



Work Health and Safety Policy

Policy Number: 25
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Rationale and Policy Considerations

All employees and contractors within the service have a right to a safe and healthy workplace. Employers have obligations under state/territory and federal legislation to provide a safe and healthy workplace. Employees and contractors also have obligations under law to take reasonable care to protect themselves and others in the workplace. Therefore, the responsibility for workplace health and safety is shared by employers and employees.

All children have the right to experience quality care in an environment which provides for their health and safety. The Education and Care Services National Law (WA) Act 2012 requires that approved provider/nominated supervisor/coordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection.

Most relevant policies and procedures

- Incident, Injury, Illness and First Aid
- Health, Hygiene and dealing with Infectious Diseases
- Maintaining a Safe Environment
- Educator Immunization
- Emergency and Evacuation

Definitions

Work Health and Safety (WHS)

Throughout this policy, the term work health and safety is used rather than occupational health and safety, as this is increasingly common usage since the introduction of new model legislation in 2009 (Work Health and Safety in Education and Care Services).

Scope

This policy is written for children, families, educators and visitors of Lifestreamers Early Learning.

Policy Statement

The education and care service protects the health and safety of children, educators, families, students, volunteers and visitors to the service by keeping informed about and complying with the Work Health and Safety Act 2020, complying with the Education and Care Services National Law (WA) Act 2012, and ensuring appropriate Codes of Practice, Standards and recommendations from recognized authorities are followed at the service to protect persons from harm, injury, illness or abuse.

The service is committed to implementing WHS practices to support its' duty of care responsibilities such as:

- Developing and implementing WHS risk management systems;
- Regularly evaluating and updating WHS procedures and practices;
- Consulting and communicating widely with all stakeholders on WHS matters;
- Maintaining WHS records in accordance with federal/state WHS legislation;
- Providing orientation and professional development for educators/employees on WHS;
- Ensuring appropriate return to work programs are in place for injured employees.

Policy Principles

- A **Work Health and Safety Manual** concerning policies and procedures regarding the Work Health and Safety (WHS) of the occupants and users of Lifestreams Christian Church will be followed. All educators and management will be provided with a link to the handbook on request.

- The approved provider/nominated supervisor will ensure that information about workplace health and safety legislation, codes of practice and guidelines are made available to educators and families of children attending the service as requested.
- Employee and Employer responsibilities for workplace health and safety are included in the **Work Health and Safety Manual**. These responsibilities are highlighted to new educators/staff as part of their induction. The approved provider/nominated supervisor will ensure that young workers are given adequate supervision and on the job training to enable them to work safely.

WHS Representative

- A WHS representative will be elected by the approved provider/nominated supervisor.
- The appointed WHS representative will be responsible to receive and investigate all hazards and reports of breaches to the safety and health of employees, in consultation with the approved provider/nominated supervisor.
- The approved provider/nominated supervisor understands their responsibility to consult and co-operate with an elected WHS representative and other employees, in regard to WHS issues, and will actively support and encourage educator/staff involvement in these areas.
- The **centre's** WHS representative officer will monitor equipment and practices to ensure compliance with regulations. A checklist will be completed each month (refer to yearly diary) to assist in the monitoring of practices and equipment.

Professional Development

- WHS training will be discussed in team meetings throughout the year to ensure the approved provider/nominated supervisor and educators can identify:
 - the service's health and safety procedures and policies;
 - safe and healthy workplace practices, including immunizations, hygiene practices, special requirements for employees with special health needs, pregnancy, young employees etc.;
 - how to report hazards;
 - How to have a say in safe work practices and procedures.

Risk Management Strategies

- Educators must report all incidents leading to risk of injury, including those leading to high stress levels, and positive steps will be taken to remove hazards and **minimise** stress suffered by individual educators.
- Play areas and equipment will be checked daily by the 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 WHS representative of any equipment and/or area that is not clean or in a safe condition and will write details on a Maintenance Register.
- All new equipment will be checked against Australian Standards.
- The approved provider/nominated supervisor will ensure that furnishings and equipment used will limit risk of injury or ill health in the workplace, i.e. adult-sized chairs for educators, appropriate storage systems, safe electrical appliances and circuit breakers installed etc.
- The approved provider/nominated supervisor 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 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.
- Educators/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.
- WHS issues and incidents will regularly be discussed at team meetings.

- The approved provider/nominated supervisor will review WHS policy with the educators at least annually, 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 educators to complete WHS 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.
- The service is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. Passive smoking harms the lungs of young children and may trigger an asthma attack. Smoking is discouraged in cars with children.
- Whenever the education and care service is operating the approved provider/nominated supervisor and educators or volunteers present will not be affected by alcohol or drugs that adversely affect the person's ability to educate and care for children.
- Staff will be encouraged to maintain their **immunisations** (refer to staff immunisation policy).
- All educators will have their first aid certificate, Anaphylaxis and Asthma training and Child Protection training. At no time will the centre be without a person who holds a relevant qualification.
- Educators will conduct regular evacuation practices to ensure all children and educators are prepared should the need arise. A fire and lockdown drill will be conducted every other month and within two months of any new educators starting.
- Educators will practice the use of Epipens, for treatment of anaphylaxis, twice a year.
- Soiled clothes will be bagged and sent home. There will be no slushing to prevent cross contamination.
- Educators will be monitored on their manual handling and back care practices and training provided as needed.
- Compliance will be monitored and the following steps taken should staff be non-compliant;
 - In most cases, verbal direction given as to appropriate actions
 - If not addressed, written warning will be given and a relevant in-service will be attended
 - Failure to comply with a serious safety or health issue will risk termination of employment.

WHS Records and Procedure

- Educators will record their daily checks on a **Daily Indoor and Outdoor Safety Checklists**.
- Educators will record all injuries or illness to children digitally on the **Xplor Incident Record**. Details entered will include: date, time, place of incident, injury or condition, brief description of events, adult witnesses, any anticipated treatment or outcome.
- Injuries or illness to educators must be recorded on an **LCC Incident Report Form**
- Educators will record all incidents with the potential to cause injury or illness on a **Compliance / OHS / Maintenance / FSP Action Report**.
- Procedure for recording maintenance hazard:
 - Take a photo of the hazard and post it on Connecteam maintenance chat
 - Document the hazard on the Compliance / OHS / Maintenance / FSP Action Report
 - Inform the WHS representative or management
 - The person recording the hazard must follow through to ensure it is fixed
 - Once completed, take a photo and post it on Connecteam maintenance chat as a response to the earlier post
 - The WHS representative will monitor actions completed during monthly checks
- The approved provider/nominated supervisor will ensure any other records required to be kept in compliance with WHS legislation and regulations will be maintained as appropriate.

Worker's Compensation and Rehabilitation

- The approved provider/nominated supervisor 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 occurs during the course of their work. Employees will also be informed about the time deadlines for completing workers compensation forms and be provided with information about what can be compensated.

- The approved provider/nominated supervisor 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.

Related Legislation and Documents

- **Education and Care Services National Law (WA) Act 2012**
- **Education and Care Services National Regulations 2012**
- **National Quality Standard for Early Childhood Education and Care**
- **Work Health and Safety Act 2020**

Document History

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OSH Policy	18/12/13
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