the elimination and minimisation of work, health and safety hazards in AFDC.