

## Staffing Arrangements

# Work Health and Safety Policy.

### Our Vision.

To give every child **the best start in life.**

### Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

### Our Values.

- Care** We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.
- Quality** We maintain the highest standards in care and safety and provide exceptional early years education.
- Service** We provide exceptional service and are integral to supporting parents bringing up children.
- Value** We provide outstanding value for our families.



# Work Health and Safety Policy.



Everyone has a right to be safe at work and Busy Bees Early Learning Australia is committed to creating and maintaining a safe and healthy environment for employees, children, Families, and visitors. We ensure that employees are aware of and meet their legal and ethical responsibilities as clearly documented in current National Regulations and Work Health and Safety Laws. Our Work Health and Safety policy, procedures and practices ensure that we fulfil our responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees; employees meet their health and safety obligations and are safe in the workplace; and the work environment supports quality early education and care.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 - Children's Health and Safety	
2.1 - Health	2.1.1 - Wellbeing and Comfort
	2.1.2 - Health Practices and Procedures
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency management
	2.2.3 - Child Protection

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law - 166, 167, 169)
Part 4.2	Children's Health and Safety (Reg - 82, 83, 84)

RELATED POLICIES	
Administration of Medication policy	Health and Hygiene Policy
Animal and Barnyard Policy	Incident, Injury, Trauma and Illness Policy
Child Enrolment and Orientation Policy	Infectious Disease and Immunisation policy
Child Protection and Safeguarding Policy	Medical Conditions Policy
Child Safe Environment Policy	Nappy Change and Toileting Policy
Delivery and Collection of Children Policy	Nutrition and Food Safety Policy
Dental Policy	Sleep and Rest Policy
Emergency and Evacuation Policy	Sun Protection Policy
Excursion and Incursion Policy	Supervision Policy
First Aid Policy	Water Safety Policy

## PURPOSE

Busy Bees Early Learning Australia's objective is to protect the health, safety, and welfare of children, Families, employees, and visitors within the Service adhering to moral and legal obligations outlined in Work Health and Safety (WHS) laws. We aim to go beyond compliance with all relevant legislation and work towards best practice to ensure a safe work environment. Busy Bees is committed to continuous improvement in all areas of workplace health, safety, and wellbeing.

## SCOPE

Employees, Children, Family, Management, Visitors, Volunteers and Contractors

## POLICY

Busy Bees Early Learning Australia believe that the provision of a safe working and learning environment for children, Families, employees, and visitors is an integral and essential responsibility during the Service operation. Work Health and Safety regulations require the Approved Provider to eliminate risks in the workplace or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Busy Bees has a duty to consult with employees, visitors and Families about work health and safety requirements and develop comprehensive policies and procedures to manage risks and hazards appropriately and effectively. All employees have a duty to take reasonable care of their own health and safety and to not adversely affect the health and safety of others.

Each state and territory government have its own Work Health and Safety (WHS) laws and a regulator to enforce them, which will be adhered to.

### Duty of Care

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

- Provision of adequate supervision
- Ensuring grounds, premises and equipment are safe for children's use
- Implementing strategies to prevent bullying and
- Providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a child who is injured or becomes ill at the Service

The Approved Provider and Nominated Supervisor will ensure all practical steps are taken to ensure the health and safety of all employees, volunteers, children, their Families, and any other people impacted by the Service operations. This includes ascertaining and eliminating or minimising all realistically foreseeable hazards and providing suitable training and instruction for employees to ensure health and safety.

Employees and volunteers will also take reasonable care of their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people.

### Work Health and Safety Responsibilities

Work health and safety responsibilities are upheld by the Nominated Supervisor, who may be supported by the 2IC, within all Busy Bees Services. Responsibilities include, but are not limited to:

- Systematically assessing and inspecting the Service to identify health and safety risks
- Ensuring compliance is being met and is aligned with all current regulations
- Identifying potential hazards, recording, and reporting to management
- Completing periodic audits, compliance checks and all relevant documentation relating to WHS
- Assisting to develop innovative risk management controls
- Being an advocate for all employees in matters relating to health and safety matters
- Communicating health and safety issues to management and all other users of the Service
- Facilitating the flow of relevant and updated health and safety information to the team
- Ensuring all serious hazards, incidents or breaches identified have been reported to the appropriate Regulatory Authorities

### Workers Compensation Obligations

Approved Providers will ensure the following to facilitate compliance of WH&S Laws and regulations relating to Workers Compensation obligations:

1. Hold workers compensation insurance
2. Provide information relating to how employees can make a claim
3. Provide information to employees regarding a return-to-work program
4. Ensure staff incident reports are completed for all near-miss injuries or injuries, keep a register
5. Ensure staff injuries are reported to workers compensation insurer and state/territory WorkSafe within 48 hours
6. Support the employee with the following
  - a. Assist with Doctor appointment and certificate of capacity
  - b. Identify suitable duties based on certificate of capacity
  - c. Consider modification of existing duties
  - d. Consider modify of the workplace
7. Assist with participation of workers injury management plan upon return to work in consultation with insurer and medical practitioner, including providing suitable work conditions and alternative suitable employment if pre-injury role is unsuitable.

