



WORK HEALTH AND SAFETY POLICY

AIM:

The Lennox Head Community Preschool is committed to providing a safe and healthy workplace for all employees and visitors.

The Management Committee recognises the responsibilities and requirements placed upon it by Work Health and Safety (WHS) and will address these responsibilities with the implementation of a staff elected WHS representative. The WHS representative will work with the staff and inform the management of all WH&S issues in accordance with the Legislation and Codes of Practice and will adhere to these principles.

PROCEDURE:

Unless minuted within the management meeting minutes, the WH&S representative will be the Nominated Supervisor

The Management will consult with the WHS Representative to:

- Ensure the health, safety and welfare at work for all employees.
- Provide and maintain equipment and systems of work that are safe and without risk to health.
- Ensure that equipment, and substances are used, stored and transported safely and without health risk.
- Provide information, instruction, training and supervision to ensure the health and safety of employees.
- Ensure the health and safety of visitors to the workplace.
- Maintain safe places of work, including entrances and exits.
- Provide ongoing programs to prevent accidents, including coordinating regular workplace inspections in conjunction with employees.
- All contractors to provide Safe Work Method Statement (when working on the roof)

All employees must respectfully:

- Cooperate with their employer's attempt to meet the above legal responsibilities in matters of health, safety and welfare, by following instructions, undertaking training, and reporting all injuries and safety incidents.
- Maintain a clean and orderly work area.
- Take reasonable care of the health and safety of others.
- Be careful not to misuse equipment or substances provided for health, safety and welfare of others.
- Read and follow the appropriate lifting and weight procedures that they are presented with at orientation.
- Orient new staff, volunteers, students and community volunteers using orientation Induction checklist and format.
- Maintenance of building removing hazards, securing and preventing accidents.
- Storage and signage of dangerous products.
- Inaccessible power points
- Collaborate with local nursery, land care and local indigenous organisations in regard to hazardous and appropriate plants & weeds.

Legislative provisions:

- [Work Health and Safety Act 2011](#),
- [Work Health and Safety Regulation 2011](#),
- [Workplace Injury Management and Workers' Compensation Act 1998](#),

- [Workplace Injury Management and Workers' Compensation Regulation 2002](#),

Source: <https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy>

Injury Reporting: In the event of injury to an employee, all the appropriate notification and paperwork will be completed as follows:

- Seek first Aid: The employee will follow the Accident/Illness policy of the pre-school.
- Notify the Nominated Supervisor: after the injury, and before leaving the preschool for the day.
- Complete the accident incident form: In the same method as is used for accidents with the children.
- Nominated Supervisor to complete an Incident/hazard report: and determine the cause of the injury.
- Workers Compensation Forms (Employee & Employer) to be completed when there will be a medical cost or a loss of time due to the injury.
- **Medical expenses:** forwarded to the Nominated Supervisor for Workers compensation reimbursement, as well as medical certificates. A copy to be kept on file with each claim.
- iCare Medical Certificate required: from the treating doctor for any loss of work time Resulting from the workplace injury. An iCare certificate will be required for any employee Returning to work.
- Notify the iCare Compensation Insurer within 48 hours: in the event of a significant injury (the person not able to work their normal duties for more than 7 days) this is a legal requirement.
- Notification of iCare using the Accident Report Process: When the injured Person is unable to return to normal duties for 7 days continuously (including weekend).
- Prepare a Rehabilitation Plan: When the person is not able to return to normal duties, but certified fit for suitable duties Not necessarily available in the pre-school) A Rehabilitation Provider will assist.

Attachments:

Manual Handling risk Identification worksheet

WHS Induction Checklist for orientation

(WHS Policy cont.)

POTENTIALLY DANGEROUS PRODUCTS POLICY

AIM: Management and staff are responsible for ensuring that any potentially dangerous products, plants, or equipment are inaccessible to the children including.

- Cleaning products, chemicals, pest control treatments and devices.
- Medications
- Sharp utensils, Power points, control boards or cords, or electrical devices.
- Spiders and vermin.
- Soiled clothing
- Any items or product that may potentially be dangerous to the children.

Procedure:

To ensure the child's safety at all times, the staff of the LHC preschool will:-

- Store all medication and dangerous chemicals in clearly marked areas and containers on high shelves, out of the reach of children or in magnet locked cupboards.
- All first aid kits are kept out of the reach of the children
- All hazardous products are kept out of the reach of the children.
- All areas where potentially dangerous products are kept is clearly marked or in a magnetic locked cupboard with warning signs.
- Care is taken to assure all plants in the centre grounds are non-poisonous.
- Staff check the playground at set up, to ensure it is free of any dangerous vermin or objects.
- The service aims to provide Families and the children with information from a recognised health and safety source about safe storage of potentially dangerous products used at home.
- A first aid action plan and materials safety Data sheets on the products used in the centre are displayed on the main cleaning cupboard where the bulk products are stored.
- Aims to keep the use of toxic and other potentially dangerous products to a minimum, however not to the point of jeopardising the hygiene standards of the centre.

Attachments:

Manual handling risk Identification worksheet.

WHS Checklist for orientation.