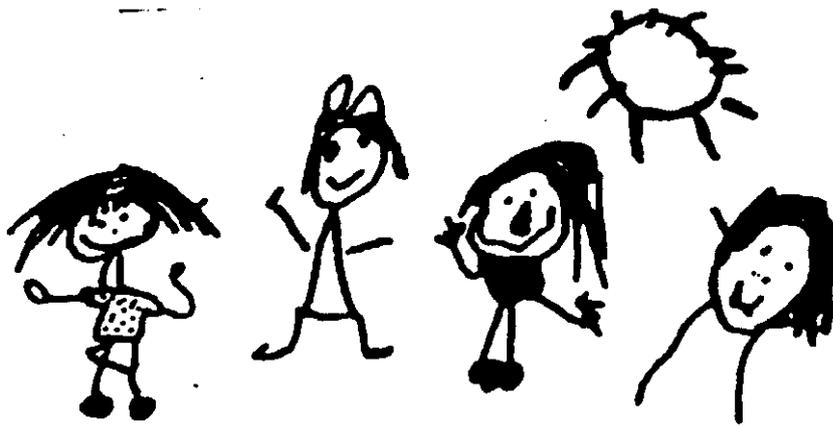


WORKPLACE HEALTH AND SAFETY POLICY

FOR

STRATHPINE COMMUNITY KINDERGARTEN



• Let the children play •

Workplace Health and Safety Policy

The Strathpine Community Kindergarten and Preschool Incorporated (herein after called “the centre”) places the highest importance on the care and safety of our children, employees, parents, volunteers and visitors and is committed to providing a workplace that is healthy and safe for all.

The centre requires workplace health and safety to be regarded as an integral part of the centres operations. The safety of the children, parents, our own employees, contractors and volunteers is the responsibility of all levels of management and is to be demonstrated at all times.

All employees of this organization therefore automatically accept an obligation to the children, to fellow employees, and to the organization, to see all activities/operations under their care or control are carried out in a safe and efficient manner.

The centre neither expects nor requires employees to attempt anything likely to cause them harm.

This policy document should be read in conjunction with the Workplace Health and Safety Manual issued by Children’s Services in Queensland (1995). This policy is not intended to replace the manual but rather to highlight certain issues affecting the centre, the children, staff and volunteers.

In the interests of children’s health, the centre has a “NO SMOKING” policy. Prohibited anywhere on the premises and grounds and within 10 metres of the front gate.

Role of the Centre’s Workplace Health and Safety Officer

1. Liaise with staff, volunteers/parents etc. on Health and Safety matters.
2. To keep you up to date with any relevant issues through the monthly Kindergarten Newsletter or notices left on the notice board.
3. To assist staff in providing a safe building environment.
4. Ensure plant and equipment are safe by arranging and/or conducting safety checks at the required intervals.
5. Ensure safe practices and procedures are adhered to.
6. Act promptly on the reporting of any health and safety matter.
7. Update the Strathpine Community Kindergarten and Preschool Workplace health and Safety policy booklet as required.

CODE OF CONDUCT

This code of conduct sets out the **acceptable standard of conduct required from adults towards children** at this centre.

The code serves to protect children and reduce any opportunity for abuse or harm to occur. It also assists staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

All staff and volunteers are expected to comply with these below:

1. The utmost respect for children, their parents, teachers and volunteers
2. The best interest of the child, listen to and value their ideas and opinions, take action to protect their wellbeing
3. Welcome all children and include them in activities, respect cultural, religious and political differences
4. Respect the privacy of the family and work with them in partnership
5. Diligence and Integrity in a professional and courteous manner
6. Follow the policies of the organisation with commitment to quality and continuous improvement in service
7. Report and act on any breaches
8. Without harassment or abuse (including physical, sexual or verbal abuse, intimidation, humiliation, exclusion of any behaviour regarded as offensive or degrading) of a child in care.
9. Without discrimination, bias, fear or favour.

1. General Obligations:

Because occupational health and safety is everyone's responsibility **YOU** have your part to play. You can help by:

- Ensuring the workplace is kept tidy and reporting situations you feel may present a danger to others to either the staff or committee.
- Providing any additional personal protective clothing and equipment not available from the Association such as covered shoes, hats and sunscreen when undertaking volunteer work.
- Ensuring the manufacturer's requirements are followed when using chemicals and tools.
- Ensuring equipment is adequately maintained in accordance with the manufacturer's recommendations.
- Ensuring that your work does not cause health and safety problems for others.

