

OCCUPATIONAL SAFETY AND HEALTH

Legislation and Government Requirements:

Education and Care Services National Law (WA) 2012: 167; 179

Education and Care Services National Regulations 2012: 77; 85-102; 107; 108; 165

National Quality Standard: 2.1; 2.2; 2.3; 3.1

Occupational Safety and Health Act 1984:

Occupational Safety and Health Regulations 1996:

Worksafe: <http://www.commerce.wa.gov.au/worksafe/>

Policy Statement:

Unicare protects the health and safety of children, staff, parents and visitors to the service by keeping informed about and complying with Occupational Safety and Health legislation, and ensuring appropriate codes of practice are followed to protect persons from harm, injury, illness or abuse.

Strategies for Implementation:

- Health and safety policies and procedures are developed at the service and available to all educators, staff, and board members. Responsibilities are highlighted to new educators, young employees, students and volunteers are closely guided and supervised to enable them to work safely.
- The Nominated Supervisor/Director will ensure that information about the Occupational Safety and Health Act, Regulations, Codes of practice and guidelines are made available to staff and parents of children attending Unicare.
- A Safety and Health Representative (SHR) is elected by staff at Unicare. The SHR will be responsible to receive and investigate all hazards and reports of breaches to the safety and health of employees, in consultation with the Nominated Supervisor/Director.
- A Safety and Health schedule will be conducted by the SHR to identify and maintain safety of equipment and practice.
- Unicare understands their responsibility to consult and co-operate with an elected SHR, in regard to OSH issues, and will actively support and encourage staff involvement in these areas.
- A training program is organised every 12 months to ensure the Operator and staff can identify:

- key elements of the Occupational Safety and Health Act, including the content in general terms, responsibilities that apply to them, and consequences of failing to comply.
 - the centres health and safety procedures and policies.
 - safe and healthy workplace practices, including immunisations, hygiene practices etc.
 - how to report hazards.
 - how to have a say in safe work practices and procedures.
- OSH issues and incidents will regularly be discussed at staff meetings.
 - Educators/Staff must report all incidents leading to risk of injury including those leading to high stress levels. Positive steps will be taken to remove hazards and understand and minimise stress suffered by individual Educators/staff members.
 - Injury or illness to educators/staff must be recorded on an Educator/Employee Injury/Accident/Illness Report.
 - All work related injuries and diseases or 'near misses' will be investigated to determine the causes, and action taken to prevent similar events in the future.
 - Play areas and equipment will be checked daily by Educators to ensure they are in a hygienic, clean and safe condition and do not pose a hazard to children; and that soft fall surfaces under and around outdoor play equipment are adequate and evenly spread. Educators will notify the SHR of any equipment and/or area that is not clean or in a safe condition, and will write details on a Maintenance Report Form.
 - Educators/Staff will record all incidents with the potential to cause injury or illness on a Hazard Report Form.
 - **Educators will record all injuries or illness to children** on the services Accident/Illness/Trauma Report. Details will include date, time, place of incident, injury or condition, a brief description of events, adult witness and any anticipated treatment or outcome.
 - Unicare will ensure that health and safety practices followed in the Service comply with federal and state legislation, and will allocate sufficient resources in the annual budget to ensure a healthy and safe environment. This will cover direct costs such as provision of safety equipment, maintenance of buildings, fittings and equipment, purchase of safety and health advice, training and resources. All new equipment will be checked against Australian Standards.
 - Unicare will ensure that furnishings and equipment are provided that will limit risk of injury or ill health in the workplace i.e. adult size chairs for staff, appropriate storage systems, safe electrical appliances and circuit breakers installed etc.
 - Employees with special needs including pregnancy, a medical condition such as epilepsy or asthma, physical or intellectual disabilities, dyslexia or any other condition that means the person is unable to read, and people who are young and inexperienced, will be given special consideration of their safety and health needs. This will be achieved through

Careful consultation with the employee, and documentation, monitoring and review of the strategies established to ensure their special needs are met.

- **Unicare will ensure that appropriate workers compensation cover is available to all employees of the service**, and that employees understand the importance of reporting injuries or illness which occur during the course of their work.
- **Unicare will ensure that injured employees are provided with appropriate rehabilitation and health care services** and that a flexible rehabilitation program is implemented in the Service until they are fully recovered.
- Unicare will review OSH policy with the staff team regularly, or after a major incident has occurred, to ensure that the system in place is working, and as a general rule there is enough time for staff to complete OSH tasks allocated to them. The review will identify who is responsible for various tasks, what resources are required, and when tasks are to be completed.
- **Unicare is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children.**
- Whenever Unicare is in operation the Nominated Supervisor, Directors, Educators, Staff and Volunteers present will not be affected by alcohol or drugs which adversely affect the person's ability to educate and care for children.