

Work Health and Safety Policy

Policy Number:	3 THREE
Purpose:	To provide all stakeholders with a safe and healthy work environment
Scope:	To ensure management, all Employees, families, volunteers, and students understand their role in ensuring a safe environment. To ensure practices are in place to review, maintain and rectify any issues that will cause any stakeholder harm.

Relevant Legislation

National Regulations

- 82 Tobacco, drug and alcohol-free environment
- 83 Staff members and family day care educators not to be affected by alcohol or drugs
- 97 Emergency and evacuation procedures
- 98 Telephone or other communication equipment
- 103 Premises, furniture and equipment to be safe, clean and in good repair
- 120 Educators who are under 18 to be supervised
- 136 First aid qualifications
- 168 Education and care service must have policies and procedures
- 170 Policies and procedures to be followed
- 171 Policies and procedures to be kept available
- 172 Notification of change to policies or procedures

National Quality Standard


- Element 3.1.2 – Upkeep – Premises, furniture and equipment are safe, clean and well maintained.
- Element 7.1.2 – Management Systems – Systems are in place to manage risk and enable the effective management and operation of a quality service.

Supporting Documents / References:

- Revised National Quality Standard
- Education and Care services Regulations and laws
- Fair work Australia
- Building Fire Safety – QFES
- Worksafe QLD

Related Policy or Documents:

- Safety Policy
- Medical Policy
- Environment Policy
- Employees Policy
- Governance Policy

Attachment One:	https://www.worksafe.qld.gov.au/
Attachment Two:	https://www.business.qld.gov.au/running-business/employing
Attachment Three:	https://www.beyondblue.org.au/
Attachment Four:	https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0026/72638/managing-noise-hearing-loss-at-work-cop-2021.pdf
Attachment Five:	 risk-management-plan-multiple-hazard:

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Work Safety

Inductions

All Employees and students will be required to complete an induction before commencing their contract at the centre. The induction details information that will support the Employee/Student to complete their daily tasks in a safe manner. The induction will be signed by the Employee/student and the Director or 2IC and stored in the Employee's/student's file. The Director or 2IC are responsible for ensuring the induction is completed and the new Employee or student is taken on a detailed tour, ensuring all important work health and safety issues are shown.

- Alarm panels
- Fire extinguishers
- First aid kits
- Evacuation plans
- Chemicals
- Routine jobs and how to complete
- WHS risk register
- Electronic devices use of

Each year of employment, all Employees will be required to complete an induction refresher, that will be recorded and stored in their file. The induction content is to be reviewed every year, with additional content added as required.

Training and Revision

All permanent Employees will be required to undertake regular training and revision to reinforce their current knowledge and to remain current with work health and safety industry standards. The following training will be completed by permanent Employees, when due.

- First Aid
- Cardiopulmonary Resuscitation [CPR]
- Asthma and Anaphylaxis
- Evacuation Drills
- Lockdown Drills
- Use of Fire Equipment

It is the responsibility of the Director and 2IC to ensure all training is held within the required time frames.

Expectations

It is the responsibility of Management to ensure the centre is always a safe working environment. It is the responsibility of Employees and students to work in a safe manner, that will not place them or others in danger. It is the responsibility of Families and the community when visiting the centre to conduct themselves in a manner that will not place them or others in danger. It is the responsibility of the Director and 2IC to provide all parties with the knowledge and training, if required, to ensure a safe and healthy environment for all stakeholders.

Mental Health

Stress

Stress is the body's way of responding to demand or pressure. To support Employees, Management will attempt to provide a roster that is over the child to Educator legislation, helping to alleviate individual stress levels. A positive team environment without negativity will be encouraged and the Management will be responsible for mentoring Employees through any issues that may cause stress. The Director and 2IC will monitor the environment and work with Employees to resolve situations that may cause stress. Support will be provided to Employees feeling stressed and a Management plan created to implement strategies that will help relieve the Employees stress levels.

Bullying

Bullying can take varying forms and cause a person to feel insecure, belittled, uncomfortable and threatened. Bullying will not be tolerated at Birralee. Persons feeling bullied will report the incident to the Director and/or 2IC or any other Employee that they may feel comfortable telling. Any form of bullying will be investigated thoroughly, ensuring that all parties have a voice and all sides to the incident are understood. Persons found to be bullying will be given a written warning and placed on a Management plan. Employees who continue the bullying behaviour will be disciplined which may result in their contract being terminated.

Religious Beliefs

No Employee will be excluded, ridiculed, or judged on the grounds of religion. All Employees are entitled to their religious beliefs and Management will work with Employees to ensure their religious requirements are met. Employees will need to ensure their beliefs and customs do not bias or influence their interactions with children and families. Employees will not preach to children, co-workers, and Families on their religious beliefs; however, Employees may educate children, co-workers, and Families on relevant customs within their religion that will support community interests.

