

# HAWKESBURY EARLY CHILDHOOD INTERVENTION SERVICE (HECIS) INC.



## WORKPLACE, HEALTH AND SAFETY POLICY & PROCEDURES MANUAL

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## **1. Legislative Requirements**

### **1.1 Relevant Legislation, Standards and other References**

This manual has been prepared with due consideration to the following laws, policies and procedures.

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Standards in Action (Family & Community Services ADHC)
- Workcover NSW [workcover.nsw.gov.au](http://workcover.nsw.gov.au) and Workcover NSW factsheets
- NDIS Incident Management & Reportable Incidents Rules 2018

### **1.2 Workplace, Health & Safety Law Summary**

HECIS policies and procedures have been developed to incorporate the safety and health legislative requirements of workers, as well as the children being educated by the organisation.

The *Work Health & Safety Act 2011 (NSW)* regulates workplace health and safety (WHS) in NSW. It specifically aims to protect people at workplaces from risk to their health and safety and to promote safe and healthy work environments.

The *Work Health and Safety Regulation 2011* expands on the requirements of the Act with details of how certain sections of the Act are implemented and specific direction on how to meet obligations.

*Workcover NSW* manages the states workplace health and safety, injury, management and workers compensation systems. It is responsible for ensuring compliance with workers compensation and work health and safety legislation.

Under the *Work Health Safety Act 2011* the health and safety duties of employers and businesses are the responsibilities of the person conducting a business or undertaking (PCBU). The new term *PCBU* applies to all individuals and organisations that are legal entities conducting a business and include incorporated associations.

HECIS is the PCBU and therefore has a *primary duty of care* to ensure workers and others are not exposed to a risk to their health and safety.

The PCBU must meet its obligations so far as is *reasonably practicable* to provide a safe and healthy workplace for workers or other persons by ensuring:

- safe systems of work.
- a safe work environment.
- accommodation for workers, if provided, is appropriate.
- safe use of plant, structures and substances.
- facilities for the welfare of workers are adequate.
- notification and recording of workplace incidents.
- adequate information, training, instruction and supervision is given.
- compliance with the requirements under the work health and safety regulation.
- effective systems are in place for monitoring the health of workers and workplace conditions.

### ***Reasonably practicable***

Reasonably practicable means doing what is effective and possible to ensure the health and safety of workers and others. ie. what can reasonable be done in the circumstances to avoid or minimise risk.

HECIS, the (PCBU) should always seek to eliminate, so far as is reasonably practicable, any health and safety risks. If a risk cannot be eliminated, it must minimise the risk, so far as is reasonable practicable by:

- substituting (wholly or partly) the hazard with something with a lesser risk.
- isolating the hazard from any person exposed to it.
- implementing engineering controls.

If the controls do not fully eliminate or minimise the risk, the PCBU must implement administrative controls and then, if appropriate, ensure the provision of suitable personal protective equipment.

A combination of controls may be used to minimise a risk if a single control is not sufficient.

In determining control measures, the PCBU should identify and consider everything that may be relevant to the hazards and risks and the means of eliminating or minimising the risks.

The PCBU, when determining what is reasonably practicable, should take into account:

1. the likelihood of the hazard or risk occurring.
2. the degree of harm from the hazard or risk.
3. knowledge about ways of eliminating or minimising the hazard or risk.
4. the availability and suitability of ways to eliminate or minimise the risk.
5. cost of eliminating or minimising the risk.

The more likely the hazard or risk is, or the greater the harm that may result from the hazard, the less weight should be given to the *cost of eliminating or minimising the risk*.

### **Likelihood of the risk or hazard causing harm**

Where there is a greater likelihood of the hazard or risk causing harm, the PCBU must give greater attention and effort to eliminate or minimise the risk.

### **Degree of harm if the hazard or risk is not controlled**

Where the degree of harm from a hazard or risk is significant, such as the risk of death or serious injury, then more is required from the PCBU to eliminate or minimise the risk.

### **Knowledge about ways of eliminating or minimising the hazard or risk**

The PCBU must consider and understand the risks associated within their business or undertaking. Examples include:

- the potential failure of plant, equipment, systems of work or risk control measures.
- the impact of exposure to hazardous chemicals and materials.
- the potential interaction between multiple hazards that may, together, cause different risks.
- the impact of unusual or infrequent events.
- the impact of human inadvertence or error, misuse, spontaneity, panic, fatigue or stress that may affect health and safety.

*Talking to workers* identifying hazards and analysing previous incidents provides a critical source of information about risks.

Knowledge can also be obtained from the *WHS Regulations* as well as relevant codes of practice and *Workcover publications*.

### **Availability and sustainability of ways to eliminate or minimise risks**

A PCBU must consider what is available and what is suitable for the elimination or minimisation of risk.

For example, an effective work process is regarded as available if it can be implemented. Likewise, equipment that can be purchased or made is regarded as available.

### **Cost of eliminating or minimising the risk**

Cost will not be the key factor in determining what a PCBU should do to eliminate or minimise a risk unless it can be shown to be grossly disproportionate to the risk.

If the risk is particularly severe, a PCBU will need to demonstrate that costly safety measures are not reasonably practicable due to their expense and that other less costly measures could effectively minimise the risk.

A PCBU cannot expose people to a lower level of protection simply because it is a lesser financial position than another PCBU.

The costs of implementing a particular control can also take into account any savings arising from fewer incidents, injuries and illness, potentially improved productivity and reduced turnover of staff.

*Note:* A PCBU cannot avoid responsibility by attempting to contract out their obligations by giving control to someone else.

## **Officers**

An officer is a broad term that applies to people who can make decisions that significantly affect a business.

An officer can be:

- any person who can make or participate in making, decisions that affect the whole or a substantial part of the business.
- a person who has the capacity to affect significantly the Corporation's financial standing.

At HECIS the officers have are the individual members of the Management Committee.

*Officers have high levels of obligations* for work health and safety. These obligations are important as health and safety commitment and leadership from management is critical to health and safety outcomes.

Officers must ensure that HECIS as the PCBU has arrangements in place to comply with its legal obligations.

It is an officer's duty to exercise *due diligence* to ensure their business fulfils its health and safety obligations under the Work Health and Safety Act 2011.

It places a non delegable duty of care on the officer to be pro-active and take preventable action.

The elements of due diligence require an officer to concentrate on managing the work health safety (WHS) risks of the business.

## **Due Diligence**

*Officers* must exercise due diligence, which at its simplest, requires an officer to concentrate on managing the work health and safety (WHS) risks of the business or undertaking.

An officer must have high, yet attainable standards of due diligence.

These standards reflect the position and influence of the officer within the business or undertaking as the officer governs and makes management decisions for the *person conducting a business or undertaking* (PCBU) – the new term that includes employers.

Achieving a high standard of due diligence requires persistent examination and care to ensure that the resources and systems of the PCBU are adequate to comply with all its WHS obligations.

Where the officer relies of the expertise of a manager or other person, that reliance must be reasonable and their expertise must be verified.

The reasonable steps officers must take to ensure they are exercising due diligence includes, but not limited to:

- acquiring and keeping up to date with knowledge of WHS matters.
- gaining an understanding of the PCBUs business operations and the associated hazards and risks.
- ensuring the PCBU has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety.
- ensuring the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.

- ensuring the PCBU implements processes for complying with any duty or obligation under the WHS Act.
- verifying the provision and use of resources and processes required for compliance.

### **Acquire and keep up to date with knowledge of WHS matters**

Examples of how to keep up to date on WHS matters include:

- enhancing the expertise of the officer through WHS training, information sessions and/or conferences etc.
- understanding what the *Work Health and Safety Act 2011* (WHS Act) requires and the strategies and processes for eliminating hazards and risks.
- keeping up to date with changes in WHS matters, legislation, codes of practice and safety guidelines.
- accessing industry specific WHS information such as from industry associations.
- subscribing to publications and websites such as [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### **Gain an understanding of the PCBU business operations and the associated hazards and risks**

Giving proper consideration of the hazards and risks associated with the operations is an important obligation for officers when making decisions.

An appropriate understanding required for decision making could be gained by:

- undertaking regular inspections of the workplace.
- consulting with workers about WHS hazards and risks.
- having a way of identifying and managing health and safety risks.
- having a sound knowledge of the PCBUs risk management system, which may require obtaining appropriate advice.
- actively participating in how the PCBU conducts its WHS risk management processes.
- understanding the WHS regulatory requirements for hazards and risk that impact on the organisation's operations.

### **Ensure the PCBU has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety**

Examples to help ensure risks to health and safety are eliminated or minimised include:

- providing an effective governance structure and work health and safety management system.
- establishing and maintaining a system to manage risks to health and safety.
- scrutiny and oversight to ensure allocation of resources to manage work health safety in matters such as:
  - safe plant and equipment.
  - maintenance of plant and equipment.
  - training of workers.

**Ensure the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information**

Implement a reporting system to ensure information about incidents, emerging hazards and risks is:

- communicated.
- considered.
- acted upon promptly.
- remedial actions implemented.

**Ensure the PCBU implements processes for complying with any duty or obligation under the WHS Act**

Officers must ensure the areas requiring compliance are identified and they exercise an appropriate level of scrutiny and oversight of the PCBU to ensure it complies with its WHS obligations. These obligations include:

- reporting of notifiable incidents.
- duty to consult with workers.
- action on improvement, prohibition and non disturbance notices.
- obligations to provide information, training and instruction to workers about work health and safety.
- obligations for health and safety representative training.
- licensing and registration obligations
- obligations for union right of entry requirements.
- duty to consult, cooperate and coordinate activities with other duty holders.

**Verify the provision and use of resources and processes require for compliance**

An officer must verify the PCBU has implemented the work health and safety system and is legally compliant. This includes:

- ensuring board (management committee) reports include relevant WHS information.
- ensuring adequate resources and safety processes are in place and being used.
- actively verifying and auditing safety arrangements.
- ensuring the PCBU has addressed any identified gaps and provided detailed reports to the board (management committee) on actions taken to address safety issues.

**Safe Workplace**

The basics of keeping the workplace safe include:

- management commitment.
- consultation.
- risk management.
- training and instruction.
- reporting safety.
- return to work and workers compensation.

## **Management Commitment**

Commitment by the PCBU and officers is critical to health and safety outcomes.

## **Consultation**

The PCBU has an obligation to consult with workers under the Work Health Safety Act 2011 (section 48/49).

Consultation provides an opportunity to share relevant information and participate in meaningful discussions on work health and safety matters.

