



# Work Health and Safety

Review Date: 1/08/2027

## 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 wellbeing 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 Regulation 2017 the *Approved Provider* of the preschool has a duty of care to ensure workers (including contractors, volunteers and students) and others (including visitors, 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-schools' 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?

The approved provider will:

- Delegate day to day responsibilities to the nominated supervisor;
- Oversee safe systems of work;
- Seek information in order to be aware of health and safety responsibilities as employers;
- Provide a safe work environment;
- Ensure safe use of plant, structures and substances;

- Provide facilities for the welfare of workers that are adequate;
- Ensure adequate information, training, instruction and supervision is given;
- Oversee compliance with the requirements under the work health and safety regulation
- Oversee regular review of systems for monitoring the health of workers and workplace conditions and continuous improvement;
- Maintain current workers compensation insurance and provide rehabilitation system for those affected by work injury or illness.

**The Nominated Supervisor will:**

- Act as the Work Health and Safety Officer and will establish an ongoing consultative mechanism with staff and volunteers, through a Work Health and Safety Committee, a Health and Safety Representative from each preschool will meet termly with the WHS Officer to mitigate risk;
- Offer for educators to elect a W.H.S.R. (Work Health and Safety Representative);
- Ensure notification and recording of workplace incidents; including near misses;
- Be committed to the provision and maintenance of a healthy, safe workplace by overseeing compliance with the requirements under the Work Health and Safety Regulation including safe systems, safe use of plant, structures, substances and equipment;
- Ensure that staff receive appropriate training in the policy and related procedures and their obligations under Work Health and Safety Laws;
- Ensure facilities for the welfare of workers are adequate;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Monitor and inform the Management Committee of Evans Head Pre-School Association's Work Health and Safety performance;
- Co-ordinate the identification, development, implementation and review of Work Health and Safety policies and procedures; and
- Ensure employees understand their responsibilities and support them to follow policies and safe work procedures.
- Ensure smoking & vaping and vaping devices are banned within the grounds of, and within the legislated distance for our state/territory of any entrance of an enclosed public space.

## **WHS Officer and Committee will:**

### Develop and implement safe work procedures

- Write safety procedures for all key functions;
- Train staff in safe work procedures;
- Ensure safe equipment is purchased, maintained and used correctly;
- Ensure safety responsibilities are clearly defined and understood; and
- Oversee hazard and risk assessment.

### Monitoring and Review safety performance

- Build safety into the business plan;
- Promote safety as a core business value;
- Provide ongoing training; and
- Review procedures when there are changes in the environment or after an incident/ near miss.

### Managing Workplace Injuries

- Provide first aid and/or transport to medical treatment;
- Notify all injuries to the supervisor as soon as practicable; and
- Oversee the recording of all injuries or near misses in the register.

### Workers Compensation Insurance

- Ensure the policy is up to date, including the number of employees and roles performed; and
- Notify our workers compensation insurer within 48 hours of an injury.

### Return to Work Program

- Arrange a suitable person to explain the return to work process to the injured worker; and
- Follow the Return to Work Program.

## **Educators will be responsible for:**

- Following the WHS Policy and safety procedures and assisting volunteers /visitors to do so;
- Completing the Near Miss/Incident Register or by identifying hazards and drawing these to the attention of the Nominated Supervisor or Responsible Person in day-to-day charge of the service to initiate the risk management process;
- 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;
- Taking 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; and
- Participating in consultation and training about WH&S

**Contractors and visitors to Evans Head Pre-School and Woodburn-Evans Head Pre-School 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.

## Statutory Legislation & Considerations

Work Health and Safety Regulations 2017

<http://www.legislation.nsw.gov.au/#/view/regulation/2017/404>

Education and Care Services National Regulations 2011

## Sources

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

[www.safework.nsw.gov.au/ data/.../standard\\_return\\_to\\_work\\_program\\_0004.pdf](http://www.safework.nsw.gov.au/data/.../standard_return_to_work_program_0004.pdf)

<https://www.returntoworkplace-mentalhealth.net.au>

Code of Practice: Hazardous Manual Tasks, Safe Work NSW (Sept. 2016).

