

Dawson Street Child Care Co-Operative Policy Manual

OCCUPATIONAL HEALTH & SAFETY POLICY

Authorisation

This policy was adopted by the Dawson Street Child Care Cooperative (DSCCC) Management Committee at its meeting on 20 July 2016.

It now incorporates the previous:

- *Minimising the Use of Toxic Products Policy*
- *Maintenance of Buildings and Equipment Policy*
- *Use and Storage of Dangerous Products Policy*
- *Non-Smoking Policy*

Review Date

This policy will be reviewed in two years' time, in April 2018, in consultation with DSCCC employees or sooner if needed.

Policy Statement

Values

DSCCC places a high priority on the safety of employees and those attending the workplace and providing a safe environment for the delivery of childcare services.

DSCCC is committed to:

- Providing and maintaining a safe and healthy working environment.
- When necessary, ensuring that employees can access training on performing their tasks safely.
- Taking appropriate preventive action after accidents.
- Regarding all accidents as preventable.
- Recognising that the concept and practice of safety involves shared responsibilities and a team approach by both employer and all employees. Every effort will be made to work towards accident prevention. Employees must act in ways, which do not endanger the health or safety of anyone.
- Recognising the importance of lodging incident reports early.
- Requiring employees to attend work, free from the influence of alcohol or other non-prescription drugs. (See Appendix 4 in relation to Drug and Alcohol Management for Bus Operation).
- Displaying a copy of this policy in the workplace at all times. This policy will form part of DSCCC's orientation program for staff.
- Ensuring regular safety checks on buildings and equipment are completed and documented.
- Ensuring risk assessment results are reported and appropriate actions are taken to reduce and remove hazards or risks.

Purpose

- To provide and maintain a safe and healthy environment for staff and children

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- To reduce the exposure of children and staff to hazards and toxic products at DSCCC
- To set out policies and procedures to follow in order to identify and deal with hazards or in the event of a workplace incident or accident
- To set out policies and procedures to be followed in order to maintain buildings and equipment at DSCCC consistent with OHS guidelines

Scope

This policy applies to all staff, parents/guardians, volunteers, students, Management Committee members, contractors, cleaners and anyone else involved with or entering DSCCC.

The policy contains procedures for:

- Identifying and dealing with hazards; and
- Situations where a workplace incident or accident occurs that threatens the health and safety of children, employees or other persons in the workplace.

Background and Legislation

Legislation may include, but is not limited to:

- *Education and Care Service National Law Act 2010*
- *Education and Care Services National Regulations 2011 (NSW)*
- *Work Health and Safety Act 2011 (Cth)*
- *Occupational Health and Safety Act 2004 (Victoria)*
- *Occupational Health and Safety Regulations 2007*
- *Accident Compensation Act 1985*
- *Children's Services Act 1996 (Victoria)*
- *Tobacco Act 1987 (Victoria)*

Related DSCCC policies:

- Administration of Medication and First Aid Policy
- Anaphylaxis Policy
- Asthma Policy
- Child Orientation and Enrolment Policy
- Child Safe Environment Policy
- Dealing with Medical Conditions Policy
- Emergency Management and Evacuation Policy
- Food Safety and Hygiene Policy
- Illness, Infectious Disease and Emergency Care Policy
- Privacy and Confidentiality Policy
- Rest and Sleep Policy
- Staff Conduct Policy

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- Sun Protection Policy
- Water Safety Policy

Related Documents:

- *Children's Services Guide: a guide to managing and operating a licensed children's service in Victoria*
- *Children's Services: Occupational Health and Safety Compliance Kit WorkSafe Victoria* - https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0020/9524/Children27s_services_kit_updated.pdf

Definitions

Hazard is anything that has the potential to cause injury or illness (to employees, contractors, children, parents or visitors). A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury or illness.

Risk means the likelihood of injury or illness arising from exposure to any hazard.

Risk Assessment is the process of determining the likelihood of an injury or illness through analysing the DSCCC environment and equipment/facilities for potential dangers.

Buildings refers to the physical environment of the centre and includes:

- Utilities – water, gas, electricity
- Environmental controls – air conditioners, heaters, fans
- Indoor surfaces – floor, walls, ceilings, windows, doors
- Indoor space – bathrooms, staff room, offices, laundry, kitchen, toilets
- Outdoor surfaces – ground, walls, fences
- Outdoor spaces – gardens, playgrounds
- Poisons – plants and animals, such as spiders, snakes, bees and wasps.

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. It is important that any control measure does not introduce new hazards, and that the ongoing effectiveness of the control is monitored.

Injury/incident is an injury/incident at the workplace where a person was or could have been injured but does not meet the requirement of a serious injury/incident. This could include an employee who suffers injury at DSCCC and is taken to casualty at a hospital but is not admitted, providing the employee does not have one of the serious injuries/incident listed below.

OH&S means Occupational Health and Safety.