Meaningful consultation can lead to fewer workplace injuries and give everyone the opportunity to:

- discuss and share their health and safety concerns.
- identify safety hazards and risks.
- find and implement practical solutions.
- contribute to the decision making process.
- communicate outcomes in a timely manner.

Consultation must take place on all work health and safety matters including:

- undertaking risk management activities.
- proposing changes that may affect workers.
- making decisions about any work health and safety procedures.
- the adequacy of facilities for the welfare of *workers*.

The WHS Act allows some flexibility in establishing consultation arrangements to best suit the needs of the workers. Options include health & safety representatives, a health and safety committee or other agreed arrangements.

Regardless of what consultation is implemented the obligation of the PCBU remains to consult with all workers.

At HECIS the officers of the PCBU consulted with the staff and jointly and unanimously agreed to implement 'other agreed arrangements'.

The consultation process will be:

- workers consult with each other about WHS through face to face discussions and briefing sessions. At regular staff meetings (both informal and formal) WHS is discussed and documented, and that information is included in the HECIS Co-Ordinator's report to be presented at the management committee meetings.
- WHS is discussed by officers and decisions made. Where further information is required from workers, this is requested.
- WHS is recorded in the management committee minutes including action necessary and by whom. In addition, HECIS Co-Ordinator who attends the management committee meeting will report back to any staff not in attendance at the meeting, on outcomes of WHS issues discussed.

## **Visitors in the Workplace Responsibilities**

Visitors to HECIS have work health safety responsibilities. They must:

- Comply with any reasonable work health and safety instructions at HECIS.
- Take reasonable care not to put themselves or others at risk.

## **Workers**

Under the *Work Health & Safety Act 2011* the term *workers* include:

- An employee
- A contractor or subcontractor
- An employee of a contractor or subcontractor
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking
- An outworker
- An apprentice or trainee
- A student gaining work experience
- A volunteer

And workers must:

- Take reasonable care of own health and safety
- Take reasonable care that conduct does not adversely affect others
- Comply, so far as she/he is reasonably able with instruction
- Co-operate with reasonable notified policies or procedures.

**HECIS** is a PCBU.

**HECIS Management Committee Members** are officers.

**HECIS Staff and volunteers/contractors (where applicable)** are workers.

(To assist with understanding WHS duties at HECIS *Refer to Work Health & Safety Duties at HECIS table Appendix 16*)

### **PLEASE NOTE:**

For a complete understanding of WHS and our commitment to ensuring the safety, health and wellbeing of all at HECIS this manual should be read in conjunction with:

- the HECIS Induction Booklet
- viewed with the 'Ten Commandments of WHS' DVD resource
- Workcover NSW resource booklets (held in Main office)
- with additional resources and information available at [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

## **2. Policy Framework**

### **2.1 Workplace Health & Safety Policy Statement**

HECIS is totally committed to:

- The principle of WORKING SAFELY and that all workplace injuries and illnesses can be prevented.
- Providing and maintaining a workplace that is healthy and safe for all staff, clients (families and children), volunteers, visitors, contractors and any other persons attending the Centre or its associated activities.
- The Centre requires workplace health and safety to be regarded as an integral part of its operation. The safety of the Centre's staff, volunteers, clients (families/children) and contractors is the responsibility of all levels of management and is to be demonstrated at all times.
- The safety of staff when working outside of the Centre (eg. Child Care Centres, client/family's home etc.).
- The Centre neither expects nor requires staff to attempt anything likely to cause them harm.

Children at the Centre must be supervised by an accompanying parent/carer at all times.

This Policy and Procedures Manual reflects HECIS's commitment to, and sets out how the Centre endeavours to achieve workplace health and safety.

It is the policy of the Centre that the workplace, equipment and practices shall comply with all legislative and compliance requirements.

### **2.2 Responsibility Statement**

Workplace health and safety is a shared responsibility whereby everyone associated with HECIS is required to comply with the centre's policies and procedures and are expected to contribute to maintaining high standards with respect to workplace health and safety. The respective responsibilities of the people associated with HECIS are outlined below.

#### **2.2.1 Management Committee**

The HECIS Management Committee, as the employer, is required under the WHS Act 2011 to exercise due diligence to ensure that their organisation complies with the new laws and to protect all persons at the Centre from reasonably foreseeable harm. This includes:

- Making the Centre safe and (to the greatest extent possible) without risk to the health and safety of any person working at, using or visiting the Centre's premises.
- Promoting health and safety at the centre and compliance with statutory obligations, in accordance with the Health and Safety Control Plan (attached in Appendix 1), including preparation and overseeing implementation of that Plan.
- Developing, maintaining and promoting the Health and Safety Policy, standards, rules and procedures relating to workplace health and safety that are to be carried out or complied with at the Centre.

- Ensuring the HECIS Co-Ordinator and staff have been delegated adequate responsibility and authority, and have been adequately instructed, trained or informed to meet their obligations.
- Ensuring safe systems of work are in place, for example, safe use of equipment, lifting procedures, hygienic practices.
- Ensuring the policies and procedures contained in the Manual are followed and appropriate records maintained.
- Where necessary, establishing directions and procedures for staff, clients (families/children), volunteers and visitors to the Centre to follow to ensure health and safety.
- Instructing staff to ensure their own health and safety when working at:
  - Child Care Centres - by being aware of and complying with the visiting centre's procedures, and
  - in client/family homes by complying with the *5.20 HECIS Home Visit Policy*.
- Reviewing the circumstances surrounding reported work injuries, work-related illnesses and dangerous occurrences at the centre and decide, and delegate responsibility for implementation of, appropriate corrective action measures.
- Ensuring regular safety compliance audits and inspections are conducted in accordance with the Health and Safety Audit Checklists. (attached in Appendices 2,3,and 4).
- Maintain a Workers Compensation insurance policy which adequately covers the accurate level of insurance required under WHS legislation.

### **2.2.2 HECIS Co-Ordinator**

The HECIS Co-Ordinator must:

#### **Support the Policy**

- Fully support, by example, the HECIS' Health and Safety policy and procedures.
- Ensure that all staff, volunteers and visitors are made aware of and read this Manual.
- Provide opportunities for appropriate training in workplace health and safety using appropriately trained personnel.
- Implement the safety Control Plan (Appendix 1) and report periodically against the Plan to the Management Committee.
- Ensure the staff review and revise their knowledge of the WHS Manual and review the DVD *the 10 Commandments of Workplace Safety* at least annually. The *WHS Manual '10 Commandments of WHS' DVD staff viewing schedule* is to be maintained by the Office Manager to ensure compliance with this policy.

#### **Implement policy & procedures**

- Implement health and safety policy and procedures for the health and safety of all staff, clients (families/children), volunteers and visitors to the premises.
- Establish and maintain suitable procedures to ensure that all statutory obligations in respect of equipment tests and operations are fully complied with.
- Establish, maintain and circulate a database of Safety Data Sheets (SDS) for all hazardous substances used or stored at the centre.
- Ensure health and safety is considered when planning new activities, purchasing new equipment and products, centre layout, or changing current operations, and notify the management committee of suggested changes to the Workplace Health and Safety manual.
- Monitor activities of contractors working at the centre to ensure the health and safety of all staff, volunteers, contractors and visitors to the Centre.

- Establish and maintain suitable procedures to ensure that all statutory obligations in respect of equipment tests and operations are fully complied with.

### **Oversee regular inspections/audits and reporting**

- Inspect or arrange for an inspection to be undertaken of the workplace on a regular periodic basis in accordance with the Annual Health and Safety Audit (Appendix 2); the Health and Safety Inspection Checklist (Appendix 3) and the Weekly Safety Checklist (Appendix 4).
- Report to Management Committee any hazard, unsafe or unsatisfactory workplace health and safety practice identified during safety audits and inspections.
- Ensure that all incidents that happen in connection with an NDIS participant are dealt with and reported under the relevant NDIS regulations.

### **Investigate and report illnesses and incidents**

- Investigate or assist in the investigation of all work injuries, work caused illnesses and dangerous events at the workplace.
- Ensure timely preparation and submission to Management Committee, of any incident/accident reports.
- Review all incident/accident reports to ensure acceptable quality and establish a follow up system to ensure recommended corrective action measures be implemented.
- Ensure that all incidents that happen in connection with an NDIS participant are dealt with and reported under the relevant NDIS regulations.

### **2.2.3 Staff**

The HECIS Staff must:

- Be informed of the contents of, and their obligations under, this Manual through an induction process.
- Maintain a solid working knowledge of the Manual.
- Review and revise their knowledge of the WHS Manual and review the DVD *The 10 Commandments of Workplace Safety* at least annually.
- Comply with instructions in respect to health and safety given by the HECIS Co-Ordinator and/or the Management Committee.
- Ensure own health and safety and that of children and others affected by the employee's actions at the Centre.
- Not interfere with, or misuse items or facilities provided in the interests of health and safety at the Centre.
- Immediately report incidents and accidents to the HECIS Co-Ordinator.
- Identify and report potential and actual hazards to the HECIS Co-Ordinator.
- Discuss WHS issues at staff meetings and document these discussions.
- Be aware of and comply with all relevant NDIS regulations regarding incident management and reportable incidents
- Report of WHS issues to the Management Committee through the HECIS Co-Ordinator.
- When visiting a Child Care Centre as part of their work role, comply with all the WHS policies and procedures of that centre.
- When visiting a client/family home ensure they comply with the *5.20 HECIS Home Visit Policy*.

## **2.2.4 Clients (families/children), Volunteers, Contractors and Visitors to Centre**

Clients (families/children), volunteers, contractors and visitors to the Centre must:

- Become and remain familiar with the contents of this Manual.
- Comply with instructions in respect to health and safety given by either the HECIS Co-Ordinator, Playgroup Co-Ordinator or staff of the Centre.
- Assist staff in enforcing the Centre's Health and Safety Policy Statement.
- Identify and report potential and actual hazards to the HECIS Co-Ordinator.

## **2.2.5 Client/Families where HECIS Staff are undertaking a Home Visit**

Client/Families must:

- Provide a safe place for the home visit to be undertaken
- Ensure the home is free from any anti-social or abusive events

### **3. Planning and Auditing**

#### **3.1 Workplace Health and Safety Control Plan**

To ensure ongoing attention to workplace health and safety, A Workplace Health and Safety Control Plan has been developed. (Appendix 1)

The Management Committee (with input from the HECIS Co-Ordinator and staff) is responsible for preparation and overseeing implementation of the Plan. The HECIS Co-Ordinator is responsible for implementation of the Plan and reporting against the Plan to the Management Committee.

The Plan will be reviewed annually within 2 months of the appointment of the Management Committee at the commencement of each year.