Equal Opportunity

All Employees and potential Employees will be provided with the same opportunities for employment or advancement within the centre. Management will select individuals on their capabilities and their ability to fit in with the current team. Management will ensure all equal opportunity legislation is followed and adhered to when providing employment or advancement within the centre. Management will be required to know all legislation obligations, resourcing information on discrimination from the Queensland Government web site.

Inclusion

All Employees will ensure the inclusion of their co-workers, Families, visitors, and volunteers. Employees will always act in a professional manner, being understanding and non-judgemental in their interactions with others. Employees will encourage others to participate in a positive manner that allows others to feel supported and a part of the group. All Employees will ensure their personal beliefs do not exclude individuals from participation. Management will monitor situations and inform Employees of the centre's policies and their obligation to provide an inclusive environment. Employees not complying will be provided with education and Management plans to follow and learn from. Employees that continue to exclude an individual will receive disciplinary action, which may result in termination of their contract.

Privacy

Rights

All individuals have the right to privacy. Management will follow all privacy legislation and train employees of the importance of privacy. Employees will ensure that all sensitive information including:

- Personal information on any stakeholder
- Information that may cause harm to another person
- Personal information overheard and not intended for public knowledge
- Information about an individual, not directly given by the individual
- Social Media posts
- Individual files

Will be treated according to privacy laws and legislation and Management directions:

- No written information will be left in view of unauthorised persons
- No written information will be read by unauthorised persons
- Written information will be stored securely
- Verbal information will only be passed onto person's with authority
- Information given will not be used for gossip
- Social Media posts will not be shared with unauthorised persons
- Individuals will not be judged on information provided
- No information will be used against the individual involved

Management will ensure all documentation collected from stakeholders will be kept secure and only individuals with authority will have access. Individuals have the right to their personal information and Management will assist individuals to view all documentation on request.

Beliefs

Individuals are entitled to their beliefs, however negative, unjust, and misinformed beliefs will not influence an individual's behaviours and actions while at the centre or when representing Birralee. Management will ensure all individuals refrain from judgmental comments based on their own personal beliefs. Management will work with individuals to support their growth and understanding, allowing individuals to interact in a positive manner. Individuals who continue to allow their

behaviours to be negative will receive disciplinary action, which may result in termination of their contract.

Work Cover

Insurance

It is the responsibility of the Director to ensure the centre's work cover insurance policy is current and reflects accurate income figures. Workcover will request income figures yearly via an email, the Director is to complete the online submission and commit to the monthly payments. If the email is not received the Director will contact Workcover to ensure cover is always in place. The Director and /or 2IC must report injuries to the work cover insurer if:

- a worker sustains an injury (personal injury, disease, aggravation of a personal injury, disease or medical condition, loss of hearing or death)
- you are aware of the injury.
- the injury may be compensable. An injury may be compensable when you and/or a worker reasonably believes:
 - the injury has arisen out of, or in the course of employment.
 - the injury will require medical treatment resulting in the issue of a medical certificate or will require the worker to have time off work (beyond the day of sustaining the injury) or time away from their normal duties to recover from the injury.

The Director and/or 2IC will use the Work Cover online reporting system when reporting an injury.

Incident forms

It is the responsibility of all parties to ensure correct documentation is completed when an injury has happened to any worker. Management will provide employees with incident forms to complete, the employee is to complete all required information and return to management, all parties will sign the document. The document will then be stored according to the governance policy – storage. The incident form and any other documentation will be used if the incident is reportable to work cover. Management will maintain and lodge all employee incident forms in the employee incident register.

Business Responsibilities

Management is required to provide all workers with a safe environment to work in. Management will conduct regular checks to ensure the workplace is safe and any issues are addressed. Management will take Employee's Workplace Health and Safety [WHS] issues seriously and rectify or modify areas of concern. At no time will Management allow Employees to participate in unsafe practices. Any injuries or incidents will be recorded, and the required forms completed by the individual involved, with the completed documentation kept for the appropriate amount of time according to legislation.

Worker's Responsibilities

Workers will ensure they work in a safe manner, follow all policies and procedures, and refrain from putting themselves or others in dangerous situations. Employees who continue to place themselves or others in danger will have disciplinary action taken against them. Workers are to report any injury or incident to themselves or others and complete all required information on an incident form. Workers whose concerns are not dealt with by Management can contact a member of the Committee of Management and express their concerns and have the issue resolved.