Serious injury/incident is one where an incident at the workplace results in death or serious injury, that is, if an injured person requires:

- Medical treatment within 48 hours of being exposed to a substance
- Immediate hospital treatment as an in-patient and/or immediate treatment for:
 - Amputation
 - Anaphylaxis

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- Serious head injury
- Serious eye injury
- Separation of skin from underlying tissue (for example degloving or scalping)
- Electric shock
- Spinal injury
- Loss of bodily function
- Serious laceration.

And/or:

- Is a dangerous occurrence which seriously endangers the lives or the health and safety of people in the immediate vicinity including:
 - The collapse of part of the building or structure
 - Implosion/explosion or fire
 - Escape, spillage or leakage of substances
 - An intruder on the premises.
- Is an incident involving a child which results in the death of a child, or an accident, incident injury or trauma to a child while being cared for, or educated by, DSCCC, requiring the attention of a registered medical practitioner or admission to hospital.

Procedures

1. Hazard Identification and Risk Assessment

The Management Committee will:

- Provide and maintain, so far as is practicable, a working environment that is safe and without risks to health.
- Ensure that, in conjunction with the Director, high priority is given to the safety of all employees and those attending the workplace.
- Provide adequate welfare facilities including a staff room, washroom and lockers.
- Promote staff and Management Committee discussion of OH&S issues by ensuring OH&S is a standing item on staff meeting and Management Committee meeting Agendas.
- Engage suitably qualified persons to provide advice to them in relation to the health and safety of their employees when it is required.

The Director will:

- Ensure the Centre complies with the Occupational Health & Safety Act and Regulations in its daily operation.
- Ensure staff are consulted on any OH&S issues that arise and are involved in the development, implementation and review of OH&S policies and procedures.
- Provide adequate and up to date information to employees, in such languages as is appropriate with respect to health and safety in the workplace. This is to include the names of persons to whom an employee may make an inquiry or complaint in relation to health and safety and return to work strategies information.
- Provide all staff with adequate supervision, training and instruction to enable staff to perform their tasks safely and prevent accidents occurring.

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- Receive regular reports from staff and act on their proposals on suitable ways to reduce or remove hazards or risks.
- Provide a Register of Injuries book in the workplace.
- Ensure that any worker returning from injury is provided with suitable alternative duties if possible.
- Maintain well documented OH&S records.
- Ensure that all new staff are provided with an induction of OH&S policies and procedures.
- Display material required by Work Cover prominently in the workplace.
- Ensure 'No Smoking' signs are displayed at the front gate and throughout the Centre through Moreland council.

The OHS Staff Representative will:

- Review Children's Incident/Injury/Trauma/Illness Record Book twice per annum to identify any black spots or recurrent issues and report same to the Management Committee as necessary.
- Ensure regular inspections of the centre are completed and documented, risk assessment results are reported and appropriate actions carried out to reduce or remove hazards or risks.
- Ensure any OH&S issues are discussed at staff meetings.
- Participate in the development, implementation and review of OH&S policies and procedures.

Staff at DSCCC will:

- Take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace.
- Appoint a Staff OH&S representative.
- Report any hazard identified between hazard assessments to the Director or OH&S staff representative.
- Conduct a daily inspection of the premises prior to the children's attendance at the centre using the DSCCC Outdoor Safety Checklists [Attachment 2].

If the daily inspection identifies any problem, employees at the workplace are to correct the problem. If this is not possible, put in place temporary measures to ensure the children's safety and contact the Director or OH&S Officer, who will assist in obtaining a more permanent solution.

- Ensure any OH&S issues are discussed at staff meetings.
- Conduct and report on workplace inspections and hazard assessments using the DSCCC OH&S Checklist [Attachment 1] each month.
- Follow OH&S procedures and act in a healthy and safe manner at all times.
- Not wilfully or recklessly interfere with or misuse safety equipment that is provided.
- Participate in and conduct Fire and Lockdown Drills at least 4 times per year.
- Participate in and conduct anaphylaxis and asthma practices as per the Anaphylaxis and Asthma Policies.
- Participate in OH&S training as appropriate.
- Comply with the Centre's non-smoking policy.

2. Injury/Incident Notification and Investigation

Register of Staff Incident/Injury/Trauma/Illness Record

The employer shall ensure that Register of Injury forms is present in the workplace and that employees are aware of the location of the forms.

Notification Procedures and Investigation

The procedure for the notification and investigation is as follows:

Incident/injury not Classified as Serious

Notification

All injuries and incidents, where a person was or could have been injured, must be reported as soon as possible using the Register of Injury forms [Attachment 3].

The Director will notify the Management Committee of such incidents.

Investigation of Injuries

Where considered appropriate, on receipt of an injury report, the Management Committee shall arrange for an investigation of the incident/injury and set in place an action plan as appropriate.

Accident or Incidents that Seriously Affect Persons Involved

Notification

Any workplace incident/injury that seriously affects the safety of employees or others in the workplace must be reported to the Director/Team Leader immediately. As soon as possible after the incident/injury occurs, the employee/adult affected, if able, must complete a Register of Injury form located [Attachment 3] and provide a copy to the Chair of the Management Committee.

Accidents relating to children are to be recorded in the Children's Incident / Injury / Trauma / Illness Record Book (as required under regulation 87 of the *Education and Care Services National Regulations 2011*).