#### **3.2 Annual Workplace Health and Safety Checklist**

In order to ensure the Workplace Health and Safety Control Plan remains effective, the Management Committee shall ensure an annual safety audit of the centre is conducted during the year using the Workplace Health and Safety Inspection Checklist (Appendix 3).

The audit will be conducted by two members of the Management Committee or to whom the committee delegates. It is emphasised that it is only a guide and that any other hazards not specifically addressed but identified as part of the audit should be recorded and properly dealt with.

#### **3.3 Twice Yearly (6 monthly) Workplace Health and Safety Audit**

Twice a year the HECIS Co-Ordinator and at least 1 staff member (nominated by the HECIS Co-Ordinator) must conduct an audit of the Centre using the Twice Yearly Workplace Health and Safety Checklists (Appendix 2).

#### **3.4 Weekly Safety Checks (Monday each week if main room is being utilised)**

On Mondays, prior to the commencement of the HECIS Playgroup and other days when the main room is to be utilised for workshops or training etc. a weekly safety check is to be conducted. Prior to admitting children, parents and visitors to the Centre for the day, the Playgroup Co-Ordinator, or a staff member nominated by the HECIS Co-Ordinator must conduct a health and safety check of the Centre using the Daily Safety Checklist (Appendix 4).

### 3.5 Hazard Identification

A Hazard Report Form (Appendix 5) is to be used to report hazards to the Management Committee and HECIS Co-Ordinator. Such hazards could be identified at any time including, but not limited to:

- At the time of conducting a Workplace Health and Safety Audit, Twice-yearly Check or Weekly
- Check of the Centre.
- Arising in the course of the conduct of normal activities at the Centre (for example staff, parents and volunteers may report hazards or safety concerns).
- Arising in the course of meetings of the Management Committee, or staff meetings.

### 3.6 Risk Management

Risk Management is a logical, proactive systematic method of managing the uncertainty relating to potential risks, rather than responding to injury, incident or damage.

There are five basic steps in the workplace health and safety risk management process. These are:

1. Identify hazards.
2. Assess risks that may result because of the hazards.
3. Decide on control measures to prevent or minimise the level of the risks.
4. Implement control measures.
5. Monitor and review the effectiveness of measures.

Risk assessments must be done initially for all activities which may involve hazards and risk. Re-assessment is required if there are:

- Changes.
- New work processes or new equipment.
- After an incident or near miss.
- At regular intervals to review current systems.

In carrying out this process it is important to **document and retain records** of your assessment in the area where the hazards occur eg. equipment, hazardous substances, manual handling. The documentation process should include:

1. Completing a *Hazard Report Form* (Appendix 5).
2. Assessing and prioritising any risks using the *Risk Management Matrix* (Appendix 6).
3. Completing a *Risk Assessment Form* (Appendix 7).
4. Re-visiting and updating the *Risk Assessment Form* (Appendix 7) once reviews and controls have been done.

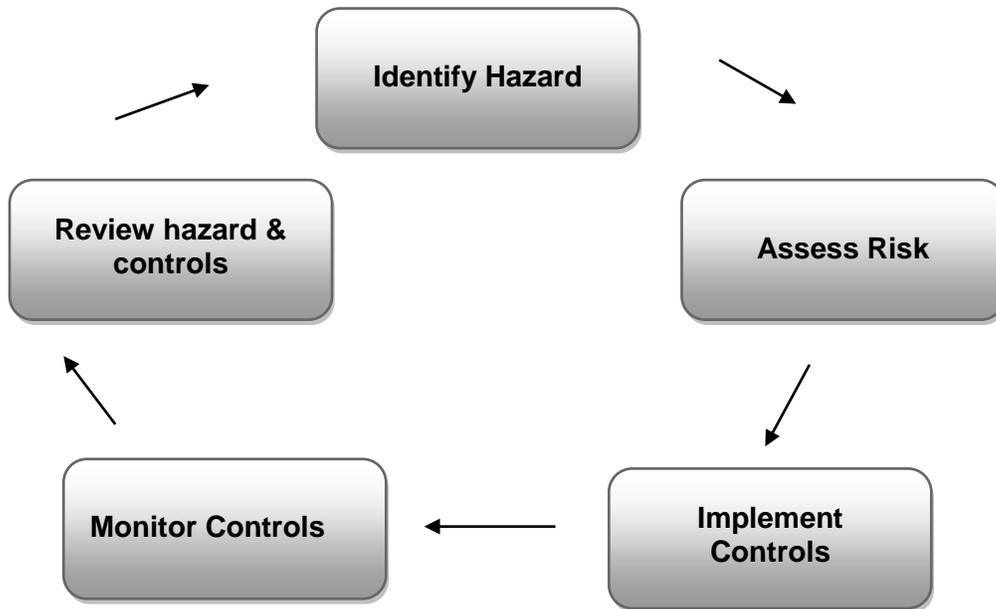


Figure 1 – Summary of the Risk Management process

## **4. Policies**

The Centre's workplace health and safety policies are comprised of:

- The policies (listed in clause 4.1) approved by HECIS Management Committee in relation to workplace health and safety  
and
- Any other procedures (listed in clause 4.2) developed and approved by the Management Committee for the good management of workplace health and safety at the Centre.
- The DVD *The ten Commandments of Workplace Safety* and package.

### **4.1 HECIS Policies**

The following WHS policies have been adopted by the Centre and apply to the Centre's workplace.

At HECIS policies (including WHS policies) can be located in the HECIS Main Office. Copies of policies are readily available on request from staff, parents and visitors.

#### Policies

- 5.1 Harassment and Bullying policy
- 5.2 Workforce Development & Planning policy
- 5.3 EEO, Equity & Diversity policy
- 5.4 Flexible and Supportive Work Practices policy
- 5.5 Workplace Health & Safety policy
- 5.6 Critical Incidents policy
- 5.9 Professional Ethics and Conduct policy
- 5.15 Staff Development & Training policy
- 5.16 Alcohol, Drugs & Smoking in the Workplace policy
- 5.20 Home Visit policy
- 5.21 Workplace Dress Code policy
- 8.3 Rubbish & recycling policy
- 9.15 Client & Staff Safety & Security policy
- 9.18 Managing Challenging Behaviours policy
- 10.1 Risk management policy

#### Procedures

Implementing a Program for Children with Challenging Behaviours procedure

### Workplace Instructions

- Administering First Aid
- A Fire
- Arriving and Departing the Building
- Cleaning up after a spill of a Hazardous Product
- Cleanup of blood or bodily fluids (Faeces/Vomit)
- Controlling Infectious Diseases
- Critical Incident Response
- Evacuation Procedure
- Lockdown procedure – Threat by an Aggressive Person
- Lockdown Procedure – Threat other than an Aggressive Person
- Improperly Discarded Needles, Syringes and Foreign Objects
- Lifting and Manual handling procedures
- Medical Emergency
- Reloading or Moving the Mouse Bait Box
- Responding to an Armed Holdup or intruder
- Responding to a Building Collapse/Structural Failure
- Responding to a Bomb Threat, Emergency Spill, Flammable Liquid or Gas Leak
- Responding to a Bush Fire
- Responding to an Earthquake
- Responding to a Power failure
- Responding to a storm, flood, or cyclone
- Responding to a Suspicious Mail Package
- Responding to a thunderstorm
- Routine for Use of , and Cleaning/Disinfecting of, Equipment
- Telephone Bomb Threat
- Using a Hazardous Substance
- Using a Personal Mobile Phone (during work hours)
- Using the Laser printer
- Visitors to the HECIS Building

### Workplace Poster Instructions

- Emergency Contact numbers
- Hazardous substance spill kit
- How to handwash
- How to handrub
- Cough etiquette

## **4.2 Policies developed by the Centre**

The following workplace health and safety policies, developed and approved by the Management Committee, apply to the Centre.

### **4.2.1 Client/Families and Visitors Policy**

The following instructions should be read and followed by client/families and visitors to ensure safe workplace practices are implemented at the centre.

#### **Signing In**

- All Visitors should sign into the Visitors Book for themselves and any child(ren) accompanying them.
- All visitors are made aware of this manual and the evacuation plan for the building, and there responsibility to act within the instructions of the manual.

#### **Children**

- Children are the sole responsibility of the parent or guardian and should be supervised at all times whilst at the centre.

#### **Non-Compliance**

- Visitors who do not comply with any requirements of this Manual may be asked to leave the Centre.

### **4.2.2 Manual Handling Practices**

- Do not lift children. If it is necessary to do so, enlist adult assistance. If children need your attention, bend down to their level or sit down to hold them. If it is necessary to carry a child, please use the following method:
  - Have the child face you as close as possible to your body.
  - Place one arm under the child's buttocks with the other supporting the child's back.
  - Lift using your leg muscles not your back, with knees bent and back straight.
  - Use a chair lift (team lift) for larger children.
- Always follow safe lifting practices as described in the workplace instruction attached.

## **Workplace Instruction**

### **Lifting and Manual Handling Procedures**

Accidents in handling materials and children may be caused by over exertion, using improper methods when lifting, the object being lifted and the person falling while lifting the material and children.

Many of these accidents can be overcome by using the following correct techniques for lifting, manual handling and setting down of any children or objects of considerable weight and/or size at the Centre.

#### **Plan and Prepare**

- ✓ Take care of your back – think before you lift.
- ✓ Check load for sharp edges.
- ✓ Check size and weight of load – Assess if load is within your capacity.
- ✓ Clear work area and path of obstacles.
- ✓ Do not lift loads over 16kg when standing, or over 4.5kg when seated (or any load you feel is beyond your ability to lift safely).
- ✓ Use a stepladder to access anything over shoulder height.

#### **Good balance**

- ✓ Get a firm footing.
- ✓ Place front foot beside the object to be lifted, pointing in the direction of travel.
- ✓ Place back foot slightly behind, hip-width apart from front foot.
- ✓ This makes for a stable base and allows for even distribution of weight.

#### **Proper hold and posture**

- ✓ Place hands diagonally opposite for security and comfort.
- ✓ Use full lengths of fingers and, if possible, the palm to avoid fatigue.
- ✓ Keep the load as close as possible (to lessen stress on your back).
- ✓ Tighten stomach muscle (to support your spine during lift).

#### **Use your legs and bend knees**

- ✓ Bend the knees to get down to the load and use the legs to lift the load, using your leg and thigh muscles (which are stronger than your back muscles).
- ✓ Don't jerk – lift smoothly.
- ✓ Brace whilst doing the movement.

#### **Straight back**

- ✓ Keep the back as straight as possible.
- ✓ Raise head with chin in just before lifting (this will keep the spine straight).