The Management Committee has an obligation to:

- (a) Establish and implement a workplace health and safety policy
- (b) Provide and maintain a safe and healthy work environment
- (c) Regularly monitor and review these guidelines to ensure appropriate standards are being met

- (d) Inform and train employees to increase their awareness and understanding of workplace health and safety practices.
- (e) Provide induction training for all new staff and volunteers
- (f) Ensure all equipment owned by the association is properly maintained and appropriate for the intended use
- (g) Ensure first aid equipment is available whenever work is performed at the centre
- (h) Provide warning signs and information where appropriate.

The Nominated Supervisor has an obligation to:

- (a) Ensure that the policy and guidelines are complied with to the satisfaction of the Committee
- (b) Ensure that working conditions under her/his control are maintained to the standards required by the Committee
- (c) Initiatives and corrective measures are taken (with the approval of the Management Committee if required) to maintain these guidelines
- (d) Any potential hazards are reported promptly to the Management Committee
- (e) Any teacher, employee, parent or volunteer is to be advised of specific responsibilities in relation to this policy
- (f) A fire drill is to be completed as required in C&K Policies.
- (g) Administration of medicines to children must be in accordance with parent's instructions and in the presence of at least one witness. Details as per C&K Policy.

The Staff have an obligation to:

- (a) Ensure that play equipment and grounds are checked daily for safety (eg. Hazards, foreign objects, security of perimeter fencing, etc)
- (b) Ensure walkways are to remain free of furniture, equipment and clutter
- (c) Ensure equipment is to be arranged with consideration to its primary purpose i.e. to enhance learning and in relation to other areas of play space (eg. Shade position, access pathways, etc)
- (d) Ensure all chemicals and hazardous substances are to be stores in a childproof cupboard which is inaccessible to children
- (e) Ensure lighting is effective and children's work out of glare
- (f) Ensure floor surfaces to be kept dry, non slip mats to be provided where necessary
- (g) Ensure electrical equipment to be checked regularly by a qualified electrician. Electrical equipment to be safely positioned. Use of protective covers over joined leads. Ensure leads can not be tripped over
- (h) Ensure that Personal Protective Equipment (PPE) to be worn where appropriate
- (i) Ensure that safe manual handling techniques are to be followed. Policy contained within this document
- (j) Ensure gloves worn where appropriate. Eg. Any circumstances involving body fluids
- (k) First Aid Kits to be maintained in accordance with C&K Policy, as follows: -
 1. The licensee must ensure that there is provided at the centre a child resistant first aid kit or cabinet out of the reach of children
 2. The first aid kit or cabinet must contain sufficient first aid materials to cater for the likely first aid needs of the children at the centre having regard to: -
 - (a) The centre's capacity of children allowed on the premises at any one time; and

- (b) The recommendations as notified by any regulatory authority from time to time
- 3. The director or another person authorised by the Director must inspect the first aid kit at least once each month and must replenish its contents as necessary.
 - (c) Carry out all work duties in a responsible and safe manner
 - (d) Cooperate and consult with the Management Committee to ensure a safe and healthy workplace
 - (e) Take reasonable care for the health and safety of all at the workplace.

Parents and Visitors have an obligation to: -

- (a) Report to the director immediately upon entering the workplace
- (b) Comply fully with all safety directions issued by the director and/or staff
- (c) Comply fully with workplace health and safety standards.
- (d) Acknowledge any allergy, injury or any other medical concerns and reported to the staff by the Guardian.

THE CENTRE

In ensuring the Centre remains a hazard free workplace where practicable the Management Committee must ensure: -

a. Play areas -

- (i) Play areas must comply with approved Australian safety standards. (Equipment and surrounds)
- (ii) Play areas must be supervised as per the childcare guidelines
- (iii) Play equipment and grounds are to be checked daily for safety: -
 - a) Staff must ensure area is cleaned each morning prior to any arrivals
 - b) Staff should wear appropriate protective clothing when required
 - c) Staff should record daily checks
 - d) Any syringes found must be disposed of in a rigid, unbreakable container and there should be **no** attempt to remove or bend needles
 - e) Sandpit to be covered every day after use. And dirty sand removed and refilled/topped up every year.