Work Safe Victoria Notification

Under relevant Occupational Health and Safety legislation, DSCCC is responsible for advising Work Safe Victoria of serious incidents/injuries.

Notification is required:

- Where an incident at a workplace or equipment site results in death or serious injury
- Of dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity.

The Chair of the Management Committee or Director will make telephone contact with Work Safe on 13 23 60 (24 hour emergency response line) immediately the incident is reported.

The Chair of the Management Committee or Director will then complete Work Safe Victoria *Incident Notification Form* and ensure that it is sent to the nearest Work Safe Office within 48 hours.

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Notification to Other Authorities

If deemed to be a *serious incident* under the *Education and Care Services National Regulations 2011 (NSW)* (refer regulations 12, 174 and 176), the Director will advise the relevant regulatory authority within the timeframes specified. The relevant regulatory authority may be the Department of Education and Training or the Australian Children's Education and Care Quality Authority.

Incident Investigation

On receipt of an Injury/Incident Report the Chair of the Management Committee (or nominee) shall arrange for an investigation to commence within two working days of the incident/injury and be completed within two operational days for the centre.

Summary of key tasks in the interview of employees or other persons materially involved in an incident or issue:

- Explain at the outset that this is a formal interview in accordance with DSCCC's procedures.
- Explain they may have a witness present.
- Ask about the incident:
 - Provide each person with an opportunity to present their own version of the incident.
 - Present any specific "allegations" for responses.
 - Present all details one by one and record the answers.
 - Ask any other relevant questions arising from the statements by other persons, particularly if there is any conflict or contradiction.
 - Give the opportunity to review earlier "version/s" of events outlined during the interview.

Post Investigation Actions

Following completion of the investigation of an accident or incident that seriously affected the persons involved, a report is prepared by the Chair of the Management Committee for the Management Committee.

The report will also propose any relevant recommendations or actions.

A Management Committee meeting will be convened as a priority to receive the report and recommendations. An appropriate Action Plan will be determined with relevant timelines.

Staff involved in the injury/incident investigation will be advised as soon as possible of:

- Results of the investigation.
- The Action Plan.

The Action Plan is to be implemented within designated timelines and the Chair of the Management Committee will be responsible for ensuring that the Action Plan is implemented.

Return to Work

For significant workplace injuries a return to work plan will be put in place for an injured staff member who has been off work with no current work capacity for 20 calendar days or more.

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A return to work plan will be completed in conjunction with the treating medical practitioner, as required by Work Safe Victoria.

DSCCC will endeavour to support injured workers in their return to work for any level of workplace injury.

3. Manual Lifting Procedures

Correct procedures and practices for safe manual handling must be observed by all staff at DSCCC.

Care of our backs is most important. Be sure that correct lifting procedures are maintained at all times - "Keep your back straight and bend your knees, keep your elbows close to the body."

Lifting of children should be kept to a minimum, with staff getting down to the child's level to comfort and talk to them rather than lifting the child up. The sides of cots must always be lowered before putting a child in or taking them out.

Staff are encouraged to use their common sense in assessing the risk associated with manual lifting and observe the following correct lifting practices:

- Staff must never twist while lifting.
- When staff lift a child or object they should not stretch over and lift, but lean close and raise as close as possible to their body.
- Staff should:
 - Kneel where possible rather than bend down.
 - Avoid sitting on child sized chairs.
 - Refrain from carrying children on their hip.
 - Transfer heavy items to smaller containers to reduce weight.
 - Ensure two or more staff help with the lifting or moving of heavy or awkward equipment or furniture.
 - Heavy goods need to be stored on lower levels to avoid the necessity of lifting them above shoulder height.
- When lifting staff must:
 - Place their feet apart in a striding position in line with their hips.
 - Keep their back straight.
 - Bend from their knees.
 - Brace their stomach muscles.
 - Hold child or object close to their body.
 - Move their feet, not their spine, to stand up and lift using their legs not back.
 - Prepare to move in a forward direction.

4. Infectious Diseases and Immunisation

It is recommended by the DSCCC Management Committee that all staff should be immunised according to the Australian Standard Vaccination Schedule.

Early childhood workers are at risk of getting infectious diseases. Infection control practices such as establishing good hygiene procedures and the use of protective equipment (e.g. gloves), can stop the spread of diseases amongst staff and children of the centre.

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Immunization can prevent staff from contracting some diseases. Early childhood staff should discuss their history of immunizations and infections with their doctor. They may also wish to discuss whether or not to have additional immunizations (e.g. influenza vaccine, Hepatitis A and B vaccines and Tuberculosis vaccine).

It is the responsibility of all staff to notify the Centre if they have contracted an infectious disease or illness. Staff will be excluded from the centre if they have an infectious disease listed in Appendix 2 of the DSCCC Illness, Infectious Disease and Emergency Care Policy.

As outlined in the DSCCC Illness, Infectious Disease and Emergency Care Policy, it is the Director's responsibility to notify all parents and staff of any reported infectious disease or illness. A notice will be placed on the front door.