#### **No twisting of the body**

- ✓ Don't twist – move your feet.
- ✓ Nose and toes must face the same direction.

#### **Arms close to the body**

- ✓ Keep arms as straight as possible with elbows in to the side.
- ✓ Try not to change grip while carrying.
- ✓ Directly face the spot onto which the load will rest.

#### **Setting objects down**

- ✓ The reverse procedures apply.
- ✓ Regardless of the shape and size of the object, the principles will remain the same.

**Remember:**  
**The more you use your knees**

## **The less you use your back!!**

### **4.2.3 A Safe Environment**

- Staff should endeavour to ensure (by role modelling correct behaviour and asking parent/carers to also ensure) visiting children adhere to the basic safety rules of the Centre, including:
  - Walking (not running) inside and on cement
  - Barefoot for climbing.
  - Wear hats and sunscreen outdoors.
  - Using toys and equipment in the manner in which they were intended to be used.
- All spills on floors must be wiped up immediately.
- Staff, volunteers, visitors and parents must be vigilant to the potentially hazardous and dangerous situations at the Centre, and inform or discuss with a staff member immediately any identified potential hazards.
  - The Centre is to be maintained in a clean and tidy state by not allowing rubbish to accumulate.
  - Items or facilities provided in the interests of health and safety at the Centre are not to be wilfully interfered with or misused.
  - All valuables should be locked in the filing cabinet to reduce the risk of theft or loss of or damage to such items.
- Purchases – All new purchases will be assessed against risks before purchasing and before introducing and implementing.

### **4.2.4 Electrical Equipment**

- Standard safety practices must be followed for using all electrical equipment.
- Any electrical equipment brought into the Centre should be operated by the owner.
- Manufacturer's requirements must be met and instructions followed when using electrical equipment.
- The Centre is required to have a residual current device (safety switch). This must be tested at least every 12 months by a qualified tester. (The Council arranges this as part of the mandatory safety equipment maintenance and servicing arrangements for Council owned buildings).
- Electrical appliances must be out of reach of children. Electrical equipment must be safely positioned (to ensure leads cannot be pulled upon or tripped on) and stored. A protective cover should be used over joined electrical leads.

### **4.2.5 Kitchen**

- Children are not permitted in the kitchen and must be accompanied and supervised at all times, if being taken into the adult toilet area or HECIS offices beyond the safety gate installed in the hallway.
- All chemicals (such as detergents and cleaning agents) must remain stored in the appropriate locked cupboards (cleaners cupboard in the kitchen) when not in use.
- Labels and instructions for use of all chemicals must be read when the user is not familiar with the chemicals
- Electrical appliances are to be left unplugged when not in use.
- Knives and other sharp instructions must be stored safely in drawers when not in use.

#### 4.2.6.a. Fire and Emergency Evacuation

- A fire drill (both general and Playgroup) is to be conducted at least once a term – refer *Evacuation Procedure* and the Emergency Evacuation Procedure contained in 5.1 of this Manual.
- All staff and volunteers at the Centre are given instructions in:
  - Safe evacuation of the Centre in the case of fire and other emergencies and,
  - Staff, volunteers, visitors and parents should become and remain familiar with the Centre's fire and emergency evacuation routes and procedures as displayed in the main room, the hallway to the toilet and office #4 outside the kitchen.

#### 4.2.6.b. Personal Threats

Access to the building is restricted by way of locked door *at all times* unless the HECIS Playgroup or other activity is being undertaken in the main room. Visitors may only gain access inside the building after identification and establishing reason for visit.

If a person enters the building and acts in a violent or aggressive manner or appears to be under the influence of alcohol or drugs, staff should:

- Try to calm the person
- Try to move the person away from other staff and visitors
- Other staff should usher visitors away from the person and alert the HECIS Co-Ordinator (*or delegated warden*)
- Place a desk or other piece of furniture between you and the aggressor, where possible
- Initiate the 'Lockdown procedure' (in need)

#### 4.2.6.c. Lockdown procedure

Lockdown procedures are designed to reduce the threat of injury and/or personal harm to staff and visitors where there is a perceived or imminent threat to their life, safety and wellbeing from an external source.

"Lockdown means staff and visitors may **NOT** vacate the centre and all exit/entry points must be secured".

The threats may come from (but not limited to the following):

- Dangerous and/or threatening persons
- Unwanted/uninvited visitors
- Violent, intoxicated and/or drug affected persons
- Dangerous animals
- Bad weather
- Toxic/chemical spills
- Unidentified external disturbance

The Lockdown procedure/process:

##### ***If the threat comes from outside the building -***

- Notify the HECIS Co-Ordinator (*or delegated warden*) who will make announcement that centre is in 'lockdown mode' by blowing the whistle 3 times, meaning no staff or visitors may vacate the building until directed to do so
- All staff and visitors outside are to immediately assemble inside the building
- Immediately lock all windows and doors and switch off lighting
- HECIS Co-Ordinator will (*or delegate a staff member to*) phone 000 for police/emergency services assistance

- Staff and visitors to assemble in kitchen or other area with no visible access from the outside
- The First Aid Kit and phone/mobile to be taken to assembly area
- Roll call to be conducted using staff in/out board and visitors register
- Staff and visitors are to remain in lockdown mode until the HECIS Co-Ordinator (or delegated warden) or police announces an “all clear”.

***If the threat comes from inside the building –***

- The staff member being/feeling threatened is to notify the HECIS Co-Ordinator or another staff member they are feeling threatened. If a discrete approach is required staff are to use the code “.....”
- The staff member being/feeling threatened should attempt to leave the area and relocate into one of the three (3) HECIS Offices being #1, #2 or #3 and the ‘slide bolt’ should be used to secure the office door.
- Staff not immediately being threatened should assist other staff and visitors to leave the area and assemble in one of the three (3) HECIS offices being #1, #2 or #3 and the ‘slide bolt’ should be used to secure the office door.
- HECIS Co-Ordinator will (*or delegate a staff member to*) phone 000 for police/emergency services assistance
- Roll call to be conducted using the staff in/out and visitors register and by mobile phone to other offices if staff/visitors in attendance are split between offices.
- Staff and visitors are to remain in lockdown mode until the HECIS Co-Ordinator (or delegated warden) or police announces an “all clear”.

**4.2.7 First Aid**

- A First Aid Kit is maintained and locked in the cleaner’s cupboard in the kitchen.
- Staff must be familiar with the location and contents of the first aid cabinet.
- The first aid cabinet must contain sufficient quantities of appropriate first aid materials to cater for the likely needs of the staff and visitors including playgroup children at the Centre.
- Usage of the all items to be notified to the HECIS Co-Ordinator to ensure replacement (if required) to maintain sufficient stocks.
- The HECIS Co-ordinator or delegated staff member (as part of the Twice Yearly Workplace Health and Safety checklists) must inspect the first aid cabinet at least 6 monthly, and this should be documented:
  - Check that the contents are within their ‘use by’ dates.
  - Check that the contents are appropriately and clearly labelled.
  - Check that the contents are appropriately stored.
  - Replenish its contents as necessary.
- The HECIS Co-Ordinator will ensure that at least one (1) of the Playgroup Co-Ordinator or Playgroup Child Care Worker maintains a current applicable First Aid Certificate. It is recommended that at least one (1) staff member also maintains a CPR certification, and Asthma and Anaphylaxis certification (this can be done through a number of training providers including St John’s Ambulance Australia).  
The *WHS Manual Staff First Aid Training schedule* is to be maintained by the Office Manager to ensure compliance with this policy.

**4.2.8 Medication for visiting children / parent/carer**

- Medication must only be administered at the Centre by the child’s parent/carer.

- Medication is not to be left anywhere accessible to children. The Parent/carer should be asked to store their bag containing medication in the kitchen area in need.

#### **Medication for Staff/Volunteers**

- Staff and volunteers must only self-administer medication prescribed for them or suitable over the counter medication.
- Staff and volunteers must ensure that medication is stored appropriately and is inaccessible to visiting children. (ie. in a locked cupboard, the kitchen/cleaner's cupboard etc).

#### **4.2.9 Illnesses**

- Children with contagious illnesses will not be admitted to the centre.
- Parents/carers must report incidents of contagious illnesses in children that have attended the Centre (for HECIS playgroup or other visit) to the HECIS Co-Ordinator.
- If a child becomes ill at the Centre, the Playgroup Co-Ordinator or HECIS Co-Ordinator will ask the family to leave the Centre until the child is well.
- **Be aware that childhood illnesses may pose a risk to pregnant women.**
- Information is available to staff in the 'Staying Healthy in Child Care' publication (5<sup>th</sup> Edition).

#### **4.2.10 Accidents**

- In the event of an accident or injury, volunteers, and visitors should immediately notify a HECIS staff member.
- As soon as reasonable practicable after an accident or injury occurs the HECIS Co-Ordinator or other authorised staff member must:
  - Take necessary steps to ensure the safety of the person involved in the accident and other persons at the Centre.
  - Follow the necessary reporting guidelines as indicated in the *Incident Reporting Quick Reference Guide* (Appendix 8).
  - Record the relevant details of accidents, injuries, illness and first aid treatment using the *Incident/Illness and First Aid Record* (Appendix 9).
  - In the case of a serious accident or injury requiring medical treatment further documentation must be completed. This may include the completion and submission of relevant forms to Workcover and relevant insurance companies (QBE W/Comp Ins and Guild Insurance). This procedure is outlined in the *Incident Reporting Quick Reference Guide* (Appendix 8).

#### **4.2.11 Hygiene**

- Hands must be washed:
  - On arrival and departure.
  - Before eating or preparing food.
  - After assisting children with toileting (where applicable – not a HECIS staff duty therefore not likely).
  - After coming into contact with sick children.

- After using the toilet.
  - After wiping a child's nose.
- In addition, washing of hands is recommended at regular intervals.
- It is not recommended that staff or volunteers handle a child's unwrapped food. (Disposable gloves should be worn if staff are required to handle children's food eg. at Playgroup morning tea time).
- There is to be NO SMOKING within the indoor and outdoor environment of the Centre. (Smoking in the carpark is not permitted within the vicinity of others – adults or children).

#### 4.2.12 Animals

- HECIS currently has two (2) resident budgies. The HECIS Co-Ordinator will ensure the health of the animals are maintained and the cage and equipment is regularly cleaned and checked for safety.
- Other animals are only permitted at the Centre with prior permission of the HECIS Co-Ordinator.
- Visiting animals are the sole responsibility of the owner at all times whilst at the Centre.