### Risk Management and Assessment

Risk Management is part of Busy Bees commitment to Work Health and Safety (WHS) to ensure that clear processes are in place for the identification of hazards, assessment of risks and implementation of control measures so far as reasonably practicable. Risk management plans include risk identification and risk assessment. Plans are reviewed regularly to ensure that they are effective in controlling risks.

Busy Bees will comply with WHS legislation and ensure all employees and visitors are aware of the potential hazards and risks and are provided with the necessary information and strategies to undertake to help keep them safe and healthy.

Risk Management is a systematic and methodical examination of potential risks and hazards within our working and learning environment. The process of risk assessment assist to:

- Identify hazards and risks
- Assess who or what might be harmed and how
- Evaluate the risks and deciding on appropriate control measures
- Record findings
- Review the effectiveness of exiting control measures regularly and update when necessary assessments regularly
- Consult and communicate with all stakeholders- employees, Families, visitors and community members

Risks Assessments are routinely conducted for emergencies including evacuation, lockdown, excursions and management of natural disasters such as bush fire, flood, cyclone, and earthquake.

Risk Assessments will be completed for all environments, equipment (fixed or free-standing), and resources present at the Service, for potential emergencies that may pose risk, and when presented with a potential health risk associated with exposure to a particular virus or pandemic.

Risk Assessments will be reviewed regularly and updated as required throughout the year. However, most importantly, all Risk Assessments will be subject to a full review and update at least annually.

## Hazard Identification

A hazard is a source of potential harm or a situation that could cause or lead to harm to people or property. Workplace hazards can be physical, chemical, biological, mechanical, or psychological.

Potential Hazard	What does this include?	Example	Potential Accident
<b>Physical</b>	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation	Children's beds placed in an open area, wet bathroom floors, lifting children for nappy changes	Trips, slips, and falls, Manual handling injury (soft tissue/back injury)
<b>Mechanical and/or Electrical</b>	Electricity, machinery, equipment, washers and dryers, kitchen appliances, motor vehicles.	Lint accumulation in dryers can be a combustion hazard. Frayed power cords or unplugged power points are an electrical hazard.	Fire, electric shock, electrocution
<b>Chemical</b>	Includes substances such as acids or poisons, cleaning agents, dusts, and fumes.	Cleaning chemicals, Medication	Fire, explosion, poisoning
<b>Biological</b>	Includes bacteria, viruses, mould, mildew, insects, vermin, and animals.	Sick employees or children attending the Service, Contaminated food, mice infestation.	Cross-infection, food poisoning.
<b>Psychological</b>	Workplace stressors.	Bullying, children's needs exceed skill or confidence of employees, insufficient management support.	High stress levels (employees and children), compromised care practices, failure to be inclusive.

*Reference: Work Health and Safety in Education and Care Services PSC National Alliance*

## Hazard Reduction

Employees have responsibilities to take a risk management approach to all activities and plan for the safety of themselves and children. This may include:

- Always work with safety in mind
- Be aware of any hazards and report them immediately
- Keep hallways and doors completely clear as an object could become a hazard in an emergency evacuation situation
- Using resources appropriately
- Open doors slowly
- Do not stand on furniture (chairs or tables)
- Walk, not run within the Service (particularly up and down stairs)
- Adhere to sun protection guidelines
- Ensure personal safety by wearing PPE, implementing hand hygiene procedures
- Follow behaviour guidance plans to ensure personal safety and that of other children



## Hazardous Materials

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. We adopt a risk management strategy that enables practices that minimise the risk of harm, injury, or illness caused by any hazardous material.

As far as is reasonably practical, Busy Bees will:

- Provide the least hazardous chemical, product, or equipment for the task without jeopardising hygiene
- Ensure that employee, contractors, students, and visitors are protected from both short- and long-term health effects of hazardous substances and processes
- Ensure all employees, contractors, visitors, and students have access to Safety Data Sheets (SDS) and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- Ensure that non-toxic plants are planted within the workplace and regular garden and grounds maintenance will be undertaken to minimise the risk of toxic plants within the grounds and premises
- Complete WHS checklist and registers, and keep records as required

## Cleaning

Structured cleaning schedules will be implemented to ensure that all environments are appropriately cleaned regularly and thoroughly, including bathrooms. Accidents and spills will be cleaned up as quickly as possible to ensure that the Service always maintains a high level of cleanliness and hygiene.