## Links to Policies

- Complaints and Feedback
- Staff Code of Conduct
- Risk Management Procedures
- Sun Protection
- Animals in the Environment
- Emergency and Evacuation
- Incident, Injury, Trauma and Illness
- Infectious Disease
- Food Handling and Hygiene

## 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 in relation to changes in legislation on a bi-annual basis.

**President's Name:** Ashleigh Mitchell

**President's Signature:**

**Date:** .....01...../.....09...../...2025.....

**REVIEW DATE:** 29/04/2027.....

Policy Adopted	Approved Provider Representative	Review Date
01/12/2016	Naomi Simpson	01/12/2018
07/07/2021	Kieran O'Reilly	07/07/2023
28/11/2023	Narissa Cuskelly	28/11/2025
29/04/2025	Ashleigh Mitchell	29/04/2027
01/09/2025	Ashleigh Mitchell	01/09/2027

# STANDARD RETURN TO WORK PROGRAM

(Based on the NSW Government and WorkCover NSW Standard Return to Work Program)

## APPROVED PROVIDER RESPONSIBILITIES

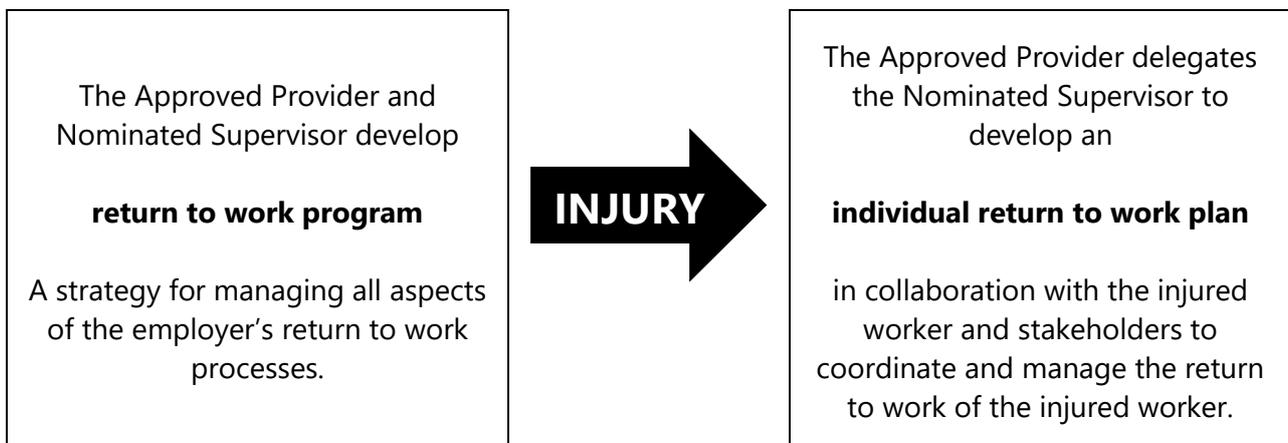
Legally, Evans Head Preschool Association must have a return to work program documenting policies and procedures for managing workers who suffer a work-related injury or illness.

This program will be placed in the policy folder, in the staff handbook and online so that workers can refer to it.

Work Cover's standard return to work program will be adopted for our workplace. The Approved Provider and Nominated Supervisor will ensure that the program is:

- consistent with their workers compensation agent/insurer's injury management program;
- reviewed every two years.

The program outlines general procedures for handling workplace injuries. In conjunction with this program when a worker is injured, a return to work plan will be developed and tailored to suit the particular needs of the individual who is injured.

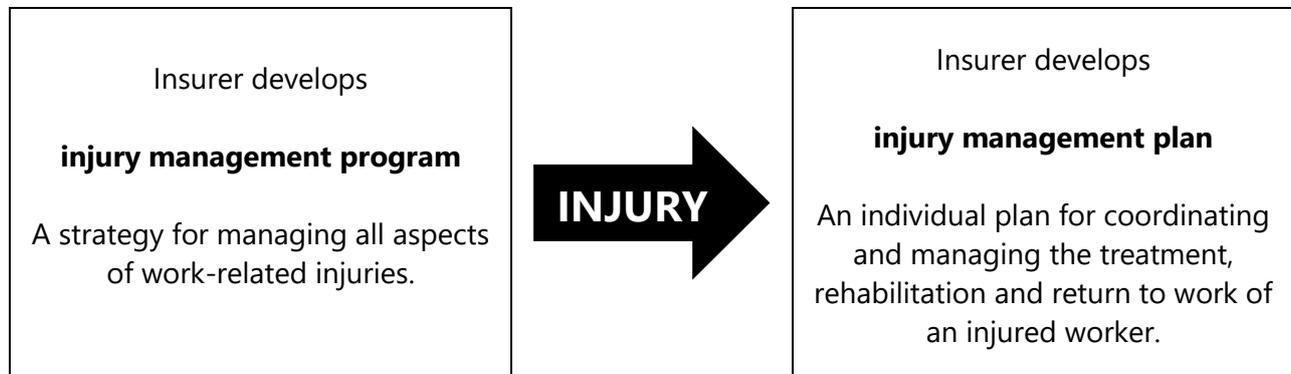


This plan will outline how Evans Head Preschool Association is going to help the injured worker back to work. Key to the success of the plan is to offer the injured worker "suitable" duties – duties that are appropriate given the worker's injury and capacity for work. Scheme agents/insurers and WorkCover approved workplace rehabilitation providers can assist us to develop an appropriate return to work plan.