#### 4.2.13 Hazardous Substances

- A 'hazardous substance' is a substance which has the potential, through being used at work, to harm the health or safety of persons in the workplace. (*Australian Safety & Compensation Council of Australia*).
- A non-hazardous substance is a substance that does not have medium and long term harmful health effects.
- Several potentially dangerous chemicals for adults and children include: cleaning agents, sunscreens, medicines, air freshener, drain cleaner, pesticides, glues and paints.
- A safety Data Sheet (SDS), previously called a MSDS, is a document containing important information about a hazardous chemical (which may be hazardous substance and/or dangerous goods) and a non-hazardous substances/non-dangerous goods.
- An SDS must be given to the Centre by the supplier when the substance is first supplied to the Centre or when the Centre requests it.
- An SDS must state:
  - The product name of the substance.
  - Chemical or generic names of certain ingredients that have known health effects.
  - Chemical and physical properties of the substances.
  - Precautions for safe use and handling.
  - Manufacturers or importers name and contact details.
- The HECIS Co-Ordinator must conduct regular product assessments and record details of all substances in the Centre's *Hazardous Substances Register* containing:
  - A listing of all hazardous substances used at the Centre.
  - The current SDS for each hazardous substance used at the Centre.
- A HECIS SDS Review date schedule is included in the *Hazardous Substances Register* and required to be maintained to ensure that all SDS remain current. *Workcover NSW Code of Practice for SDS for Hazardous Chemicals Dec 2011* requires SDS to be reviewed at least every 5 years.

- The HECIS Co-Ordinator must ensure the Centre's staff is provided proper induction and ongoing training in the use of hazardous substances.
- Apart from maintaining the Centre's *Hazardous Substances Register*, the HECIS Co-Ordinator and staff will ensure appropriate storage of hazardous substances and appropriately label containers that contain hazardous substances.

#### 4.2.14 Biological hazards

Biological Hazards are diseases or biological substances that may adversely affect the health of children and adults that use the Centre. Examples of biological substances include:

- Respiratory tract infections
- Gastroenteritis
- Cytomegalovirus
- Hepatitis A
- Hib – haemophilus influenza type B
- Hand, foot and mouth disease
- Rubella
- Chicken Pox (Varicella)

The HECIS Co-Ordinator will ensure the following procedures are followed to the greatest extent possible in order to minimise the risk of biological hazards:

- Promotion of childhood immunisations (through the HECIS Playgroup).
- Strict hygiene practices (eg. handwashing).
- Cleaning programs (eg. washing toys and resource equipment).
- Food hygiene.
- Staff trained in the appropriate handling/disposal of contaminated or infectious waste products.
- Recommendation of immunisation of staff and regular volunteers.  
The Centre strongly recommends that HECIS employees be vaccinated against:
  - Hepatitis A
  - Measles Mumps and Rubella (MMR)
  - Chicken Pox (Varicella)
  - Whooping Cough (Pertussis)

Fact sheets on all of the above vaccine preventable diseases are to be given to new staff members and when a staff member advises that they are pregnant or trying to become pregnant. Information is available in the '*Staying Healthy in Child Care*' publication (5<sup>th</sup> edition) located in the HECIS Main office.

## **5. Procedures**

### **5.1 Fire and Emergency Evacuation Procedures**

#### **5.1.1 Responsibilities**

##### **Management Committee**

Must ensure:

- No object is placed or allowed to remain in the path of travel to an exit.
- No object is placed or allowed to remain in the path of travel from an exit leading out of the building to either the footpath or to the fire evacuation meeting place at the gate in the outdoor playarea.
- While anyone is in the building, every fire exit door can be easily and quickly opened in case of an emergency.
- Ensure that all prescribed fire safety installations in the Centre are tested by a qualified person (Hawkesbury City Council as owners of the building contract the inspection and certification of fire safety equipment to an appropriate licensed company, on a regular schedule).

##### **HECIS Co-Ordinator and Staff**

In addition to the responsibilities set out for the Management Committee, the HECIS Co-Ordinator and Staff must also:

- Train volunteers, visitors/children in the best means of escape from the building in the event of an emergency and the Centre's Emergency Evacuation procedures to follow (*see section 5.1.2 and Evacuation Procedure Workplace Instruction WI*)
- Conduct and keep records of practice evacuation drills (Appendix 11). An emergency evacuation schedule is maintained to ensure regular drills are undertaken (Appendix 12) and is located in the Compliance Schedule Folder.
- Know the location and correct use of fire-fighting equipment.
- Know the fire alarm signal (a portable smoke alarm is used for evacuation drills).
- Maintain records any fire instruction provided to staff.

## **Volunteers, Client/Families and Visitors**

In addition to assisting in meeting the responsibilities set out for the Management Committee, HECIS Co-Ordinator and Staff, Parents and Visitors must also:

- Become and remain familiar with emergency exit points and the Centre's Emergency Evacuation procedures.
- Sign in when attending HECIS Playgroup and/or a training session or workshop.

### **5.1.2 Emergency Evacuation Procedure**

Should an emergency situation arise (ie. Fire, gas leak, explosion), the following procedure should be followed:

1. The HECIS Co-Ordinator or delegated staff member (acting as the Fire Warden) raises the alarm.
2. Upon hearing the alarm, all present are to look to the nearest staff member (who will act as the assistant fire warden) for direction.
3. The Assistant Fire Warden
  - takes visitors, children and other staff to the emergency evacuation meeting point assisting all to gather in an orderly manner.
4. The Fire Warden
  - where practical (and safe to do so) may attempt to use the emergency fire equipment to extinguish the fire. *Regardless of whether this extinguishes the fire proceed -*
  - checks the inside of the building including all offices and toilet areas.
  - collects the staff in/out whiteboard, the visitor's sign-in book, first aid kit, mobile phone and key.
  - closes all doors and proceeds to the emergency evacuation meeting point.
  - calls the emergency services (if appropriate).
  - completes a staff and visitors count to ensure all have safely exited to the meeting point.

### **5.1.3 Use of Fire Extinguisher**

1. Remove the extinguisher from the bracket.
2. Pull pin.
3. Squeeze lever and direct charge at base of fire.

## **5.2 Child Safety procedures**

The following procedures must be followed at all times in order to preserve the health and safety of visiting children at the Centre:

- Parent/carers are to provide the primary supervision of their own children at all times.
- Outdoor play equipment must not be used by children without parental supervision.
- Staff must ensure climbing equipment is positioned over softfall areas.
- Staff should model safe play

- in the sandpit – spade down low and to carry the nose down against their bodies.
- Bikes – to be ridden in one direction on the pathway/pavers(not on outdoor play equipment)
- Wheelie Toys – to be played at ground level (not in air)
- Water trough – play remains within the water trough
- Floor surfaces are to be kept dry. Non-slip mats should be used where necessary.

### **5.3 Maintenance Work (& Working Bee) Safety procedures**

The following procedures are formulated to address the risks involved in maintenance activities and other working bee activities.

These procedures apply to both volunteer and contracted maintenance workers.

#### **5.3.1 General Procedure**

- A full copy of the Centre’s Workplace Health & Safety Manual is available in the HECIS Main Office as well as copies being available for borrowing from the Centre’s Resource Library.
- HECIS does not routinely undertake working bees and other volunteer maintenance activities as the Hawkesbury Council completes building maintenance through their own contractors, and HECIS employs a contractor to maintain the outdoor and garden area. However if maintenance/working bee activities are being undertaken at the Centre, parents/carers are responsible for their children’s safety and for ensuring that they do not interfere with the safe and smooth running of work being performed. Children should not be in the outdoor and garden area if mowers, whipper-snippers or other mechanical tools are being used.
- When working outside, we recommend that a hat and sunscreen should be worn.
- Closed in shoes must be worn.
- Protective gloves should be worn where appropriate (eg cleaning gutters etc).
- Contractors/staff and volunteers should not manually handle any object they do not feel confident and capable of handling. Help when handling equipment should be utilised for heavy items. Safe lifting methods should always be used.
- If using poisons and other toxic chemicals, the manufacturer’s safety precautions (as listed on the container) should be adhered to. Safety Data Sheets (SDS) are kept at the Centre for reference. Contractors are to supply SDS for any hazardous/toxic chemicals used at the Centre.
- All tools and equipment should be in a safe operating condition, and should be inspected before use, and operated by the owner of that equipment in accordance with the manufacturer’s specification.

#### **5.3.2 Operation of Power Tools and other Machinery**

- The manufacturer’s safety, operating and maintenance procedures to be adhered to at all times.
- Appropriate safety gear to be worn when operating equipment (eg. Safety glasses, gloves, safety footwear etc).

- The owner of the equipment should be the only person to operate it.

### **5.3.3 Electrical Work**

- Only licensed electricians may carry out any electrical work at the Centre.
- Any problems or concerns regarding electrical equipment or items should be immediately referred to the HECIS Co-Ordinator or a member of the Management Committee.

### **5.3.4 Ladder Use**

- Contractors/Volunteers who are not comfortable working at heights should advise the HECIS Co-Ordinator and not attempt to perform any such work.
- Before use ladders should be inspected to ensure:
  - There is no damage and should not be used if damage is evident.
  - The ladder is stable and the feet positioned in a secure manner.
- When the ladder is being used :
  - Particularly when the user is mounting/dismounting, the ladder should be held at ground level by other worker.
  - Never stand on the top 2 rungs of a long ladder or the top step of a step ladder.

### **5.3.5 Emergencies**

- Fire extinguishers are available in the case of emergency. The location of the fire extinguishers is marked on the Emergency Evacuation Plan which is situated at each exit of the building, in each office and at other places within the Centre.
- Landline Telephones are located in each office and are a 'hands free type'. Ice packs are located in the freezer portion of the fridge in the main kitchen.
- A first aid kit is located in the cleaners cupboard in the main kitchen.

### **5.3.6 Incidents and Reporting**

- The following matters should be reported promptly to the HECIS Co-Ordinator :
  - Any incident or injury sustained at the Centre when work is being carried out
  - Any equipment or property in need of repair
  - Any obvious safety issues and safety improvement suggestions.

## **5.4 Procedures for Safety check of Centre and Outdoor Garden & Play Area**

### **5.4.1 Weekly Checks**

- The Playgroup Co-Ordinator or delegated staff will conduct a safety check of the inside of the Centre's premises and external play areas each Monday morning, prior to setting up the HECIS Playgroup.
- The HECIS Co-Ordinator or delegated staff will conduct a safety check of the inside of

the Centre's premises and external play areas each time the main room area is used for group training, workshops or other group gatherings.

The safety check will be performed in accordance with the Weekly Safety Checklist (Appendix 4).