Signage is to be displayed after mopping to ensure awareness of wet floors.

Employees must:

- Adhere to the cleaning schedules and procedures within the Service including hand washing, use of gloves, colour coded mops/cloths etc.
- Follow manufacturer's directions for cleaning products and chemicals (see Safety Data Sheets- SDS)
- Ensure a register of all hazardous chemicals, substances and equipment is used at the Service. The register includes where they are stored, their use, any risks, first aid instructions and the current SDS.
- Ensure chemicals are never mixed together
- Ensure chemicals and cleaning products are stored in original containers provided by the manufacturer, and out of reach of children
- Ensure all items are clearly labelled
- Wash hands immediately if any chemical is spilled
- In the event of a chemical spill, isolate the area and advise the Nominated Supervisor
- Wash hands thoroughly after using any chemical or disinfectant
- Ensure containers are disposed of correctly following local council guidelines and not reused under any circumstances
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin, or eye exposure has occurred.
- Poisons Information Line 13 11 26 or call an ambulance on 000
- Ensure emergency, medical and first aid procedures are carried out

### Slips, Trips and Falls

Children must be adequately always supervised. Identifying potential hazards such as sustaining an injury from play equipment or slipping on a wet surface should be considered through the risk assessment process. Establishing appropriate control measures for employees and children, assisting in managing the possible risk.

Employees will:

- Wear covered shoes with slip resistant soles and heels
- Be alert for any object that could be a trip hazard
- Pick up any objects sticking up from the floor or ground, so as not to cause injury
- Ensure warning signs alerting others of wet and slippery floors are used
- Immediately clean any spills to avoid slips and falls
- Notify the nominated supervisor if a slip or fall is witnessed, whether it is a work colleague or visitor
- Ensure the appropriate paperwork is completed (including notification to the regulatory authority and WHS authorities if required).

### Electrical Equipment Testing

Services must ensure that electrical equipment is tested by a qualified person on a regular basis, which is recorded with a tag attached to the equipment tested. This must be kept until the equipment is next tested or disposed of and must specify:

- Name of the tester
- Date and outcome of the testing
- Re-test date

Records will be maintained including details of electrical equipment tested, tag number, location, test date, pass/fail and when electrical equipment is due to be re-tested (the recommendations are for all equipment to be tested annually).

### Maintenance of Fire Equipment

All fire equipment will be maintained as per the Australian Workplace Safety Standards. External agencies will be employed to conduct the maintenance of the fire equipment. Fire extinguishers will be inspected every six months.

### Back Care and Manual Handling

Busy Bees refers to Safe Work Australia / Manual Handling practices as part of our commitment to ensure a best practice approach.

Employees are at risk of work-related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching, and not using adult sized furniture.

Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person or object.

Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains, and sprains in parts of the body such as the neck, arm, shoulder, and knee. Manual handling injuries also include overuse injuries or, because of falling during manual handling, bruising or laceration.

The Approved Provider/Nominated Supervisor Will:

- Provide employees with information and training in Manual Handling and Back Care
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities
- Identify, assess and control all risks associated with manual handling in each workplace
- Clearly mark any equipment which requires more than one person to lift or move it

### **Risky and Adventurous Play**

Employees will provide an environment that encourages children to effectively learn in play which involves supporting them to take risks. No play space is risk free. It is important for children's development to become adventurous and participate in opportunities to explore and test their own capacities, manage risk, and to grow as capable, resourceful, and resilient people.

Employees will assess the risks to children's safety and develop guidelines to encourage children to test their abilities within a safe environment. When employees see children exploring adventurous play, they will supervise and assist when appropriate.

Environments will be set out to minimise risks where possible, i.e., where swings are installed, other equipment or resources may be positioned at safe distances from the swings to prevent running zones that are too close to swings, minimising the risk of a child being hit by a swing that is in use.