It is also the responsibility of the Director to inform staff who are not immunized, of any cases of measles, whooping cough or diphtheria at the centre. Staff who are not immunised will be excluded from the Centre in accordance with the DSCCC Illness, Infectious Disease and Emergency Care Policy.

If a staff member contracts an infectious disease through a contact in the workplace, he/she will be entitled to leave in accordance with the relevant award. If staff have not contracted an infectious disease but are required to be excluded due to non-immunization, they will be entitled to use their accrued sick leave. If no accrued sick leave is available salary payment may be negotiated with the Management Committee.

It is the responsibility of the Centre Director to notify the Department of Human Services if a staff member is suffering from a vaccine preventable disease.

It is a requirement of the centre that staff provide immunization details on commencement of employment and that this information is kept up to date.

Funding of Immunization

The centre will fund influenza vaccinations for all permanent full time, part time and contract (where contracts exceed 3 months) staff who have not been previously immunized, through the City of Moreland Immunization Program.

For detailed information, refer to *Staying Healthy in Child Care, Preventing infectious diseases in child care*, 4th edition, published in 2006.

Infectious Diseases during Pregnancy

Early Childhood workers who are pregnant need to be aware of how some infections can affect the unborn child. It is especially important for women of child bearing age to be protected against Rubella (German Measles) if working in early childhood services.

Some other viruses can be harmful to unborn children and these should be discussed with your doctor, particularly:

- CMV (Cytomegalovirus),
- Toxoplasmosis,
- Erythema infection (Parvovirus) and
- Chicken Pox.

If immunizations against these viruses are available, staff are required to be immunized in accordance with [the Public Health and Wellbeing Act 2008](#).

For detailed information, refer to *Staying Healthy in Child Care, Preventing infectious diseases in child care*, 4th edition, published in 2006.

HIV / AIDS / Hepatitis B

Please refer to the DSCCC HIV/AIDS and Hepatitis Policy and DSCCC Privacy and Confidentiality Policy for further information.

Infection Control

Good hygiene practices for both staff and children are encouraged by DSCCC and are important for assisting in infection control and prevention of disease transmission. The most common ways of controlling infection are hand washing, immunization, careful cleaning, disinfecting and exclusion of infected staff and children.

Children are involved in discussions that are developmentally appropriate, regarding rules of hygiene and dental care.

The Centre provides parents with information regarding practices and principles of good hygiene and dental care.

Hand washing

Hand washing with soap and warm running water is encouraged for staff and children.

For staff this is necessary:

- Before preparation, serving or eating food
- After each nappy change and after assisting with toileting
- After handling animals
- After cleaning tasks
- Whenever cross infections from body fluids is possible (e.g. administering medicines, applying first aid, wiping of mouth or nose.)

For children this is necessary:

- Before preparation, serving or eating food
- After toileting
- After handling animals.

Toilets and hand washing facilities are accessible to children. Children are actively encouraged to flush toilets and wash their hands after going to the toilet. Paper towel is provided in each of the children's bathrooms.

Equipment Cleaning

- Toys and equipment are disinfected on a regular basis and as required at other times.
- Tables and chairs are cleaned daily and at all working bees.
- Change table mats are disinfected each day and after each nappy change.
- Children's bedding is washed at least once per week, after soiling and each individual child has their own bedding.
- The Centre is cleaned daily after hours by contract cleaners.

Nappies

- The change bench must be disinfected and wiped with paper towels (disposed of when finished) after each child to prevent cross infection.

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- Staff must wash their hands after each nappy change and after assisting each child with toileting.
- Soap, hand sanitiser and disposable gloves are provided for staff use during these routines.
- Nappy buckets should have a closed lid at all times and must be emptied at the end of each day, moved to laundry and soaked overnight. The change mats and benches must be kept free of residue and sand etc at all times.
- Children must never be left unattended on a change bench as accidents happen very quickly. One hand is to be kept on the child at all times, eg: when reaching for wipes, etc.
- During this time, staff should ensure optimum hygiene practices are maintained.
- Please refer to the detailed procedures in the nappy change area.

Toilet Training

To ensure good hygiene practices for both staff and children during the toilet training process, Toilet Training guidelines have been put in place (see Appendices).

Food Hygiene

- Staff will ensure that children don't eat food which has been handled by another child.
- Staff will ensure that children don't eat food or use utensils which have fallen to the floor.
- Staff will ensure that eating and drinking utensils are not used by more than one child between washing.
- Please refer to the Food Safety Program Policy for detailed information with regards to food handling procedures.

Blood Spills

- If treating an open bleeding wound, disposable gloves are to be worn.
- Wash any part of the body with soap and water that comes into contact with blood or body fluids immediately after exposure. Flush eyes with saline solution and mouth with clean water if necessary.
- Open cuts and sores on children and staff must be covered with band-aid/bandage.
- The blood spills kit and clean chux are to be used to stop bleeding and soiled material disposed of immediately after use.