#### **5.4.2 Annual Health & Safety Checklist**

- The Management Committee will ensure an annual safety audit of the Centre is conducted during the year using the Health & Safety Inspection Checklist (Appendix 3).
- The audit will be conducted by two (2) members of the committee (or whom the committee delegates) using the Health & Safety Inspections Checklist (Appendix 3)

#### **5.4.3 Twice Yearly (6 monthly) Workplace Health & Safety Audit**

- Twice a year, the HECIS Co-Ordinator and at least 1 staff member (nominated by the HECIS Co-Ordinator) must conduct an audit of the Centre using the Twice Yearly WHS Audit (Appendix 2).
- A stocktake of the First Aid Kit using the *First Aid Kit Stocklist form* (appendix 15) must be conducted and all expired and understocked items must be replenished.
- The results of this audit must be submitted by the HECIS Co-Ordinator to the next meeting of the Management Committee.

## 6. Incident and Accident Reporting Procedures

### 6.1 Definitions

<b>Dangerous incident</b>	An incident that exposes a person to a serious health or safety risk from immediate or imminent exposure to a number of situations.
<b>Emergency</b>	Any situation or event that poses an imminent and/or high/extreme risk to a person or people working at HECIS premises, being at the HECIS service or while using a HECIS service.
<b>Incident</b>	Includes: <ul style="list-style-type: none"> <li>• Any event that results in injury, ill-health/illness and/or disease</li> <li>• All serious incidents</li> <li>• All near miss/potential events</li> </ul>
<b>Infectious disease or illness</b>	Means an infectious disease or contagious condition that is designated under law or by a health authority as a disease or condition that would require a person to be excluded from being at HECIS premises, working for HECIS or using a HECIS service.
<b>Near miss / potential event</b>	An event that nearly occurred or an event that did occur but did not result in any injury, illness or disease, but had the potential to do so.
<b>Notifiable incidents</b>	The seriousness of these events requires the relevant statutory authorities to be notified within the prescribed time limits. <ul style="list-style-type: none"> <li>• Death of a person</li> <li>• Serious injury or illness</li> <li>• A dangerous incident</li> </ul> <p>Only work-related incidents are notifiable. Examples of unrelated incidents would be:</p> <ul style="list-style-type: none"> <li>• Suffering a heart attack while at work (unrelated to the workplace)</li> <li>• A person driving to work is injured (where travelling is not related to current work)</li> <li>• A person with a known history of epilepsy</li> </ul> <p>The PCBU is responsible for notification.</p>
<b>Serious illness or injury</b>	Means if a person requires any of the following: <ul style="list-style-type: none"> <li>• Immediate treatment as an in-patient in a hospital</li> <li>• Immediate treatment for the amputation of any part of the body</li> <li>• Immediate treatment for a serious head injury</li> <li>• Immediate treatment for a serious eye injury</li> <li>• Immediate treatment for a serious burn</li> <li>• Immediate treatment for separation of skin from underlying tissue</li> <li>• Immediate treatment for a spinal injury</li> <li>• Immediate treatment for the loss of bodily function</li> <li>• Immediate treatment for serious lacerations</li> <li>• Medical treatment with 48 hours of exposure to a substance</li> <li>• Any infection to which the carrying out of work is a significant factor</li> <li>• Contraction of certain zoonoses (diseases of animals causing serious illness)</li> </ul>
<b>Serious incident</b>	Means: <ul style="list-style-type: none"> <li>• The death of a person at HECIS, while working for HECIS or while using a HECIS service, or following an incident while at HECIS premises, working at HECIS or while using a HECIS service.</li> <li>• Any incident involving injury or trauma to, or illness of, a person at HECIS premises, while working at HECIS or while using a HECIS service where : <ul style="list-style-type: none"> <li>○ The attention of or treatment by a registered medical practitioner was sought, or ought reasonable to have been sought, <b>or</b></li> <li>○ The person attended, or ought reasonably to have attended, a hospital and includes the occurrence in a person of an infectious illness or disease</li> </ul> </li> <li>• Any incident at HECIS premises, while a person is working at HECIS or while a person is using a HECIS service, where the attendance of emergency services was sought, or ought reasonably have been sought</li> <li>• A dangerous incident</li> </ul>

## 6.2 Responsibilities

All hazards, incidents and accidents involving HECIS staff, client/families, visitors, volunteers and contractors, property and activities are reported, investigated and recorded in accordance with the requirements of the current state and federal legislation and NDIS. This includes hazards, incidents and accidents that happen to staff when working away from the HECIS premises (eg. Child care Centres and Home Visits). In relation to incident and accident reporting the following responsibilities prevail:

### Management Committee

To ensure all incidents and accidents are reported and investigated in a timely manner. It is recommended that an investigation be conducted for every *Incident, Illness and First Aid Report Form* (Appendix 9) received. The committee should be responsible for ensuring that such an investigation is conducted. The investigation form should be kept on file and any resulting recommended actions carried out as required.

### HECIS Co-Ordinator

To ensure all incidents and accidents are reported to the management committee and any other relevant authorities (refer to *Incident Reporting Quick reference Guide* Appendix 8).

### Staff, Volunteers, Client families and visitors

To notify the HECIS Co-Ordinator (or delegated staff member eg. Playgroup Co-Ordinator) of any incidents and accidents.

### All

In the event of a serious bodily injury, work caused illness or dangerous occurrence that is to be reported to Workcover NSW, the site where the incident occurred must not be disturbed, unless it is for a prescribed reason, until an inspector arrives at the site. The site includes any plant, substance, structure or thing associated with the notifiable incident.

An incident site may be disturbed:

- To assist an injured person
- Remove a deceased person
- To make the site safe or to minimise the risk of further notifiable incident
- To facilitate a police investigation
- After an inspector has given a direction to do so (in person or by phone).

## 6.3 Reporting Obligations & Procedures

When any incident occurs the *Incident/Illness and First Aid Record* (Appendix 9) must be completed no later than 24 hours after the incident.

## Serious incidents, injury (Notifiable Incident)

When any serious incident occurs, the relevant forms must be completed and the relevant people and/or authority notified as detailed below:

- Immediate (as the particular circumstances permit) notification of a notifiable incident to the regulator (Workcover NSW Ph. 13 10 50) after becoming aware of it.

Information required (as a minimum) will be:

(Information from Workcover Fact Sheet: Incident Notification - Catalogue No. WC03060)

- An overview of what happened – type of incident (death, serious injury, illness or dangerous incident)
  - When did it happen
  - Where did it happen – address and location at address eg. Kitchen, outside etc.
  - What happened – detailed description of incident
  - Who did it happen to
  - How and where are they being treated – initial treatment and further treatment
  - Who is the PCBU – legal/trading name, ABN, contact details
  - What has/is being done
  - Who is notifying – name, phone number, position at workplace
  - Who to contact for further information (if different from above).
- The *Incident Notification Form* (Appendix 10) must be completed and kept on file at the Centre.
  - Reportable Incidents (as defined in NDIS regulations) must be reported to the Commissioner of the NDIS Quality & Safeguards Commission (see appendix 18) ([www.ndiscommission.gov.au](http://www.ndiscommission.gov.au) or Ph. 1800 035 044)
    - death of a person with a disability, within 24 hours
    - other reportable incidents, within 5 business days.

## 6.4 Record Keeping

A hazard and incident report is to be completed for all hazards and incidents and near misses.

The hazards and incident report form should be completed within 2 weeks of the hazard or incident occurring.

Incident report forms must be kept for a specified period of time. Records can be scanned and kept as electronic files. Where the injured person is a:

- Child – Keep file until the year that child turns 25.
- Adult – keep file for 5 years.

## 6.5 Return to Work Program

Following an injury, HECIS as the employer, must work together with their Workers Compensation Insurer/agent 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 *Return to Work Program* (Appendix 17) is to be used as a guide in this instance.

**Workplace Health & Safety Control Plan**

for 20\_\_\_\_\_

Action Required	By Whom	By When	Completed and Checked
1. Brief Management Committee on HECIS WHS Policies & Procedures, including records and reporting systems	President of Management Committee		
2. Review Health & Safety Policies, including responsibilities of HECIS Co-Ordinator, staff, client/families and visitors	Management Committee		
3. Identify likely hazards and outline and access risks and document	Management Committee		
4. Identify and implement control measures to prevent or minimise risk	Management Committee		
5. Implement appropriate induction and training for staff and volunteers in respect to health and safety	HECIS Co-Ordinator		
6. Develop a diary system to monitor and maintain safety protection equipment	HECIS Co-Ordinator		
7. Develop a diary system to ensure required SDS are current	HECIS Co-Ordinator		
8. Delegate adequate responsibility and authority to HECIS Co-Ordinator to manage and supervise health and safety on day-to-day basis (on behalf of committee)	Management Committee		

# HAWKESBURY EARLY CHILDHOOD INTERVENTION SERVICE (HECIS) INC.



## TWICE YEARLY (6 monthly) HEALTH AND SAFETY AUDIT

(completed by HECIS Co-ordinator & 1 staff member)

## **AUDIT CONTENTS**

- Advisory
- WHS Consultation
- Manual Handling
  - Outside Playground and Equipment
  - Children
  - Manual handling Training
- Hazardous Substances
- Equipment (Plant)
  - General
  - Playground Equipment
- Environmental and Biological Hazards
- Immunisation
- Injury management (Rehabilitation)
- First Aid
- Administration
- Security/Emergency
- Wellbeing

## TWICE YEARLY HEALTH and SAFETY AUDIT

**DAY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STAFF MEMBERS COMPLETING AUDIT:** \_\_\_\_\_ (please complete clearly)

**HECIS Co-Ordinator:** **NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**STAFF MEMBER:** **NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS AUDIT

**Step one:** Choose a staff member to participate in this audit.

**Step two:** Answer the questions in the categories that are relevant to you:

- **Red HECIS Co-Ordinator**
- **Blue Staff member**
- **Green HECIS Co-Ordinator and staff member**

**Step three:** Be sure to circle your answers, either 2 or 0 in each category

- Please include as many comments as possible
- Evidence must be provided where required (ie. risk assessments completed).