*For more information, we will refer to WorkCover's Guidelines for workplace return to work programs (Catalogue No. WC02872).*

# WORKERS COMPENSATION AGENT/INSURER RESPONSIBILITIES

Agent/insurers also have responsibilities to assist injured workers return to work. Similar to the Evans Head Preschool Association's return to work program, agent/insurers have an injury management program, which is a set of procedures to follow when an agent/insurer is notified about an injured worker.



## PROCEDURE (HOW WILL THIS BE DONE?)

Following an injury, Evans Head Preschool Association, the agent/insurer and the treating doctor must work together to develop an individually tailored injury management plan for the injured worker. This plan outlines the treatment, rehabilitation and return to work of the injured worker.

### **The Nominated Supervisor will be delegated the Return to Work Co-Ordinator:**

Injury management is the term used to cover all aspects of managing a worker's injury or illness and their return to work.

The aim of effective injury management is a timely, safe and durable return to work for workers who suffer a work-related injury or illness. The key to effective injury management involves:

- having systems in place so that everyone in the workplace agrees, understands and knows what to do in the event of an injury
- early reporting of injuries – workplace injuries must be reported to the workers compensation agent/insurer within 48 hours
- timely provision of treatment and assistance for return to work
- appropriate return to work – the workplace is the most effective place for a worker to recover
- the injured worker, the employer, the agent/insurer and treatment providers working in an effective and coordinated way
- timely payment of weekly benefits and medical expenses.

# RETURN TO WORK PROGRAM

Evans Head Preschool Association is committed to the return to work of our injured workers and will:

1. prevent injury and illness by providing a safe and healthy working environment
2. participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
3. support the injured worker and ensure that early return to work is a normal expectation
4. provide suitable duties for an injured worker as soon as possible
5. ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause
6. consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible
7. maintain the confidentiality of injured worker records
8. not dismiss a worker as a result of a work related injury within six months of becoming unfit for employment.

## **Procedures**

### **1. Notification of injuries**

- Notify all injuries to the supervisor as soon as possible.
- Record all injuries in the Register of Injuries.
- Notify Workers Compensation Agent/Insurer of all injuries within 48 hours.

### **2. Recovery**

- Ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible.
- Consult with the doctor nominated by the injured worker and who is responsible for the medical management of the injury and assist in planning return to work.

### **3. Return to work**

- Arrange a suitable person to explain the return to work process to the injured worker.
- Ensure that the injured worker is offered the assistance of a WorkCover approved workplace rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

Nominated WorkCover approved workplace rehabilitation providers:

- WorkCover Assistance Service on 13 10 50
  - WorkCover Publications Hotline on 1300 799 003
  - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)
  - [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)
- Arrange for the worker's early return to work (subject to medical and rehabilitation provider advice).

#### **4. Suitable duties**

- Develop an individual return to work plan when the worker according to medical advice, is capable of returning to work.
- Provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker. Suitable duties may be:
  - at the same worksite or a different worksite;
  - the same job with different hours or modified duties;
  - a different job;
  - full time or part time.

#### **5. Dispute resolution**

- Work together with the injured worker and their union representative to resolve any disagreements about the return to work program or suitable duties.
- If disagreements cannot be resolved, involve other parties such as the worker's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

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## **Contacts**

### **Workplace contact for return to work program**

Name: Michelle Stanley-Jones or Cath Gillespie Telephone: (02) 6682 5235 or (02) 6682 2993

### **Workers Compensation Agent/Insurer**

Name: iCare Workers Insurance Telephone: 13 4422  
Address: PO Box 6766, Silverwater NSW 1811  
Website: [www.icare.nsw.gov.au](http://www.icare.nsw.gov.au)

WorkCover Claims Assistance Service on 13 10 50

Workers Compensation Commission for resolution disputes [www.wcc.nsw.gov.au](http://www.wcc.nsw.gov.au)

# Information for Workers

## **You have the right to:**

- nominate your own treating doctor who will be involved in your injury management plan
- choose your own approved workplace rehabilitation provider if necessary
- be actively involved in the planning of your return to work.

## **You must:**

- take care to prevent work injuries to yourself and others
- notify your employer of an injury as soon as possible
- comply with your injury management plan
- provide accurate information about any aspect of your claim
- notify the agent/insurer if you get a job or if you earn extra income from your job while you are receiving weekly benefits
- attend medical and rehabilitation assessments
- cooperate in workplace changes that will assist other injured workers.

*If you do not comply with your injury management plan, the agent/insurer may suspend your benefits.*