Needle Stick Injuries

- A person who is pricked or scratched with a discarded needle has only a remote risk of being infected with HIV from blood in the needle. However there is a greater possibility of Hepatitis B infection from a needle stick injury.
- If staff do come across a needle, they must use the safe syringe disposal kit found in the laundry chemical cupboard to remove the needle (See 8 – Syringe Disposal below).

What to do:

- Hepatitis B can be prevented with a special treatment.
- Wash the area gently with soap as soon as possible.

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- Apply an antiseptic and sterile dressing.
- Contact your local doctor or hospital emergency department ASAP.
- Tests may be done to see if you are already protected from Hepatitis B. If not, a course of vaccinations may be given. This will be most effective if begun 24 hours following the injury.
- If you are not vaccinated against Tetanus this should be done immediately.
- Antibiotics may also be given as a protection against other infections.
- The needle and syringe should be disposed of safely.

5. Stress Management

Stress is a normal part of life. Ongoing stress within the workplace can cause a range of physical or emotional symptoms. It is important for individuals to manage their stress levels.

As a staff team it is important that regular communication between meetings is made to prevent a build up of minor problems becoming major issues. Staff need to work as a supportive team. This could simply mean being ready to listen sympathetically, offering moral support or praising a co-worker when something they have planned for has been successful.

Ongoing and constructive strategies need to be developed to prevent stress related illnesses occurring. Prevention rather than cure is a necessary attitude.

If staff are feeling any signs of stress they should speak to the Director so strategies and arrangements can be made to prevent and control this.

6. Chemical Hazards

A chemical register is kept on the premises together with Material Safety Data Sheets for each chemical used.

Chemicals are stored appropriately, properly labelled and are inaccessible to children. Staff and contract cleaners are informed of appropriate ways of handling the chemicals on the premises. Any chemical spills will be immediately cleaned up by staff.

During centre opening hours, staff will use the "Back to Basics" range of products, which are non-hazardous.

Cleaners using stronger substances will work outside of the hours children are present at the centre.

Potentially dangerous products such as bleach will be used sparingly and, where possible, before children arrive at the centre.

During the day, staff will use warm soapy water only to clean tables and chairs. When required to clean other items and surfaces staff will do so in accordance with the hygiene policy.

Chemicals and material database are to be checked once a year.

Please refer to Food Safety Program for other detailed information on chemical hazards and handling.

7. Environmental Hazards

Maintenance of Building and Equipment

- Regular inspections of the Centre will be conducted to identify hazards or risks. Any problems identified will be documented and passed on to the Director or OH&S Officer.

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- If staff identify maintenance problems during the course of their daily inspection, they will document the problem and pass this on to the Director or OH&S Officer who will contact the Management Committee.
- If the problem needs urgent attention, being an immediate risk to staff, children or visitors to the Centre, the Director or OH&S Officer will put in place temporary measures to ensure the staff and children's safety and then contact the appropriate person to repair the problem.
- Repairs that do not present an immediate risk to children, staff or visitors will be assessed by the OH&S Officer and passed on to the appropriate person to repair the problem (eg: Council).
- Repairs will be carried out in accordance with the OH&S Policy and will be documented in the OH&S records.

Care of Equipment

- All staff are required to care for Centre equipment in an appropriate manner and to ensure that it is clean and safe.
- Broken equipment should be removed and placed in the staff yard, handed to the OH&S officer, discarded or identified for repair.
- Staff are required to inform the OH&S Officer of any broken equipment.
- Equipment must be stored in the appropriate places.
- The sandpit must be covered and checked daily.
- To ensure safety from dangerous objects, the outside grounds and equipment must be checked each day prior to the children going outside.

8. Syringe Disposal

A syringe disposal unit is provided for the disposal of syringes found in and around the grounds of the Centre. Staff must follow the procedure for the safe disposal of any syringes found. The YELLOW syringe disposal unit is found in the laundry chemical cupboard.

(See Needle Stick Injuries under "Infection Control" above.)

Procedure if a syringe is found in or around the grounds of DSCCC:

- Wear rubber / latex gloves when handling a syringe for disposal.
- Take the disposal unit to the syringe; keep other staff and children clear of the area, to decrease the risk of needle stick injury.
- Never attempt to recap the needle.

Disposal kits/containers and other information are available from the Moreland City Council.

9. Stinging and Biting Insects / Potentially dangerous plants

- Staff will endeavour to be aware of biting and stinging insects in the environment.
- Staff will endeavour to remove and not introduce potentially dangerous plants to the centre environment.

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- Staff will take appropriate precautions to control the potential hazards to children and themselves.
- The Centre must be regularly checked for insects and their nests, webs, etc.
- Children are educated at an appropriate level to the dangers of biting and stinging insects.
- There will be at least one member of staff at the center at all times who has completed Allergy Management Training and all staff shall be familiar with the centre's Anaphylaxis Policy.

10. Children at risk of anaphylaxis

- Staff and parents shall be familiar and compliant with the DSCCC Anaphylaxis Policy.
- A staff member shall be appointed as Anaphylaxis Liaison and will ensure, alongside the OH&S representative, that regular risk management assessments are conducted.
- For further details and information on roles & responsibilities refer to the DSCCC Anaphylaxis Policy.