Buildings -

- (i) Structures must comply with approved standards
- (ii) Regular walk through inspections to be performed
 - a) Directors to check start of each term and document
 - b) Annual check with director and workplace health and safety member and record.

b. Ventilation and windows-

- (i) Good ventilation to be maintained
- (ii) Windows to be cleaned each term

c. Floors, Aisles and Exits-

- (i) Regular inspections to ensure proper maintenance- annual check by Director and workplace health and safety member and recorded
- (ii) The centre should be kept clear to minimize risks of injury
- (iii) The floors should not be slippery. Any spills should be immediately removed
- (iv) Floors should be even, uncluttered and have no electrical cords running across them.

d. Asbestos –

This centre has been identified as containing asbestos and a current Asbestos and Product Report is kept on file. This ensures the safety of all people on these premises. Any works carried out at this centre must meet the regulations guidelines in accordance with an Asbestos related building.

The builder or repairer working on this centre must be asbestos trained and have a certificate to work with asbestos.

A register is in the office for all workers to sign detailing the asbestos area at the centre. All areas containing asbestos are safely contained and constantly monitored to ensure they meet the required standards.

WORKPLACE HEALTH AND SAFETY STANDARDS

GENERAL FIRST AID

All staff hold current First aid.

Should an injury occur where a child has an open wound or broken skin **only the staff or child's parent/guardian are to treat this child**, following the information they have been given.

The centre holds a locked first aid kit, which is located in the kitchen area.

The kit is locked at all times.

Please report the use or absence of any first aid supplies to the Staff so that the kit can be restocked.

GENERAL SAFETY

No person is to put themselves or others at risk when carrying out their duties at the Centre.

This centre recognizes the importance of keeping hot drinks (such as tea and coffee) well away from children. We would appreciate your compliance in this matter. **All hot drinks are to be consumed in the kitchen where no children are allowed.**

ACCIDENT REPORTING

Accidents may happen despite our staff taking all reasonable precautions.

Every endeavour is made to contact the parents immediately accidents occur. Occasionally it is impossible to contact anyone and in such cases the director(s) acts "in Loco parentis" (in the place of parents) and decides what action should be taken. Ambulance/Parents/Doctor are contacted as appropriate.

The centre is required to keep a record of all injuries, which are sustained, by children, staff or volunteers on a prescribed form.

These records must be made available for inspection if requested by Workplace Health and Safety.

Reporting of serious bodily injury includes any injury, which results in admittance to hospital as an in-patient.

Please note that all children enrolled at the centre are **NOT** covered by any special ambulance policy.

SPREAD OF INFECTION/INFECTIOUS DISEASE

HEALTH AND MEDICATION POLICY

The kindergarten's health and medication policies are based on the recommended policy Statements of the C&K Association of Qld. These are available for your perusal in our Kindergarten.

If children are suffering from an infectious/contagious disease e.g. chicken pox, head lice etc they must be kept home until all risk of passing on the infection has passed. Parents are asked to notify the Director. **The Nominated Supervisor is authorised to refuse admittance to any child showing symptoms of an illness that may affect the health of the other children, parents or staff.**

Please note that information is available at the Kindergarten regarding infection and incubation periods of common childhood diseases, just ask the staff or check the Kindergarten Handbook.

Children with coughs or colds or who are generally unwell are best kept at home. Children cannot have a happy, productive day if they feel off colour, even if they insist "but I want to go...!!". Parents need to consider the staff and other families at the centre, and not let the child decide whether or not to attend.

Parents are asked to notify staff if their child is to be absent through illness.

In the event of a child becoming ill in the kindergarten, the parent will be contacted; therefore it is imperative that the parent ensures the current phone numbers are with the person-in-charge at all times.

In the event of a parent or contact not being available, the director(s) or person-in-charge will take whatever steps are considered to be necessary to ensure the child's well being.

