

## 6.3 Workplace Health, Safe and Risk Management Policy

### 1. Purpose

The major objective of ICH is to ensure a safe workplace through identifying hazards, assessing the risk, eliminating the risk or minimizing the potentially harmful consequences of the hazard.

### 2. Scope

This policy applies to Management, the Nominated Supervisors, Coordinators, other ICH staff, Educators and Educator Assistants. For the purposes of this policy, these people shall be referred to as workers.

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Educator:** A suitably qualified person who is registered with the Service.

**Educator Assistant:** A suitably qualified person who is registered with the Service to assist an approved Educator.

**Educator's Residence:** The home or venue approved to provide childcare by an approved Educator of the Service.

### 4. Policy

My Place Family Day Care is committed to providing a workplace for workers which is as safe as is practicable in order to achieve its community service goals. ICH Board of Directors is accountable for managing the risks in partnership with the staff and Educators. ICH will meet its legislative obligations and exceed them where feasible.

#### 4.1 Safety Practices and Procedures

The Service will use a risk management approach to the safety of workers which will include the provision of:

- Safe systems of work and work environment, both on and off site,
- Safe premises, equipment, and vehicles,
- Safe use, handling, storage and disposal of dangerous substances,

- Adequate information and training,
- Appropriate supervision and enforcement of policies and procedures to ensure safe work practices.

The Service will use a risk management approach to hazards.

My Place Family Day Care Staff and Educators will know and follow safe work practices, not to act in a manner so as to cause harm to people or property, to report hazards, and to only use equipment for the purpose for which it was intended.

#### 4.2 Duty of Care

ICH understands the duty of care obligations to staff and Educators and embraces the following provisions:

- There is sufficiently competent staff to ensure My Place Family Day Care operates within the scope of the Education and Care Services National Law and Regulations.
- Policies and procedures which are in place to ensure My Place Family Day Care staff and Educators use safe systems or methods of work, work within a safe work environment and only use safe plant and equipment.
- Staff and Educators are provided with adequate training, instruction and supervision to ensure their health, wellbeing and safety and that of children and families accessing the Service are protected.

## 5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required

|             | <b>Date</b> | <b>Details</b>         |
|-------------|-------------|------------------------|
| Revision 00 | 07/2015     | Original Policy Issued |
| Revision 01 | 12/2016     | Reviewed               |
| Revision 02 | 08/2017     | Reviewed               |
| Revision 03 | 12/2019     | Reviewed               |
| Revision 04 | 01/2021     | Reviewed               |
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|             |             |                        |

## 6. Related Documents

### **Policies**

- 6.1 Child Safe Environment
- 6.2 Child Safe Equipment
- 8.2 Staff, Volunteers and Student Policy
- 8.3 Roles and Responsibilities Policy
- 8.4 Induction and Professional Development Policy
- 8.5 Monitoring and Support of Educators Policy
- 10.3 Confidentiality Records and Register Management Policy

### **Procedures**

- 6.1 Assessment of Educators Residence
- 6.10 Nurse Equipment
- 6.11 Play equipment
- 6.13 Risk Assessment and Management Procedure
- 10.7 Record Management and Storage

### **Forms**

- Home Safety Checklist
- Glass Management Plan
- Home Risk Assessment
- Pet Risk Assessment
- Universal Home Risk Assessment
- Play Equipment Risk Management
- Home Pool Spa Risk Management
- Empty Spa Risk Management

### **References**

Workplace Health and Safety Act 2011

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018#sec.13>

Education and Care Services National Law 2010 s.168 offence relating to the protection of children

Education and Care Services National Regulation 2011

R.103 Premise, furniture and equipment to be safe, clean and in good repair

R.104 Fencing

R.105 Furniture, Materials and equipment

R.106 Laundry and Hygiene facilities

R.109 Toilet and hygiene

R.110 Ventilation and natural light

R.116 Assessment of family day care residences and approved family day care venues

R.117 Glass

R.168 (2) (h) Education and Care service must have policies and procedures

R.169 (2) (a) Additional Policies and Procedures for FDC

R.177 (1)(d), (2), (5) Prescribed enrolment and other documentation to be kept by approved provider

R.183 (1) (2)(g) Storage of records and other documents

Australian Children's Education and Care Quality Authority, Guide to the National Quality Framework 2018, National Quality Standard: Quality Area 3 Physical Environment

3.1 Design: the design of the facilities is appropriate for the operation of a service

3.1.1 Fit for Purpose - outdoor and indoor spaces building, fixture and fittings are suitable for their purpose, including supporting the access of every child

3.1.3 Upkeep – Premise, furniture and equipment are safe, clean and well maintained

3.2 Use: The service environment is inclusive, promotes competence and supports exploration and play-based Learning

Kidsafe Family Day Care Guidelines 6<sup>th</sup> Ed August 2014 - RETRIEVED 30<sup>th</sup> October 2019

<https://static1.squarespace.com/static/5a70178a4c326d908fa4f3ed/t/5b459d75352f5340dfe578c3/1531289008616/KidsafeFamilyDayCareGuidelines2014.pdf>