

# Work Health and Safety Policy

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## NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA3	3.1.2	Upkeep - Premises, furniture and equipment are safe, clean and well maintained.

## National Regulations

Regs	168	Policies and procedures are required in relation to health and safety
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## Aim

We aim to do everything possible to protect the health, safety and welfare of all educators and other people who may be affected by our operation including our children and their families.

## Implementation

### Duty of Care

The Approved Provider and Nominated Supervisor will ensure he or she takes all reasonable steps to ensure the health and safety of all educators, staff, volunteers, children, their families and any other people impacted by the service operations. This includes identifying and eliminating or reducing all reasonably foreseeable hazards and providing appropriate training and instruction. Our educators, staff and volunteers will also ensure they take reasonable care for their own health and safety and that their conduct does not adversely affect the health and safety of other people.

### Consultation, Cooperation and Coordination

Our service will share information about health and safety matters with educators, staff, and volunteers and encourage them to express their views or raise issues.

Our service will consult with educators, staff, and volunteers when:

- identifying hazards and assessing risks arising from work
- proposing changes that may affect the health and safety of workers
- carrying out activities prescribed by the Work Health and Safety Regulation.

Our service will also consult with educators, staff, and volunteers when making decisions about:

- ways to eliminate or minimise risks
- the adequacy of their facilities
- consultation procedures
- resolving health and safety issues
- monitoring their health and safety or the safety of workplace conditions
- how to provide health and safety information and training.

Consultation with our educators, staff, and volunteers means:

- relevant work health and safety information is shared
- they have a reasonable chance to express their views
- they are given a reasonable opportunity to contribute to the decision making process
- their views are taken into account
- they are advised of the outcome of the consultation in a timely manner.

Our educators, staff, and volunteers are entitled to:

- elect a health and safety representative
- request the formation of a health and safety committee
- cease unsafe work
- have health and safety issues resolved in accordance with an agreed issue resolution procedure
- not be discriminated against for raising health and safety issues.

### **Notification of Death, Serious Injury or Illness**

The Approved Provider/Nominated Supervisor must notify Workplace Health and Safety Queensland as soon as they become aware of a death, or a serious injury or illness that results in:

- immediate treatment as an in-patient in a hospital, or
- immediate treatment for:
  - the amputation of any part of the body
  - a serious head injury
  - a serious eye injury
  - a serious burn
  - the separation of skin from an underlying tissue (such as degloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations or
- medical treatment within 48 hours of exposure to a substance.

A serious illness is:

- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - with micro-organisms
  - that involves providing treatment to a person
  - that involves contact with human blood or body substances, or

- involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

A dangerous incident is also notifiable under the legislation. Dangerous incidents include:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel

The approved provider or nominated supervisor must notify the regulator by telephone or in writing (including by facsimile or email) as soon as possible after the injury, illness or incident. If notified by telephone, the regulator may require a written notice of the incident within 48 hours. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The approved provider/nominated supervisor must ensure the site where the incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by the regulator.

## **REHABILITATION**

In the event of a work based injury we are committed to providing the opportunity for all our employees, including casuals, to participate in a workplace based rehabilitation program. It is our obligation to assist any injured employee to return to work on suitable duties as soon as possible for the mutual benefit of both parties. Workers Compensation legislation places a great deal of emphasis on rehabilitation. Return to work programs will be designed by consultation with an injured worker's treating medical practitioners and with the relevant Workcover case manager.

All significant events leading to an injury will result in a further risk assessment being carried out with a view to preventing a similar injury from recurring.

Our overall aim is to provide an opportunity for an injured employee to remain at work and to return to their pre-injury employment through the co ordination of rehabilitation services and work activities.

Rehabilitation programs will only be commenced if the injured worker's treating medical practitioner and our rehabilitation co-ordinator agree that the duties are not likely to jeopardize the person's wellbeing. It is expected that all parties will take reasonable steps to ensure that further aggravation or injury does not occur while the person is participating in a rehabilitation program.

As an employee, your co-operation may also be required to assist in a rehabilitation program developed for a fellow employee who is recovering from an injury.

## **Source**

**Education and Care Services National Regulations 2011**  
**National Quality Standard**  
**Work Health and Safety Act 2011**  
**Work Health and Safety Regulation 2011**

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: 14/01/2020**

**Date for next review: 13/01/2021**