PREVENTION

Because one of the most obvious hazards in a Kindergarten environment is that of infection we must all play a part in reducing the risk of spreading infection by using basic hygiene steps and more importantly by teaching our children the importance of the following:

- Covering faces or turning away from people when coughing and/or sneezing.
- Using tissues to blow noses and then discarding tissues into the designated bin.
- All children must be encouraged and assisted to wash their hands:
 - On arrival
 - Before handling food
 - After outside play
 - After rest/sleep
 - After going to the toilet
 - After touching nose secretions
 - Before going home

HANDWASHING

Hand washing Procedure

- Use soap and running water.
- Wash hands thoroughly and often.
- Rub your hands vigorously as you wash them.
- Wash all surfaces:
 - ◆ Back of hands
 - ◆ Wrists
 - ◆ Between fingers
 - ◆ Wash all fingers
 - ◆ Wash fingernails
- Rinse hands well.
- Children are to dry their hands thoroughly with paper towel provided
- Teachers, parent's etc. use a clean paper towel.
- If necessary, use skin lotion to prevent dry cracked skin.

Strict Attention must be paid to hand washing after assisting children with toileting and contact with potentially contaminated articles e.g. bins, used tissues etc. Procedure as outlined above.

Very Important Prior to the preparation of or handling of food that is to be shared, all persons (staff, volunteers etc.) must follow the Hand washing Procedure as outlined above and then use disposable gloves provided by The Centre.

A little rhyme that has been picked up from one of the kindergergarten children for proper hand washing: -

This little hand is a good little hand
This little hand is his brother
Together they rub and they rub and they rub, etc
One little hand helps the other.

PROCEDURE FOR HANDLING BLOOD/BODY FLUIDS

1. Treat all body fluids as potentially infectious
2. If bleeding, avoid contact with blood
3. Move child/adult to safety and give comfort
4. First aid person to put on disposable gloves and apply appropriate first aid
5. If there is contact with body fluids observe the following procedure:
 - a) Open wound/broken skin- wash thoroughly with soap and water
 - b) Mucus membrane- irrigate with water
6. Remove disposable gloves and place in plastic bag with any other disposable first aid items
7. Seal bag and place in designated waste bin.
8. Wash hands thoroughly with soap and warm water

Environmental cleaning after blood or body spills

1. Wear gloves
2. Remove as much of the spill as possible with paper towel, place it into a plastic bag, seal and discard in general waste
3. Clean area with warm water and detergent
4. Disinfect the area with a solution of household disinfectant
5. Remove and dispose of gloves in a sealed plastic bag
6. Wash hands thoroughly with soap and warm water

CLEANING

At the end of each term all equipment – toys, puzzles etc are cleaned with disinfectant.

When using any cleaning agent, care must be taken to ensure the area is well ventilated. You must use the correct strength as specified on the container, wear rubber gloves and wash your hands after use. Please follow the directions of the staff should you be assisting them with cleaning.

FOOD PREPARATION

Apply the following general safety rules when cooking:

- When using knives, always cut on the chopping boards provided and cut away from your self. Place knives out of reach of children.
- Hot cooking utensils, foods etc. are to be handled **ONLY** by adults using oven mitts if necessary.
- Cleaning fluids are to be kept out of reach of children.
- Children are **NOT** permitted into the kitchen area.

MEDICATION

Teachers will administer prescribed medication only as directed by the child's doctor and as authorised in writing by the child's parent (s). Non-prescribed medication will not be given without a doctor's letter.

All medication will be kept in a childproof cabinet and dosage, times etc. will be recorded in the medicine book and will be signed for by both parent and staff.

Administration of Paracetamol

The Director/person in charge will, after written authorisation has been given, will administer one initial dose of paracetamol in the event of high fever. Following the administration of one only dose of paracetamol the parent (or emergency contact person) will be required to take the child to a medical practitioner for diagnosis if the fever continues.

Medical clearance is required before the child will be readmitted to the centre.

IMMUNISATION

The C & K Association and the Strathpine community kindergarten & preschool association Inc believe that the immunisation of children should be strongly encouraged.

Parents must provide a vaccination certificate or personal health record for their child. A dated photocopy will be placed in your child's file.

Children who are not immunised will not be excluded from enrolment if their parents have made an informed decision not to immunise. However, a non-immunised child will be required to be withdrawn from the kindergarten if there is an outbreak of vaccine-preventable disease until the risk has passed. Parents must sign an agreement to withdraw a non-immunised child form, available from your teacher.

