



# Work Health and Safety

Review Date: 01/12/2018

## Introduction

This policy reflects the value Evans Head Pre-School Association Inc. places on its employees, children, parents/ guardians and visitors by endeavouring to protect the health, safety and welfare of all members of its community.

The commitment to work health and safety will be evidenced by the integration of that commitment into all organisational activities.

*Workers and others* at Evans Head Pre-School Association, have the right to a safe working environment. Under the NSW Work Health and Safety Act 2011 the *Approved Provider* of the preschool (as the Person Conducting a Business or Undertaking) has a duty of care to ensure workers (including volunteers and students) and others (including visitors, clients, customers, friends and family) are not exposed to a risk to their health and safety.

*Workers and others* at Evans Head Pre-School Association have a responsibility to take reasonable care of themselves and others in the environment and comply with reasonable instructions from the management team and preschool policies and procedures.

## Goals – What are we going to do?

The Evans Head Pre-School Association Inc. commits to provide a safe and healthy workplace environment for workers and other persons.

## Scope

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to Evans Head and Woodburn Pre-school's premises, to the extent it is relevant to them.

In this policy, "workplace" includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

## Strategies - How will it be done?

As far as is practicable, the approved provider will do this by providing:

- Safe systems of work
- The management group, staff members and volunteers with awareness of their health and safety responsibilities as employers/employees/volunteers
- A safe work environment
- Safe use of plant, structures and substances

- Facilities for the welfare of workers that are adequate
- Notification and recording of workplace incidents
- Adequate information, training, instruction and supervision is given
- Compliance with the requirements under the work health and safety regulation
- Systems are in place for monitoring the health of workers and workplace conditions and continuous improvement.
- Maintaining current workers compensation insurance and provide rehabilitation system for those affected by work injury or illness.
- Providing a workplace free from bullying or lateral violence.

**The Nominated Supervisor will:**

- offer for educators to elect a W.H.S.R. (Work Health and Safety Representative ) as per the Act.
- co-ordinate the identification, development, implementation and review of Work Health and Safety policies and procedures.
- ensure notification and recording of workplace incidents.
- ensure compliance with the requirements under the Work Health and Safety Regulation.
- be committed to the provision and maintenance of a healthy and safe workplace.
- ensure that staff receive appropriate training in the policy and related procedures and their obligations under Work Health and Safety Laws.
- ensure safe systems of work.
- ensure a safe work environment.
- ensure safe use of plant, structures and substances.
- ensure facilities for the welfare of workers are adequate
- monitor and advise on legislative and technical changes relating to health and safety.
- monitor and provide reports as needed to the Management Committee of Evans Head Pre-School Association's Work Health and Safety performance.
- support employees to follow policies and safe work procedures developed.

**Educators will do this by:**

- Completing the Near Miss Register, Risk Register, Incident Register or Hazard Identification Register and draw the attention of the Approved Provider, Nominated Supervisor or Certified Supervisor in day-to-day charge of the service to this.
- Completing a daily maintenance and hazard check of the preschool environment upon opening the preschool and the end of day checklist upon closing the preschool.
- Take reasonable care for their own health and safety.
- Showing duty of care in relation to each other, visitors and children by being mindful of risk factors and using their professional judgement to reduce risks in the environment.

**Contractors and visitors to Evans Head Pre-School and Woodburn/Evans Head Mobile Service will:**

- Assess risks to their health and safety arising from the provision of their services.
- Have control measures in place to address those risks, including complying with any relevant Evans Head Pre-School Association policies and practices.

**Contractors will:**

- Be aware of the relevant Workplace Health and Safety Legislation and their requirements under the Work Health and Safety Act of 2011.

**Bullying and Lateral Violence at Work:**

Evans Head Pre-School Association Inc. is committed to reducing bullying, lateral and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- Verbal abuse;
- Excluding, ignoring or isolating a person;
- Psychological harassment;
- Intimidation;
- Assigning meaningless tasks unrelated to a person's job;

## **Statutory Legislation & Considerations**

Work Health and Safety Act 2011

Education and Care Services  
National Regulations 2011

## **Sources**

New South Wales Government  
[WorkCover Authority of NSW](#)

Kindergarten Parents Victoria Inc.  
[www.kpv.org.au](http://www.kpv.org.au)

## **Links**

Complaints and Feedback  
Code of Conduct  
Risk Management Procedures  
Sun Protection  
Animals in the Environment  
Emergency and Evacuation  
Incident, Injury, Trauma and Illness  
Death of a child/staff  
member/visitor to the centre  
Infectious Disease  
Food Handling and Hygiene

- Giving a person impossible assignments and deadlines;
- Unjustified criticism or complaints;
- Deliberately withholding information vital for effective work performance; and
- Constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

## **Evaluation**

In order to assess whether the policy has achieved its objectives the committee will:

- Consider feedback from staff, parents/guardians, volunteers regarding the policy and procedures and ensure that procedures are evaluated and if necessary revised following any incidents.
- Evaluate the awareness of staff and other relevant people of the procedures.
- Review the Work Health and Safety Policy on an annual basis.

**Adopted by the Management Committee**  
**Signed by: Naomi Simpson, President**  
**Date Signed: 01/12/2016**

**REVIEW DATE: 01/12/2018**