11. Smoking

- Smoking is not permitted anywhere within the Centre, playgrounds or anywhere else on the premises.
- 'No Smoking' signs must be displayed at the front gate and throughout the workplace.

Key Responsibilities & Authorities

The Management Committee and the Director are responsible for:

- Implementation of this policy.
- Ensuring copies of the policy are provided to all staff and those who work on the premises.
- Approving changes to this policy after consultation with staff.

Staff are responsible for:

- Complying with this policy.
- Daily inspections of the premises.
- Notifying the OH&S Staff Representative if they identify any hazard.

Resources and Support

Training

- All employees will be given training/direction in manual handling and infection control on commencement;
- All permanent staff shall attend Allergy Management Training as soon after commencement as is practical.
- The Director, in consultation with all employees, will review the employees' training needs and make a recommendation to the Management Committee.

Incident Notification Form

Work Safe Victoria Incident Notification Form is available from regional Work Safe offices or their website on www.workcover.vic.gov.au.

Work Safe Victoria Publications

Work Safe Victoria produces a number of publications on issues related to OH&S and regularly updates these. These include:

- *Code of Practice – Manual Handling April 2000;*
- *Health and Safety - the best investment for small business;*
- *Getting started with workplace health and safety;*
- *Office wise.*

Other Publications:

- Royal Children's *Hospital Safety in the Home* guides
- *Staying Healthy in Childcare* – 5th edition, 2012
- *Staying Healthy in Child Care - Preventing infectious diseases in child care*, 5th edition, 2012

For information, advice and support on creating a smoke-free workplace contact:

- Quit on 13 78 48 or go to www.quit.org.au
- The Department of Health's Tobacco Information Line on 1300 136 775 or go to www.health.vic.gov.au/tobaccoreforms/workplaces.htm

Phone Numbers

- 13 11 26 Poisons Line
- 000 Fire, Ambulance, Police

Evaluation

- Assess how well the policy has worked in relation to the identification of hazards, the reporting and investigation of accidents and actions required to address the problems identified.
- Half yearly audit of the Children's Incident/Injury/Trauma/Illness Record Book.
- Review parent or staff concerns.
- Take into account reports from employees, the OH&S Representative or cleaners/contractors in relation to the policy.
- Record of the time taken to discuss and rectify any OH&S issues at staff or Management Committee Meetings.

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Occupational Health and Safety Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
April 2016	Reviewed in consultation with Director and Staff OHS Rep with minor amendments made.	April 2018
February 2016	Inclusion of the Drug and Alcohol Management Requirements for Bus Operation in the Appendix.	April 2016
April 2014	The following policies incorporated into OH&S Policy: <ul style="list-style-type: none"> • Minimising Use of Toxic Products Policy • Maintenance of Buildings and Equipment Policy • Use and Storage of Dangerous Products Policy • Non-Smoking Policy 	April 2016
August 2012	Updated Outdoor Yard Safety Checklist 2012	February 2013
June 2012	Update of relevant legislation and various matters arising from Staff comments	February 2013
April 2010	Update of relevant legislation	February 2012
March 2008	Removal of OH&S Sub-committee	February 2010
February 2007	Inclusion of Anaphylaxis information	February 2010
July 2006	2005 KPV Model Policy on OH&S used as template. DSCC Policy 2004 reviewed	July 2007

Minimising Use of Toxic Products Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
April 2014	Incorporated into Occupational Health & Safety Policy	Nil
April 2010	No changes	February 2012
March 2008	Initial DSCCC policy based on National Childcare Accreditation Council advice.	February 2010

Maintenance of Buildings and Equipment Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
April 2014	Incorporated into Occupational Health & Safety Policy	Nil

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June 2012	Reference to new regulations and corresponding procedures	June 2012
April 2010	Updated with Children's Services Regulations 2009 Checklists added to Appendix 1 Minor text corrections	April 2012
March 2008	Initial DSCCC policy based on National Childcare Accreditation Policy.	March 2010

Use and Storage of Dangerous Products Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
March 2010	No substantive change	February 2012
February 2008	New policy – sourced from OH&S policy and 2005 KPV Model Policy	February 2010
April 2014	Incorporated back into OHS Policy – no clear justification for duplication	Nil

Non-Smoking Policy

Date Reviewed	Details of Changes	Date of Next Review
March 2011	Minor typographical amendments	March 2014
March 2008	Initial DSCCC policy based on 2006 KPV Non-Smoking Policy.	March 2011
April 2014	Incorporated into OHS Policy	Nil

Dawson Street Child Care Cooperative
Monthly OH&S Checklist

This checklist is to be filled out once a month. Any immediate concerns are to be brought to the co-ordinator, all other issues will be followed up at the next staff meeting and any further follow-up will be taken to the Management Committee.