**Step four:** Add up the scores from each category and fill out the score table on final page of audit.

**Step five:** Make any additional comments on final page of this audit.

**Step six:** Ensure that all parties sign the audit.

**Step seven:** Ensure a copy is provided to the management committee (at next meeting).

*Keep the original document on file at your service.*

ADVISORY	YES	NO	EVIDENCE	COMMENTS
Does HECIS have a copy of the WHS Manual? • Where is it located?	2	0		
Are the WHS responsibilities allocated?	2	0		
Has the Annual WHS Inspection been carried out?	2	0		

<ul style="list-style-type: none"> <li>Provide the date of the inspection carried out within the last 12 months.</li> </ul>				
<ul style="list-style-type: none"> <li>Has the inspection summary report been reported to the management committee?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Have you completed the Twice Yearly Audit within the last 6 months?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Has the Twice Yearly Audit been submitted/reported to the management committee?</li> </ul>	2	0		
<p>Is time allocated during staff meetings to discuss WHS topics?</p> <ul style="list-style-type: none"> <li>List the topics that you have covered during the year?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Have all relevant issues been reported to the management committee?</li> </ul>	2	0		
<p>Are suppliers/volunteers/contractors aware of the WHS policies/requirements in the workplace?</p> <ul style="list-style-type: none"> <li>Where can the above mentioned people locate the WHS policy?</li> </ul>	2	0		
<p>Do purchased items comply with company standards?</p>	2	0		
<b>TOTAL SCORE - ADVISORY</b>			<b>← Please record this score on final page</b>	

<b>WHS CONSULTATION</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
<p>Is there a delegated Workplace, Health &amp; safety representative in your service?</p> <ul style="list-style-type: none"> <li>Who is the representative?</li> </ul>	2	0		
<b>TOTAL SCORE – WHS consultation</b>			<b>← Please record this score on final page</b>	

<b>MANUAL HANDLING</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
<p><b><u>OUTSIDE PLAY &amp; OTHER OUTDOOR EQUIPMENT</u></b></p> <p>Are work systems in place to safety move items around the workplace?</p> <ul style="list-style-type: none"> <li>What methods are used to move items?</li> </ul>	2	0		
<p>How often is outdoor play equipment manoeuvred?</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>Set up &amp; clean up</li> <li>Weather conditions</li> <li>Other factors</li> </ul>				

<p>Do any of the items being handled have any of the following characteristics?</p> <ul style="list-style-type: none"> <li>• Wet and/or slippery</li> <li>• Sharp edges</li> <li>• Handle grips</li> <li>• Other</li> </ul> <p>Please give a brief description of items being handled.</p>	YES	NO		
<p>Is heavy, awkward and/or repetitive manual handling minimised?</p> <p>Briefly describe your procedure for the above mentioned task.</p>	2	0		
<p>Is manual handling of items conducted safely? Please consider:</p> <ul style="list-style-type: none"> <li>• Above shoulder height</li> <li>• Below knee height</li> <li>• Bulky and heavy items</li> <li>• Limited space</li> <li>• Uneven floors</li> <li>• Over long distances</li> <li>• Other</li> </ul> <p>If yes, what measures are in place to minimise risk? If satisfactory, allocate 2 points If unsatisfactory, allocate 0 points</p>	YES	NO		
<p>Is equipment stored safely?</p>	2	0		
<p>Is equipment stored within easy reach? <i>(frequently used and heavy items)</i></p>	2	0		
<p><b>CHILDREN</b> Are awkward postures: twisting, forward/sideways bending, above shoulder reach and receptive actions in the following?</p> <p>When lifting/lowering children from:</p> <ul style="list-style-type: none"> <li>• Floors</li> <li>• Playground equipment</li> <li>• When communicating/working with children</li> </ul>	YES	NO		
<ul style="list-style-type: none"> <li>• Satisfactory systems in place for above tasks.</li> <li>• Explain/describe these systems.</li> </ul>	2	0		
<p><b>MANUAL HANDLING TRAINING</b> HECIS owns a copy of 'The Ten Commandments of Workplace Safety' DVD which includes manual handling training.</p> <ul style="list-style-type: none"> <li>• In the last 12 months have you viewed the DVD <i>(please record date DVD was viewed)</i></li> </ul> <p>Record any other manual handling training completed in the comments section.</p>	YES 2	NO 0		

Has a risk assessment been carried out on any aspects of manual handling?	2	0		
<b>TOTAL SCORE – MANUAL HANDLING</b>			← Please record this score on final page	

HAZARDOUS SUBSTANCES	YES	NO	EVIDENCE	COMMENTS
Are hazardous substances used in your workplace?	YES	NO		
Does HECIS keep a register of all hazardous substances? <ul style="list-style-type: none"> <li>Do you know where the register is kept? State the location.</li> </ul>	2 2	0 0		
Are hazardous substances and/or chemical containers labelled appropriately?  <i>All containers with hazardous substances must be labelled – containers labelled with marking pen, self-made stickers are <b>not</b> permitted.</i>	2	0		
Are hazardous substances kept out of reach of children? <ul style="list-style-type: none"> <li>Where are substances stored?</li> </ul>	2	0		
Are dust/fume/vapour exposures to employees controlled? <ul style="list-style-type: none"> <li>How do you control the exposure?</li> </ul>	2	0		
Is PPE equipment available to employees? <ul style="list-style-type: none"> <li>List all PPE measures in place</li> </ul> <i>PPE= Personal Protective Equipment ie. Disposable aprons, splash guards for eyes, non-latex gloves.</i>	2	0		
<b>SAFETY DATA SHEETS (SDS)</b> Are SDS available to all employees?	2	0		
Are all employees aware of the location of the SDS?  <ul style="list-style-type: none"> <li>Where are your SDS located?</li> </ul>	2	0		
Do all employees understand the SDS?	2	0		
Has a risk assessment been carried out for hazardous substances?	2	0		
<b>TOTAL SCORE – HAZARDOUS SUBSTANCES</b>			← Please record this score on final page	

<b>EQUIPMENT (PLANT)</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
<b>GENERAL</b> Electrical leads and appliances are kept out of reach of children when not in use?	2	0		
Are safe systems and procedures in use?	2	0		
Is equipment regularly serviced/maintained according to manufacturers specifications?  • Air conditioners • Fire safety equipment • Alarm	2 2 2	0 0 0		
Are maintenance records kept?	2	0		
Has electrical equipment been: 1. Tested and tagged <b>OR</b> 2. Protected by a safety switch where necessary? • Provide evidence of date of last testing	2	0		
Are appropriate heaters used?  Are they inaccessible to children?	2  0	0  2		
<b>PLAYGROUND EQUIPMENT</b> Is equipment regularly: • Inspected? • Serviced? • Maintained?	 2 2 2	 0 0 0		
Have falls from heights been controlled? • What measures do you take?	2	0		
Have potential trapping points, sharp or rough edges been guarded?	2	0		
Have tripping hazards within or around playground equipment been controlled?	2	0		
If seats and sliding surfaces contain joins, are they supported and guarded properly?	2	0		
Are playground and equipment checked before use? • How do you record this?	2	0		
Has a risk assessment been carried out for equipment/plant?	2	0		
<b>TOTAL SCORE – EQUIPMENT (PLANT)</b>			← Please record this score on final page	

ENVIRONMENTAL/BIOLOGICAL HAZARDS	YES	NO	EVIDENCE	COMMENTS
Are there policies covering : <ul style="list-style-type: none"> <li>Smoking?</li> <li>Alcohol consumption?</li> <li>Occupational Violence?</li> </ul>	2	0		
Are controls in place for protection against: <ul style="list-style-type: none"> <li>Heat exposure including thermostatic control of hot water and hot objects?</li> <li>When was the thermostatic control (TMV )last tested? Provide date.</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>UV exposure to employees?</li> <li>Hats/sunscreen/shade?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Skin penetrating injuries?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Infection?</li> </ul>	2	0		
Cleaning controlled and adequate?	2	0		
Amenities available to all employees?	2	0		
Are there policies in place for the following? <ul style="list-style-type: none"> <li>Nappy changing (displayed)</li> <li>Wiping noses?</li> <li>First Aid?</li> <li>Handwashing (displayed)</li> <li>Food Hygiene? (displayed)</li> </ul>	2	0		
Is storage of contaminated waste controlled? What measures are in place when dealing with contaminated waste? eg. How/where do you store blood contaminated items, soiled nappies	2	0		
Are there cleaning procedures for the following: <ul style="list-style-type: none"> <li>Nappy change area?</li> <li>Food prep/storage areas?</li> <li>Resources toys/equipment?</li> <li>Sandpit?</li> <li></li> </ul> Briefly describe the cleaning methods for the abovementioned tasks.	2	0		
Has a risk assessment been carried out for environmental/biological hazard?	2	0		
<b>TOTAL SCORE – Environmental / Biological Hazards</b>			<b>← Please record this score on final page</b>	

<b>IMMINISATION</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
Is there a policy in place to encourage staff to be immunised? At the least against: <ul style="list-style-type: none"> <li>Hepatitis A</li> <li>Measles, Mumps, Rubella MMR</li> <li>Chicken Pox</li> <li>Whooping Cough (pertussis)</li> </ul>	2	0		
Are risks managed for employees who refuse immunisation? <ul style="list-style-type: none"> <li>How are risks managed when employees refuse immunisation?</li> </ul>	2	0		
Are all employees informed of the risks associated with pregnancy and infectious diseases?	2	0		
Are procedures in place to manage the outbreaks of infectious diseases that may have adverse affects?  <i>Note: Employees refer to any person that conducts work for HECIS – fulltime, parttime, casual and volunteers</i>	2	0		
Has a risk assessment been carried out for immunisation?	2	0		
<b>TOTAL SCORE – Immunisation</b>			<b>← Please record this score on final page</b>	

<b>INJURY MANAGEMENT (REHABILITATION)</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
Is there an injury management policy? <ul style="list-style-type: none"> <li>Where do you locate this?</li> </ul>	2	0		
<ul style="list-style-type: none"> <li>Are staff aware of the injury management policy?</li> </ul>	2	0		
Has the injury management policy been signed and dated by the Management Committee?	2	0		
Has the injury management policy review date been established and recorded?	2	0		
Has a risk assessment been carried out for injury management (rehabilitation)?	2	0		
<b>TOTAL SCORE – Injury Management (Rehabilitation)</b>			<b>← Please record this score on final page</b>	

<b>FIRST AID</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
<p>Is there a first aid kit available?</p> <ul style="list-style-type: none"> <li>Record the location of the kit.</li> </ul>	2	0		
<p>Is the first aid kit checked regularly?</p> <ul style="list-style-type: none"> <li>When was the first aid kit last checked?</li> </ul>	2	0		
<p>Are records of first aid treatment kept?</p> <ul style="list-style-type: none"> <li>Where does HECIS keep these records?</li> <li>Are these kept in a confidential manner?</li> </ul>	2	0		
<p>Do all relevant employees hold a current first aid certificate?</p>	2	0		
<p>Are there non-prescription medical in the first aid kit? Are they clearly marked as staff provisions) (non prescription medication being – asthma sprays, paracetamol, ibuprofen etc.)</p>	0	2		
<p>Has a risk assessment been carried out for first aid?</p>	2	0		
<b>TOTAL SCORE – FIRST AID</b>			<b>← Please record this score on final page</b>	

