

Only Early Learning Centre



Work Health and Safety Policy

Policy Number 23

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Aim

Only Early Learning Centre aims to ensure that all children and staff members adhere to the Work Health and Safety regulations, requirements and policy in accordance with the Education and Care Services National Regulations 2011, Education and Care Services National Law and Workplace Health and Safety Act 2011.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Workplace Health and Safety Act

Only Early Learning Centre recognises its Primary Duty of Care to all employees, as stated in the Workplace Health and Safety Act.

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- (a) Workers engaged, or caused to be engaged by the person, and
- (b) Workers whose activities in carrying out work at influenced or directed by the person,

While the workers are at work in the business or undertaking.

(3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as reasonably practicable:

- (a) The provision and maintenance of a work environment without risks to health and safety
- (c) The provision and maintenance of safe systems of work
- (d) The safe use, handling and storage of plant, structures and substances
- (e) The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- (f) The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- (g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

Only Early Learning Centre Responsibility as the Employer

The Nominated Supervisor and Management Team at Only Early Learning Centre will provide and maintain a working environment that is safe and minimises any risks to health, so far as is reasonably practicable. As well as following the above referred to Primary Duty of Care guidelines, Only Early Learning Centre Management will also:

- Monitor the general health of all employees and determine whether the work environment is affecting the health of employees
- Monitor the conditions of the workplace
- Provide information about workplace health and safety in appropriate languages
- Keep information and records relating to health and safety of employees
- Consult employees on matters that may directly affect their health, safety and welfare
- Ensure that the conduct of the business does not endanger other people including visitors, members of the public and other workers

Employee Responsibilities

All employees at Only Early Learning Centre are responsible for:

- Taking reasonable care for their health and safety in the workplace
- Taking reasonable care for the health and safety of others who may be affected by what they do or do not do
- Use all equipment correctly, and as stated in the service policies/procedures
- Follow all service policies and procedures that relate to Workplace Health and Safety
- Do not intentionally interfere with or misuse anything at the workplace that supports health, safety or welfare
- Immediately report incidents or accidents to Management

WHS Committee

Only Early Learning Centre has a Workplace Health and Safety Committee that is responsible for monitoring the general health and safety of the service and for carrying out the Workplace Health and Safety responsibilities. These responsibilities include:

1. Carrying out an Emergency Fire Evacuation Drill every two months
2. Carrying out an Emergency Lockdown Drill every two months
3. Reviewing the Material Safety Data Sheets for chemicals quarterly
4. Reviewing the service Risk Assessments every six months
5. Reviewing the service First Aid kits quarterly
6. Completing the Monthly Safety Checklist monthly
7. Completing a Random Health and Safety Spot Check monthly
8. Reviewing all medication kept on premises every two months

Consultation

Only Early Learning Centre will involve employees in decisions made regarding health and safety issues. Employees will be actively involved in:

- Identifying hazards or risks
- Assessing hazards or risks
- Making decisions on how to control risks
- Making changes to procedures that affect health and safety

Manual Handling

Manual handling refers to using force or physical exertion to move something by means such as pushing, pulling, lifting or carrying. Manual handling takes place continually in an Early Education and Care setting, when lifting or carry children, furniture or other equipment. It is the responsibility of Only Early Learning Centre to create a safe workplace for all employees, including manual handling risks.

The following procedures and strategies are used by Only Early Learning Centre and its employees to reduce the risk of a manual handling injury:

- Having cots where the side can be lowered, which minimise the distance educators need to bend and reach to lift and lower children
- Ensure that two person lifts are carried out when lifting awkward or large pieces of furniture, objects or children
- Steps are installed in all nappy change areas so that educators do not have to lift the children onto the change mats
- Have SMART lifting information in the staff room (S-size up the load, M-move the load as close to the body as possible, A-always bend your knees, R-raise the load with your legs, T-turn your feet in the direction you want to move)
- Deliveries of large, heavy boxes are delivered close to the area of storage – laundry
- Pregnant educators must routinely meet with Management to assess their capability in undertaking manual handling tasks
- Educators who have pre-existing injuries or conditions must routinely meet with Management to assess their capability in undertaking manual handling tasks
- Ensure equipment and facilities are designed and maintained to reduce manual handling injuries
- Make sure nappy change supplies are within easy reach, reducing the need for educators to repeatedly twist, bend or reach