Area/item	Description	Comment
<i>Children's rooms</i>		
Tables and chairs	Safe & clean.	
High chairs	Safe & clean.	
Cots	Safe & clean.	
Linen	Clean, adequate supply.	
Ceiling fans	Clean & working.	
Floors	Clean, even surface, spillages cleaned up & wet floor signs used.	
Internal lights	Clean, working & sufficient light.	
Emergency procedures	Plans displayed & whistles	
Play equipment	Appropriate to the age of the children, stored safely.	
Cleaning equipment	Broom & dustpan available.	
Cleaning products	Stored in each room, out of children's reach & correctly labelled.	
Clean cloths	Adequate supply of bottom, face & cleaning cloths.	
Heaters/air conditioners	Clean, safe, working & guard correctly fitted.	
Blinds	Clean, hanging correctly & safely.	
Rubbish bins	Clean & emptied as required	
Cupboard latches	Working correctly.	
Door latches	Working properly.	
Plastic bags	Stored out of reach of children's reach.	

Area/item	Description	Comment
Electrical Equipment/cords	Clean, safe and working. Safety check done before use. Out of children's reach. Not in walkways, no damaged plugs or frayed/damaged leads.	
Sunscreen – broad-spectrum, SPF 30+, water resistant	Available & within use by date.	
Hats	To be worn, as per policy, by both children & staff. Spare hats available for children and staff.	
Anaphylaxis Action Plans	Clearly displayed for each child at known risk of anaphylaxis	
Power points	Socket covers in place.	
Doorways and passage ways	Kept clear.	
Emergency exits	Exits labelled & clear. Council to regularly check.	
Smoke alarms	Working, batteries changed as required.	
Door and window locks	Operable and windows able to be opened.	
Refrigerator (0-2 room)	Clean, defrosted, temperature correct.	
Storerooms/Sheds		
Walkways	Clear & easy access for storage and people.	
Storage	Heavy items stored low, safely & neatly.	
Outdoor broom	Available.	
Electrical cords	Out of children's reach, not in walkways, no damaged plugs or frayed/damaged leads.	
Door locks	Operable.	
Lighting/Sky lights	Clean, working & sufficient light.	

Area/item	Description	Comment
Bathrooms		
Toilets	Flushing properly, clean & safe.	
Taps/sinks	Not dripping. Clean & safe.	
Cleaning products	Labelled & stored out of children's reach.	
Floors	Clean, even surface & accidents cleaned immediately.	
Children's steps	Safe & accessible.	
Change mats	Clean & not damaged.	
Face, bottom, cleaning washers	Clean & adequate supply.	
Door latches	Working properly.	
Cleaning equipment	Mop, bucket & broom available.	
Nappy bucket	Clean, inaccessible to children & has fitted lid.	
Plastic bags	Stored out of reach of children.	
Disposable gloves	Easily accessible & adequate supply.	
Bins	Emptied as required & clean.	
Nappy change routine	Displayed.	
Soap containers	Staff & children's available & filled as required.	
Cupboards	Clean, tidy & latches working.	
Electrical cords	Out of children's reach, not in walkways, no damaged plugs or frayed/damaged leads.	
Emergency lighting	Available	
Door and window locks	Operable and windows able to be opened.	

Area/item	Description	Comment
Kitchen		
Adequate work space & benches	at comfortable working height.	
Work benches	Free of clutter	
Rubbish bin	Emptied as required & clean.	
Cleaning products	Available, labelled, & stored appropriately out of reach of children.	
Access	Easy for storage & people.	
Spillages	Cleared immediately.	
Door / Gate lock	Operable to restrict children's access to kitchen.	
Staff only sign	Displayed.	
Disposable gloves	Easily accessible & adequate supply.	
Soap containers	Available & filled as required.	
Wash hands poster	Displayed.	
Cleaning equipment (cloths, tea towels, hand towels)	In good condition & adequate supply.	
Fire blanket	Available.	
Floors	Clean.	
Refrigerator	Clean, defrosted & temperature correct.	
Ventilating fan	In good working order.	
Electrical appliances	- Clean & in good working order. - those not in use, kept in place.	
Dishes/cups	Adequate supply & no cracks or chips.	
Food	Stored in air tight containers & correctly labelled. Use by dates checked.	
Taps	Not dripping.	
Allergy Information & Action Plans	Clearly on display and up to date	
Emergency Services Information	Current contact numbers positioned near phone.	

Area/item	Description	Comment
Laundry		
Electrical equipment	Clean, safe & working.	
Cleaning products	Stored in original containers. Safety data sheets available on all products.	
Floors	Clean, spillages cleaned immediately.	
Heavy items	Stored low.	
Dangerous goods sign	Available and displayed	
Door lock	Operable	
Staff room & Staff Bathroom		
Staff only sign	Displayed	
First aid cabinet in Staff bathroom	Fully stocked as recommended by the D.H.S. & out of reach of children. Expiry dates checked. Current emergency contact phone numbers displayed. Register of injuries book available	
First Aid cabinet EpiPen storage	Two correctly labelled & within expiry date EpiPens present for each child at known risk of Anaphylaxis	
Electrical equipment	Clean, safe and working	
Refrigerator	Clean, defrosted and correct temperature	
Cleaning products/equipment	Stored and labelled correctly. Clean and adequate supply.	
Rubbish bin	Clean, emptied as required	
Heater	In working order & clean	
Doorway	Kept clear	
Washroom & toilet	Clean and in good repair.	