### **The Approved Provider and Management are committed to:**

- Providing all employees with a safe and healthy work and learning environment so far as reasonably practicable
- Ensuring the health and safety of children in attendance at the Service so far as reasonably practicable
- Ensuring the health and safety of visitors, including contract workers and volunteers, whilst at the Service so far as reasonably practicable
- Providing and maintaining an environment free of risks or hazards to health and safety so far as reasonably practicable
- Ensuring the provision of adequate facilities to protect all persons from risks to their health and safety including access to adult toilets, provision of hand hygiene resources (soap and water, alcohol-based hand sanitiser, paper towel) and Personal Protection Equipment (disposable gloves, masks, glasses)
- Implementing a proactive process of risk management facilitating continuous improvement
- Ongoing consultation, collaboration, and communication with all employees throughout the risk assessment process
- Implementing a strategic approach to health and safety by using measurable objectives to monitor performance
- Meaningful consultation with employees regarding work, health, and safety issues
- Providing an effective and accessible safety management procedure for all employees to guide safe working and learning throughout the workplace
- Ensuring Safety Data Sheets (SDS) are provided for all hazardous chemicals used at the Service
- Supporting and promoting the health and wellbeing of all employees
- Promoting dignity and respect within the Service and taking action to prevent and respond to bullying in its workplace
- Providing return to work programs to facilitate safe and sustainable return to work for employees



## Work Health and Safety Policy.



- Providing employee with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment
- Notifying the regulatory authority within 24 hours of any incident, situation or event that has occurred and presented imminent or severe risk to the health, safety and/or wellbeing of any person present at the Service or if an ambulance was called in response to the incident/situation (not as a precaution).
- Investigating and managing any incident or accident to prevent further reoccurrence
- Providing a program of continuous improvement through engaging with industry and new technology and reviewing and updating policies and procedures
- Implementing safety management systems / procedures
- Keep up to date about current health risks and implement risk minimisation measures to reduce the risk of transmission of viruses such as coronavirus (COVID-19)
- Maintain accurate records of all WHS issues and maintenance

### Nominated Supervisor and Employees Responsibilities

#### Employees must ensure:

- The health and safety of children, Families and visitors of the Service is paramount
- Policies and procedures are being followed and adhered to at all times
- That they observe, implement, and fulfil the responsibilities under the current Work Health and Safety Act and National Regulations
- They participate in the review of WHS policies
- They take practical steps and responsibility for their own health and safety and of others affected by their actions at work
- Work, health, and safety audits are conducted frequently to ensure the Service is maintaining a safe environment for children, Families, employee and visitors
- Appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve work health and safety compliance
- They know the location of fire extinguishers, blankets or other safety devices and know how to use them
- Identified risks are assessed and controlled
- That any potential and actual hazards in the workplace are reported to the Nominated Supervisor
- Management is notified of any incidents and accidents in the workplace as soon as practicable
- Workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and appropriate action is taken to prevent further incidents from occurring
- Correct record keeping procedures for incidents and accidents in the WHS Reporting folder are followed
- Compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment (PPE) supplied by the employer as required
- Areas identified for improvement are included in the Quality Improvement Plan (QIP)
- They participate in training and consultation with the support of management
- They follow the correct manual handling procedures
- That work areas are safe, and they will help reduce accidents to themselves and others
- All safety checklists are implemented as required on a regular basis
- Children's equipment is regularly checked for safety
- That children are supervised at all times
- All dangerous chemicals are stored appropriately and out of reach of children

## Work Health and Safety Policy.



- Children are kept out of kitchen areas
- All power points have safety plugs
- No hot drinks are around children
- Gates are closed and locked after entry/exit
- All spills are cleaned up immediately (to prevent slipping), following the correct cleaning procedure
- Reports and/or concerns about work health and safety are reviewed and responded to
- Current work health and safety knowledge is maintained

### Families and Visitors are to:

- Take reasonable care of their own health and safety whilst visiting the Service
- Report any health and safety issues to management
- Participate in consultation in WHS issues affecting them
- Take reasonable care to ensure they don't affect the health and safety of other people (e.g.: Health Declaration for infectious diseases)
- Comply to Busy Bees policies and procedures in relation to WHS including actions to reduce the risk of transmission of infectious diseases or illnesses such as physical distancing (if recommended by Australian Government Department of Health) personal hygiene practices and exclusion if children and visitors if unwell
- Comply to policies related to the use of tobacco, alcohol and drugs at all times

### SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Mandatory Reporting of Child Abuse and Neglect](#)

[Work Health and Safety Act](#)

[Safe Work Australia - Work Health and Safety Regulations](#)

[Staying Healthy in Child Care 5th Edition](#)

[Safe Work Australia](#)

Additional Resources by State or Territory:

[Australian Capital Territory: WorkSafe ACT](#)

[Northern Territory: NTWorkSafe](#)

[New South Wales: SafeWork NSW](#)

[Queensland: WorkSafe QLD](#)

[South Australia: SafeWork SA](#)

[Tasmania: WorkSafe Tasmania](#)

[Victoria: WorkSafe Victoria](#)

[Western Australia: WorkSafe Western Australia](#)

# Work Health and Safety Policy.



## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief People Officer	Policy Development Officer	Replace all previous version

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