



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## WORK HEALTH AND SAFETY POLICY

### **Objective**

This policy outlines Narnia's commitment to providing a healthy and safe environment for children, staff and visitors to the Centre. The policy complies with the Work Health and Safety (WHS) Act 2011.

### **Roles and Responsibilities**

The policy identifies the roles and responsibilities allocated to each individual within the Centre. It is noted that, while the Nominated Supervisor carries the day to day responsibility to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health and safety of all employees within the Centre is the ultimate responsibility of the Approved Provider.

### **The Approved Provider**

In fulfilling WHS obligations, the Approved Provider's role is:

- to understand the operations of the early childhood centres and the hazards and risks involved
- to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- to ensure processes are established to comply with any legal duty or obligation
- to ensure processes are verified, monitored and reviewed.

### **Nominated Supervisor and Senior Educators**

The Nominated Supervisor is responsible for the effective implementation of the Centre's WHS policy. The Nominated Supervisor works with staff to achieve a healthy and safe workplace by:

- fulfilling WHS responsibilities, according to the WHS Act and associated Regulations, through the development and application of policies and safe work standards;
- applying Regulations and Standards specific to the childcare industry within the Centre in addition to NSW WHS Legislation, Regulations, Standards and Codes of Practice;
- addressing both the childcare industry hazards and workplace specific issues through regular WHS inspections and risk management processes;
- ensuring that the practical application of policies and WHS checklists are periodically revised and consistent with centre health and safety objectives;
- providing accurate and appropriate information, induction, training and supervision for all employees (such as the correct use of equipment and substances within the Centre); and
- providing employees with access to WHS incident reporting tools to record any event of workplace injury, illness or near-miss so that appropriate corrective measures can be applied to prevent recurrence and the Centre's health and safety performance can be accurately monitored.

## **Employees**

Staff members play an integral role in the practical application of WHS policies and procedures. The Nominated Supervisor will assist employees to understand their WHS responsibilities in the workplace, which include:

- a duty of care to take all reasonably practicable steps for their own health and safety and of others in the workplace;
- act in accordance with the safety directions and procedures documented in policies, legislation and supporting documents;
- participate in mandatory WHS training;
- will not intentionally interfere with or misuse items or facilities provided in the interests of health, safety and welfare of all employees;
- report all accidents and incidents including injuries, illnesses and near-misses to the Nominated Supervisor; and
- engage and consult with the appointed health and safety representative regarding WHS issues as well as the Nominated Supervisor

## **Non-employees and Visitors**

Narnia has a duty of care to protect the health and safety of other persons at the centre in addition to employees and children. Centre facilities are maintained to protect employees and will therefore be safe for non-employees as well.

Visitors should act in an appropriate manner to ensure the safety of themselves and others when on the Centre's premises.

## **Consultation and Communication**

Employees WHS interests and concerns are discussed at staff meetings.

WHS is a standing agenda item at the monthly staff meeting. All employees are encouraged to discuss WHS matters and improvements in an open and proactive manner. Any changes to the Centre's WHS practices and policies will be advised by the Nominated Supervisor as soon as practical as part of the ongoing WH&S training and awareness.

## **ESSENTIAL SUPPORTING DOCUMENTS**

The Centre maintains accurate records regarding matters relating to the health, safety and wellbeing of employees. Records held by the Centre includes for example:

- WH&S policy and inspection checklists;
- incident reports;
- maintenance records, including first aid and safety equipment;
- workplace inspections and action plans; and
- risk assessments and risk management decisions.

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

The Approved Provider/Nominated Supervisor must notify the Work Health and Safety Regulator as soon as they become aware of 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.

**RELATED POLICIES:**

Code of Conduct

Child Protection Policy- Protecting and Supporting Children

Emergency Evacuation and Lockdown Policy

Accident, Incident and Injury Policy

Dealing with Infectious Diseases Policy

Hygiene and Infection Control Policy

Manual Handling Policy

Medical Conditions Policy Safe

Risk Management Policy

**SOURCES:**

Work Health Safety Act 2011

Work Health Safety Regulations 2011 Work

Health Safety Codes of Practice