Health and Safety Checklists

Early Education and Care services can be high risk environments. Health and Safety Checklists ensure that the environment is safe, and that employees, families, children and visitors are protected. Only Early Learning Centre carries out a Monthly Safety Checklist every 4 weeks, which involves a member of the Workplace Health and Safety Committee closely checking over the inside of the building, completing hazard forms for anything identified as a potential hazard and reflecting on current practices. Every 4 weeks, a Random Health and Safety Spot Check is also carried out by a member of the Workplace Health

and Safety Committee. This includes randomly checking the educators and environment for anything that could pose a risk to health and safety. These checklists are overseen by Management and are kept in the office once completed.

Only Early Learning Centre also carries out daily:

- Opening Checklist
- Closing Checklist
- Daily Safety Checklist
- Daily Cot Safety Checklists
- Daily Room Cleaning Checklists

These checklists are completed through Appessment by the educators.

Injury Management Program and Plan

Workplace injury management is about returning injured workers to meaningful employment in a timely, safe and durable manner following a workplace injury, it being understood that rehabilitation in the workplace is more effective than at home or in a medical institution. Only Early Learning Centre's Injury Management Plan aims to ensure that employees are able to return to work as soon as practicable, is provided with alternate duties wherever possible and can be assured that participation in the Injury Management plan will not endanger job security.

In the event that an employee is injured within the workplace, Only Early Learning Centre will:

- Notify the insurer with 48 hours after becoming aware that an employee has received a workplace injury
- Not terminate an employee as a result of a workplace injury for a minimum of six months post injury
- Participate in the establishment of an Injury Management Plan

In the event that an employee is injured within the workplace, the employee must:

- Notify Management at Only Early Learning Centre as soon as possible
- Participate in the establishment of an Injury Management Plan
- Make all reasonable efforts to return to work with Only Early Learning Centre as soon as possible, having regard to the nature of the injury

All Injury Management Plans will be created in collaboration with the service's Insurance Company.

Return to Work

Return to work programs support an organisational culture of recovery at work and help employees stay active and return to health, retain skills and knowledge, create safe workplaces and reduce the costs associated with extended time away from work. A return to work program is a summary of the system Only Early Learning Centre will use to manage workers with work related injuries or illnesses.

Appointing a Return to Work Coordinator

The Service Director or Nominated Supervisor will assume to role of Return to Work Coordinator where is it required. This Nominee will be responsible for:

- Compiling the initial notification information
- Coordinating the employee's recovery at work including identifying suitable work opportunities
- Preparing, monitoring and reviewing a recover at work plan
- Implementing the Return to Work program
- Keeping confidential case notes and records in line with law and regulations

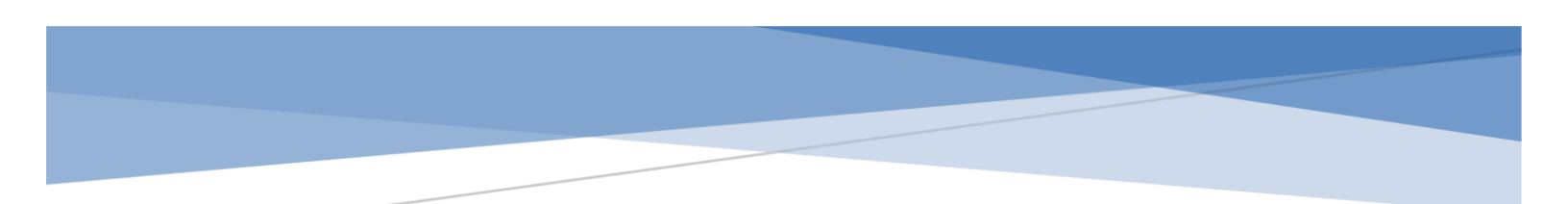
Return to Work Program

Only Early Learning Centre is committed to the return to work of any injured employees. Only Early Learning Centre will, as part of this plan:

- Prevent injury and illness by providing a safe and healthy work environment
- Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured
- Support the injured employee and ensure that an early return to work is a normal expectation
- Provide suitable duties for an injured employee as soon as possible
- Ensure that any injured employees are aware of their rights and responsibilities
- Consult with employees to ensure that the return to work program operates smoothly
- Maintain the confidentiality of injured employee records