If parents conscientiously object to immunisation, then this conscientious objection must be stated on a statutory declaration form.

If a vaccination certificate shows incomplete vaccination status, then the parents would be informed if there were an outbreak of disease for which their child was not vaccinated. Parents would be required to remove their child from the kindergarten until the risk has passed. Parents will be required to sign an agreement to withdraw a Non- Immunised child form.

All parents are required to notify the director(s) if there is an outbreak of a vaccine preventable disease in their immediate family. A notification of a vaccine preventable disease form must be completed and returned to the director(s).

SUN SAFETY

It is the policy of the centre that **all children** must wear a hat and have a broad spectrum, water resistant sunscreen (30+) applied to their exposed skin prior to outdoor activity.

Parents are required to apply sunscreen to their child's skin each day prior to children attending the centre.

All children and staff wear hats whilst outdoors and visiting parents are encouraged to do so.

NO HAT, NO PLAY.

Clothing should provide protection. Singlet style dresses/tops are not suitable.

USE AND STORAGE OF PERSONAL BELONGINGS

It is the responsibility of the parents to ensure that any personal belongings are cleaned and maintained.

A locker is provided for the children's bag during the day but this is to be taken home at the end of the day.

REST TIME/RELAXATION

All programs at the centre operate for longer than four hours per day are required to include rest time for the children Rest time:

- Allows children to sleep and unwind
- Helps the child learn to relax
- Allows the child time to reflect and think

Establishing patterns of rest and relaxation, like good eating habits, are benefits that a child can carry into later life.

Staff are permitted to take a 10 minute rest pause during the day, a sign will be displayed in the relevant room displaying the name of the staff member on a rest pause.

MANUAL HANDLING GUIDELINES

CORRECT LIFTING TECHNIQUE

Plan and Prepare

- ✓ Take care of your back - think before you lift

Good Balance

- ✓ Stand close to the load
- ✓ Have a firm footing and feet apart for good balance

Good spinal alignment

- ✓ Bend at the knees and hips –not the waist
- ✓ Maintain spinal alignment – keep the back straight
- ✓ Get a firm balanced grip on the object

Keep the load close

- ✓ Hold the load as close to you as possible
- ✓ Tighten stomach muscles – strong muscles support your spine during a lift, push or pull

Use your legs

- ✓ Use your legs – legs are stronger than your back
- ✓ Brace whilst doing the movement
- ✓ DON'T JERK – Lift, push or pull smoothly

No twisting of the body

- ✓ Don't twist – move your feet to turn
- ✓ Nose and toes face the same direction
- ✓ Avoid twisting the low back

Avoid over-reaching

- ✓ Avoid overhead reaching with back arched
- ✓ Avoid forward reaching – stand close to the job

Team lifting

- ✓ Use team lift or mechanical lifting device for heavy, big or awkward loads
- ✓ Best performed by persons of similar stature
- ✓ One person is leader to give instructions
- ✓ Give clear instructions and adequate warning of obstacles

**USE YOUR HEAD – NOT YOU'RE BACK
IF IN DOUBT – DON'T LIFT IT WITHOUT HELP!**

FIRE EXTINGUISHER AND EVACUATION PLAN

The Centre complies with the Fire Services Act and The Department of Children's Services requirements regarding regular checks by the Fire Department, monthly fire drills and instruction for the children, and checking fire extinguishers.

You may witness one of these fire drills on your parent participation day or hear your child talk about them. Listed below is some information, which may assist you or answer probing questions.

In the interest of safety, if the ALARM is ringing do not enter the building.

Know where exits, fire hoses and extinguishes are, when next at the kindy, study the building plan which are located on the walls throughout the Centre.

Lock Down Procedure

Follow the staff on duty to an area they deem to be safe, depending on the reason for the lockdown. Please assist to ensure this is done in an orderly, safe manner for all children, staff and volunteers.

Should a Fire Occur

Our main priority is to ensure that all the **children/staff/volunteers are evacuated** in an orderly, calm fashion to the assembly point where the roll is to be checked by staff.

1. At the sound of the alarm, leave through the safest exit.
If the fire is in the kitchen area, use the front exit.
If the fire is in the office area, use the back exit.
2. Move to the assembly point.
3. Remain at assembly point until all clear has been given.