Returning to Work

Employees who have taken time off work for injury or illness will be required to provide a doctor's certificate stating they are fit to participate in all areas of their job description. Employees requiring light duties to return to work will need to work with Management to develop a plan that meets the needs of all parties. Employees injuring themselves at work and are receiving workers compensation will be provided support in accordance with WorkCover QLD legislation, to return to work as soon as possible.

Work Environment

Premises

The premises are owned by the Department of Education and Training Queensland and all maintenance and upgrades to the building are to be lodged with QBuild, Department of Education Queensland's maintenance department. It is the responsibility of the Director or 2IC to lodge all maintenance issues and ensure issues are resolved. Birralee Employees in accordance with the lease will not deliberately cause damage to the building or alter the building without the required consent from Department of Education Queensland.

Maintenance

Birralee will pay a maintenance levy to Department of Education and Training Queensland each year and in return all maintenance issues will be completed by QBuild. The maintenance levy will be paid quarterly with an invoice being emailed to the Director for payment. It is the responsibility of the Treasurer and Director to budget for the levy and ensure payments are paid on time.

Work Culture

All Employees are required to work together in a positive manner. The culture will determine the longevity of the centre and is paramount that all Employees work together to create a culture that does not foster negativity, bullying, gossiping or any other toxic behaviour. It is the responsibility of the Director and 2IC to monitor the environment and support Employees when issues arise.

Prevention

Risks identified.

It is the responsibility of management to identify WHS risks for employees and inform employees regularly of risks and how to manage them. Management will include work safety risks in their quarterly safety checks and if a WHS issue is identified, employees will be informed, and training will be completed. The risk will then be added to the risk register to ensure the risk is managed.

Proper use of PPE (personal protection equipment)

It is the responsibility of management to ensure all employees are trained and understand the correct use of PPE. It is the responsibility of employee to ensure they use PPE in the manner they have been trained. It is the responsibility of management to ensure correct use of PPE descriptions are available to employees in the WHS risk register.

Proper use of Chemicals

All employees are required to use chemicals as per Safety policy – Dangerous Products – Chemicals use of. Training will be provided for employees during induction and as required. It is the responsibility of all employees to only use chemicals as per instruction, ensuring they do not put themselves or others in danger.

Heavy Lifting

It is the responsibility of management to ensure all employees are trained and understand the correct procedure with heavy lifting. It is the responsibility of employees to ensure they are heavy lifting in the manner they have been trained. It is the responsibility of management to ensure correct lifting procedure descriptions are available to employees in the WHS risk register.

Slips, Trips and Falls

Employees will be exposed to environments that have water and tripping hazards from children's resources. These hazards cannot be eliminated from the workplace and employees to remain diligent and take proactive steps to minimise the risk of harm. Management will create risk assessments that employee will need to follow and ensure assessments are available in the WHS risk register.

Noise levels

Noise levels will be kept to the prescribed levels and time frames as per worksafe qld (attachment four). This includes music, power equipment, loud voices, and children screaming/squealing.

Children screaming/squealing constantly may damage hearing and employees will be trained to encourage children to reframe from over loud consistent noises. In cases where the child/baby cannot be encouraged, employees will be provided with PPE (ear plugs) to prevent hearing loss.

Training

It is the responsible of management to ensure all employees have training to support their responsibilities to work safe. Training will take place on induction of the employee then yearly and as new WHS issue develop, to ensure all employees understand their responsibilities and correct procedures.

WHS risk register

A risk register created by management will be available to all employees to reinforce their knowledge and understand their role when dealing with WHS risks. The WHS risk register will deal with WHS issues concerning employees and will be updated annually or as risks present.

Definitions:

Term	Definition	Source
Work Cover	WorkCover covers employers for the cost of benefits if Employees are injured or become ill because of their work. It is compulsory for Victorian employers and is funded by their contributions.	www.worksafe.gov.au
QBuild	QBuild is a commercialised business unit of the Queensland Government. We offer procurement Management and contract Management services associated with the construction, maintenance and operation of Queensland Government buildings and assets.	https://www.hpw.qld.gov.au
Workplace Health and Safety [WHS]	Workplace Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.	www.consultaustralia.com.au
Department of Education and Training	The Department of Education and Training works with states, territories, and non-government education providers to provide quality early learning, schooling, improved student outcomes and transitions to and from school through parent engagement, quality teaching and learning environments.	www.education.gov.au
Australian Children's Education and Care Quality Authority [ACECQA]	The Australian Children's Education and Care Quality Authority (ACECQA - pronounced a-see-kwa) is an independent national authority that assists governments in administering the <u>National Quality Framework</u> (NQF) for children's education and care.	www.acecqa.gov.au

Policy Details:

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25/01/2021			14/05/2021
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