Program Procedure

1. Notification of injury
 - a. Notify the Centre Director, Nominated Supervisor, Responsible Person or Approved Provider as soon as possible of all injuries
 - b. Record injuries on an Accident Form
 - c. Notify Guild Insurance of all injuries with 48 hours
2. Recovery
 - a. Ensure that the injured employee receives appropriate first aid or medical treatment as soon as possible
 - b. Consult with the doctor nominated by the injured employee and who is responsible for the medical management of the injury and assist in a return to work
3. Return to Work
 - a. The Return to Work Coordinator will explain the Return to Work process to the injured employee
 - b. Arrange for the employee's early return to work
4. Suitable Duties
 - a. Develop an individual return to work plan when the employee, according to medical advice, is capable of returning to work

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- b. Provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured employees physical condition depending on each employees' individual circumstances. Suitable duties may include:
- i. Work off floor, rather than within the classrooms
 - ii. The same responsibilities, with different hours or days or work
 - iii. Completely new responsibilities or employment title
 - iv. A full or part time position

As part of this plan, all injured employees have the right to:

- Nominate their own treating doctor who will be involved in the injury management plan
- Be actively involved in the planning of their return to work

As part of this plan, all injured employee must:

- Take care to prevent workplace injuries to themselves and others
- Notify Only Early Learning Centre of an injury as soon as possible
- Comply with their Injury Management Plan
- Provide accurate information about any aspect of their claim
- Attend medical assessments
- Cooperate in workplace changes that will assist other injured employees

Only Early Learning Centre

Return to Work Arrangements

Please Note: These return to work arrangements are not a new Employment Contract. These arrangements will be reviewed over time to ensure that duties and hours are consistent with your capacity for work and are supporting your progress to return to work.

Details

Name of Employee: _____

Pre-Injury Job Title: _____ Location: _____

Days/Hours of Work: _____

Start Date of Plan: _____ Date of Review: _____

Return to Work Arrangements

Describe the specific duties and tasks to be undertaken. Include any physical and other requirements.

Workplace Supports

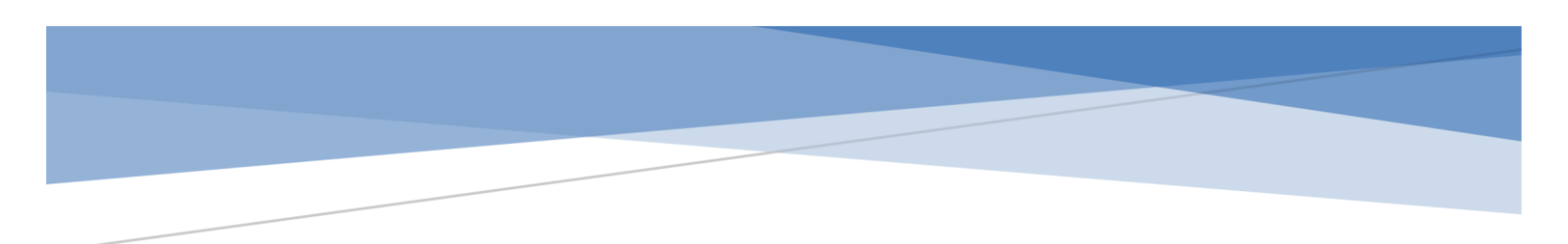
Describe all workplace supports, aids or modifications including rest breaks, special tools, equipment or training.

Specific Duties to be Avoided

Describe all duties to be avoided completely or restricted.

Medical Restrictions

Include any restrictions specifically identified by the medical practitioner and the dates that these restrictions apply.



Hours of Work

First Week: _____

Second Week: _____

Third Week: _____

Fourth Week: _____

Plan Information

Plan Prepared By: _____ Position: _____

Date Prepared: _____ Signature: _____

Employee

I will participate in these Return to Work Arrangements

Date Signed: _____ Signature: _____



Sources

Safe Work NSW

Work Health and Safety Act 2011

Safe Work Australia

State Insurance Regulatory Authority

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 3rd March 2020

Approved By: Kelly Williams

Date for Next Review: 3rd March 2021