ASSISTANTS ROLE

- ❖ Sound the alarm.
- ❖ Ring the fire brigade. (000)
- ❖ (If possible) extinguish the fire.
- ❖ Help with evacuation.

TEACHERS ROLE

- ❖ Move children out of the building through the safest exit.
- ❖ Check all children have been evacuated.
- ❖ Collect roll book.
- ❖ Check roll to ensure all children are accounted for.

PARENT ROSTER

- ❖ Assist teachers with the evacuation
- ❖ Ensure you have your toddlers with you.

CHILDREN

- ❖ Stop play.
- ❖ Move to exit specified by the teacher.
- ❖ Walk quickly out of the building.
- ❖ Stay with group until safe to return to the building.

A copy of the evacuation plan is to be displayed in prominent locations within the centre.

All fire fighting equipment should be regularly checked and serviced by qualified persons.

TO OPERATE AN EXTINGUISHER
PULL the pin
AIM the nozzle
SQUEEZE the handle and
SWEEP the fire

ELECTRICAL EQUIPMENT

- a) All electrical equipment will be regularly tested and tagged by a qualified electrician
- b) The centre is wired in accordance with the electricity act and Australian standard.
- c) An electrical equipment register will be maintained
- d) Any equipment appearing faulty or deteriorated must be immediately isolated and taken for repair immediately
- e) Private electrical equipment brought to working bees must be only used by the owner of the equipment
- f) Use of double adapters and multiple sockets be monitored carefully
- g) If using an extension lead the lead should be supported 2 metres above ground if
 1. The electricity supply is more than 10 metres away from the person using the appliance
 2. The person using the extension lead cannot see the plug connecting to the supply
- 3. The lead crosses a passage or access
- h) That children do not have access to electrical equipment and sockets
- i) All staff are trained in procedures to be followed in case of electric shock as well be trained in the safe use of electrical equipment
- j) All staff and volunteers use the equipment in accordance with approved procedures

MAINTENANCE AND WORKING BEES

On arrival at the centre **please sign the ROSTER sheet**. Remember if something happens to you while at the centre we will need to know whom to contact etc.

Whenever engaging in work activities at The Centre, always think "**safety first**" **Follow** our manual handling guidelines to protect yourself against back and neck injury.

All equipment/tools that you provide **must be in safe working order and can only be used by the owner**.

All major works e.g. plumbing and electrical must only be implemented by people qualified in this area.

Please ensure that you wear the appropriate protective gear/clothing when working and participating at the The Centre.

SAFE USE OF CHEMICALS AND PESTICIDES

1. Use the least toxic pesticide or chemical available for the work. Each container must be correctly labelled.
2. Ensure only the recommended rate is used and prepare only enough for immediate use.
3. Wear the appropriate protective clothing for the chemicals or pesticides.
4. Read labels and Material Safety Data Sheets (M.S.D.S) carefully. M.S.D.S are kept in the WPH&S File in Filing Cabinet with a comprehensive register of chemical substances used at the centre.
5. Cover food and water containers of pets.
6. Do not eat, drink or smoke while pouring, mixing or spraying.
7. Spray with minimal wind drift.
8. Thoroughly clean all equipment where run off will not contaminate the environment or create a hazard.
9. Wash yourself well after using chemicals and pesticides and definitely before eating, drinking or smoking.
10. Be aware of first aid requirements and if becoming ill while using chemicals or pesticides **STOP** and seek medical attention. Ensure appropriate M.S.D.S accompanies any injured person to hospital or medical centre if accidents occur.

PROTECTIVE CLOTHING (GUIDELINE ONLY)

For mowing and whipper snipping this includes - Wear long pants, socks and sturdy non-slip shoes (safety shoes if you have a pair), hat, earmuffs and eye/face shields.

For outside tidy/gardening/mulching etc. this includes – Wear your hat, sunglasses and rubber/leather gardening gloves.

When spraying with chemicals this includes – Wear your long pants and long sleeve shirt, socks and shoes, hat eye shield and facemask.

When using cleaning agents this includes – Wear rubber gloves.

For handling any article soiled with body fluids/emptying bins etc– Wear rubber gloves.