Area/item	Description	Comment
Electrical cords	Not in walkways, no damaged plugs or frayed/damaged leads	
Window and door locks	Operable and windows able to be opened	
Mugs and glasses	Clean, free of cracks and chips	
Outdoor environment		
Equipment checked before use	Ensure it is safe, no sharp objects, spiders etc.	
Furniture & Play Equipment	In good repair.	
Permanent seats	No sharp edges, safe.	
Tan Bark	Evenly spread	
Sand pits	Sand clean, to correct depth. Covers correctly fitting	
Boundary fencing	Safe, secure	
Office		
Chairs	Ergonomic	
Emergency services information	Current contact numbers & positioned near phone	
Doorway	Kept clear	
Heater	In working order and clean	
Window and door locks	Operable and windows able to be opened	
Electrical cords	Not in walkway, no damaged plugs, no frayed/damaged leads	

Area/item	Description	Comment
Hallways		
Fire extinguishers	Routine checks completed and correctly positioned.	
Exits	Labeled and clear, lights working	
Emergency procedures	Displayed, whistle & keys in place	
Smoke Alarms	Working. Batteries replaced as required.	
Emergency Lighting	Available	

Any other comments:

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Completed By:

Staff Members Name:

Staff Member's Signature:.....

Date:.....

Date created: July 2006
Date for review: March 2018

SAFETY CHECKLIST FOR DAILY INSPECTION**Outdoor Yard Safety Checklist**

The following tasks must be completed:

- Check whole yard for rubbish e.g. broken glass, dead animals, faeces
- Check path and surfaces are slip free and clean
- Check exits are unblocked
- Check equipment is set out safely e.g. not broken
- Check and rake sandpit for rubbish or sharps
- Check and rake tanbark into fort area
- Check fence line is secure
- Check for mushrooms
- Check cubby house has been swept out

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning:				
Monday	Tuesday	Wednesday	Thursday	Friday

REGISTER OF INJURY
[Dawson Street Childcare Co-operative]

Employee Particulars

Name:	Employee No:
Address:	Supervisor:
Date of Birth:	Occupation:
Sex:	

Particulars of Incident

Date of incident:	Time of incident:	am <input type="checkbox"/>	pm <input type="checkbox"/>	Date injury notified:
Location at time of incident:				
Description of incident:				
Were there any witnesses to the incident:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name:		Phone:		
Name:		Phone:		
Did you sustain an injury as a result of the incident:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Particulars of Injury

Nature of injury:				
Part/s of body injured:				
Did you require treatment/first aid:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Treatment given by:				
Details of treatment:				
Did the Employee return to work after the treatment:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, initiate RTW procedures
		Normal Duties <input type="checkbox"/>	Alternative Duties <input type="checkbox"/>	

Name of person making entry:	
Relationship to injured person:	
Signature:	Date:

Employer Acknowledgment

Name:	Signature:	
Position:	Date:	
Work Safe Victoria Notification Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To whom	Date:	Time:

Copy of Dawson Street Childcare Co-operative Privacy Collection Statement to be provided to the Employee.

Drug and Alcohol Management Requirements for Bus Operation

Dawson Street Child Care Co-operative (DSCCC) is committed to a zero tolerance alcohol and illicit drugs working environment, and will take all practicable steps to endeavour that all persons performing bus safety work, have a zero level for alcohol and illicit drugs and are not impaired by other drugs.

As the sole operator and employee of DSCCC bus, I recognise the detrimental effects that drugs and alcohol may have on the safety of the bus operations and the general health and wellbeing of individuals.

I will ensure that every time I undertake bus safety work, as defined under Section 3 of the Bus Safety Act 2009 (Vic):

- I will have no drugs or alcohol in my blood or breath immediately before or while undertaking bus safety work
- I am not impaired by drugs or medication/s
- I will inform my treating health practitioner or pharmacists of this requirement when being prescribed medications.

These requirements will be communicated to any persons who perform bus safety work for or on behalf of DSCCC bus, including:

- 1) Moreland City Council

Signed

Operator, DSCCC bus

Date / /20

Toilet Training Guidelines

Educators/staff will work in partnership with parents/guardians to support children who are learning to use the toilet.

Children need to be consistently demonstrating the signs of readiness listed below before toilet training commences. If educators/staff feel that a child is not showing the required signs of readiness while at DSCCC, it will be expected that parents/guardians wait a period of time before recommencing toilet training. The age of the child is not considered an indication of their readiness to commence toilet training.

The signs of readiness may include, but are not limited to those listed below.

The child;

- has dry nappies for up to two hours
- can pull their pants up and down
- can tell you (or show obvious signs) when they have a dirty nappy
- can sit down quietly in one position for two to five minutes
- understands the physical signals that mean they have to go to the toilet and can tell you before it happens or even hold it until they have time to get to the toilet
- dislikes the feeling of wearing a wet or dirty nappy
- shows interest in others' bathroom habits.