<b>ADMINISTRATION</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
<p>Has the centre been audited previously? (Regulatory bodies eg. Workcover etc.)</p> <p>If yes, please state:</p> <ul style="list-style-type: none"> <li>Who conducted the audit?</li> <li>The date of the AUDIT?</li> <li>The outcome of the audit?</li> <li>Were any compliance or improvement notices issued?</li> </ul>	YES	NO		
<b>TOTAL SCORE – Administration</b>			<b>← Please record this score on final page</b>	

SECURITY / EMERGENCY	YES	NO	EVIDENCE	COMMENTS
Do you have an emergency evacuation Plan? <ul style="list-style-type: none"> <li>Where are these displayed?</li> </ul>	2	0		
Do you conduct regular emergency evacuation drills (both General and Playgroup)?	2	0		
Do these drills: <ul style="list-style-type: none"> <li>Occur at different times of the day?</li> <li>Include different types of emergencies?</li> <li></li> </ul>	2	0		
Are procedures in place for the following: <ul style="list-style-type: none"> <li>Fire</li> <li>Medical Emergency</li> <li>Natural disaster (weather)</li> <li>Bomb Threats</li> <li>Violent/Aggressive person</li> <li>Building collapse/failure</li> <li>Emergency spill, gas leak</li> <li>Power outage</li> </ul>	2	0		
Do you record all emergency drills? <ul style="list-style-type: none"> <li>Where are these records kept?</li> </ul>	2	0		
Are drills revised, correcting any faults detected?	2	0		
Is there a key register for staff who have a key/alarm code?	2	0		
Are device(s) or systems in place to warn persons of an emergency situation? (e.g. alarm)	2	0		
Is fire equipment regularly inspected? When was the fire equipment last tested: <ul style="list-style-type: none"> <li>Date?</li> <li>By Whom</li> </ul>	2	0		
Are emergency exits/doors free from clutter? <ul style="list-style-type: none"> <li>Where are they located?</li> </ul>	2	0		
Are emergency contact numbers documented and easily accessible by staff? <ul style="list-style-type: none"> <li>List the location of emergency contact numbers.</li> <li>State the location of contact numbers for staff</li> </ul>	2	0		
Is there a procedure to monitor visitors to the centre? (eg. Locked front door/ doorbell etc.)	2	0		

<b>SECURITY / EMERGENCY (cont)</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
Gates locked/ or self closing?	2	0		
Are fences adequate and well maintained?	2			
Has a risk assessment been carried out for security / emergency?	2	0		
<b>TOTAL SCORE – Security / Emergency</b>			← Please record this score on final page	

<b>WELLBEING</b>	<b>YES</b>	<b>NO</b>	<b>EVIDENCE</b>	<b>COMMENTS</b>
Is there a culture in the workplace towards building positive relationships between staff members.	2	0		
Are staff aware of HECIS policy 5.1 Harassment and Bullying?	2	0		
Is staff wellbeing and workloads monitored by HECIS Co-Ordinator to ensure workloads and tasks do not contribute to high levels of workplace stress.	2	0		
Is a prompt response initiated to any reports of staff dealing with stressful or threatening situations in the workplace.	2	0		
Are diary notes of staff discussions kept confidential and followed up.	2	0		
Issues are adequately documented where required.	2	0		
<b>TOTAL SCORE – Wellbeing</b>			← Please record this score on final page	

**ASSESSMENT / SCORING PAGE**

**Coding:**

**Green:** HECIS Co-Ordinator and 1 staff member (to complete)

**Red:** HECIS Co-Ordinator to complete

**Blue:** 1 staff member to complete

Record a score for each category, and then apply a ranking score of 0, 1 or 2 to obtain a total rank.

			TOTAL RANKING SCORE (please circle)		
CATEGORY	Possible Score	YOUR SCORE	0	1	2
Advisory					
WHS Consultation					
Manual Handling					
Hazardous Substances					
Equipment (plant)					
Environmental/Biological Hazards					
Immunisation					
Injury management (rehabilitation)					
First Aid					
Administration					
Security/Emergency					
Wellbeing					
<b><u>TOTALS</u></b>					

**ADDITIONAL COMMENTS**

*If you have any additional comments and/or concerns please record them on this page.*

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## TWICE YEARLY HEALTH and SAFETY AUDIT SUMMARY

DAY: \_\_\_\_\_

DATE: \_\_\_\_\_

### **MEDIUM/HIGH PRIORITY ISSUES IDENTIFIED**

Brief description of the issue	Proposed solution/control	Action by whom and by when

**STAFF MEMBERS COMPLETING AUDIT:** (please complete clearly)

**HECIS Co-Ordinator:** **NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**STAFF MEMBER:** **NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## WORKPLACE HEALTH & SAFETY INSPECTION CHECKLIST

### INSTRUCTIONS

1. Go through each checklist and tick ✓ for “yes” or cross ✗ for “no” or “N/A” (for not applicable) as appropriate.
2. If you answer “no”, then please specify the problem.
3. Enter a brief description of the solution required.
4. Refer to the Risk Management Matrix to enter the priority rating (ie. Medium/high)
5. Enter the date the solution is implemented and initial.

### CHECKLISTS

- **General housekeeping**
- **First Aid**
- **Fire Safety Systems**
- **Offices**
- **Entrances**
- **Main room** (including nappy changing area, children’s toilet & storeroom)
- **Kitchen**
- **Outdoor Playground area**
- **Outdoor Storage Shed**

### Checklist Completed By:

\_\_\_\_\_  
Name Signature / /  
date

\_\_\_\_\_  
Name Signature / /  
date

<b>GENERAL HOUSEKEEPING</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Policy</b> <ul style="list-style-type: none"> <li>• HECIS Health &amp; Safety policy is prominently displayed (visible to staff and visitors)</li> <li>• A section of noticeboard is set aside for WHS information (visible to staff)</li> </ul>					
<b>Staff Members</b> <ul style="list-style-type: none"> <li>• Staff are aware of the workplace dress code and the Cancer Council sun smart recommendations for sun protection</li> <li>• Staff wear appropriate footwear</li> <li>• Staff are aware of the emergency evacuation procedures</li> </ul>					
<b>Communication</b> Staff meetings have included discussions on WHS: <ul style="list-style-type: none"> <li>• Checklist/responsibilities</li> <li>• Incident/Accident reports</li> <li>• WHS in general</li> <li>• Risk management</li> </ul>					
<b>Incident Reporting</b> <ul style="list-style-type: none"> <li>• Accidents, illness &amp; near misses are reported (&amp; investigated if required)</li> <li>• Incident reporting procedure is displayed for staff</li> </ul>					
<b>Electrical Safety</b> <ul style="list-style-type: none"> <li>• Residual Current Device is tested by a competent person every 12 months (<i>Date last tested</i>)</li> <li>• Testing &amp; tagging of electrical equipment every 12 months (<i>Date last tested</i>)</li> </ul>					

FIRST AID KIT		
CATEGORY	Yes ✓ or No ✗	COMMENTS
<b>Location and Position</b>		
<ul style="list-style-type: none"> <li>Is the first aid kit located in a prominent and accessible position?</li> </ul>		
<ul style="list-style-type: none"> <li>Are staff members informed and aware of location of first aid kit?</li> </ul>		
<b>Clearly Identifiable</b>		
<ul style="list-style-type: none"> <li>Can the first aid kit be clearly identifiable as a first aid kit?</li> <li>Is the first aid kit marked with a white cross on a green background?</li> <li>Does the signage on the cleaners cupboard clearly indicate the location of the first aid kit?</li> </ul>		
<b>Contents</b>		
<ul style="list-style-type: none"> <li>Are the contents appropriate to the injuries and illness at the workplace?</li> </ul>		
<ul style="list-style-type: none"> <li>Does the kit contain sufficient quantities of each item?</li> </ul>		
Is there a list of contents provided in the kit?		
Is there a procedure in place to ensure: <ul style="list-style-type: none"> <li>Adequate quantities are maintained?</li> <li>Contents are within the use-by dates?</li> </ul>		
<b>Relevant Information</b>		
<ul style="list-style-type: none"> <li>Are emergency telephone numbers clearly displayed?</li> </ul>		
<b>Training</b>		
Which staff have a current certificate in: <ul style="list-style-type: none"> <li>First Aid CPR</li> <li>Asthma &amp; Anaphylaxis Training</li> </ul> <i>(At least one (1) HECIS Playgroup employee must have a current First Aid Certificate, and recommended at least one (1) staff member has CPR and Asthma and Anaphylaxis training)</i>		<p style="text-align: center;"><i>(Name /expiry date)</i></p> <hr/> <hr/> <hr/>

**FIRE SAFETY SYSTEMS**

CATEGORY	✓ or ✗	PROBLEM Briefly describe problem	SOLUTION briefly describe actions to be taken	PRIORITY (low, medium, high)	DATE Complete and sign
The Emergency Evacuation plan has been reviewed and updated as required.					
Extinguishers in place and clearly marked for type of fire. Check : Extinguishers Fire Blanket					
Exit doors are unobstructed and easily opened from inside					
Evacuation Drills carried out as required  <ul style="list-style-type: none"> <li>• Documentation of regular evacuation drills and evaluations indicating dates/times etc.</li> <li>• Problems identified and rectified</li> </ul>					
Evacuation Procedures and Plans prominently displayed and visible to staff and visitors					
Fire Alarm tested and functioning correctly <i>(Date last tested)</i>					
Manual Fire Alarm (used for Evacuation drills and as backup in an emergency) has battery checked regularly					
Smoke detectors are in place and tested by a competent person every 12 months <i>(Date last tested)</i>					

<b>OFFICES</b>					
<b>CATEGORY</b>	✓ OR ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Emergency</b> <ul style="list-style-type: none"> <li>• Evacuation procedure displayed               <ul style="list-style-type: none"> <li>○ Main room</li> <li>○ Hallway (Wall to toilets)</li> <li>○ Office #4</li> </ul> </li> </ul>					
<b>Electrical</b> <ul style="list-style-type: none"> <li>• No broken plugs, sockets, switches, frayed leads</li> <li>• Appliances in good order</li> <li>• Electrical cords inaccessible to children and do not pose a trip hazard               <ul style="list-style-type: none"> <li>○ Office #1</li> <li>○ Office #2</li> <li>○ Office #3</li> <li>○ Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Lighting</b> <ul style="list-style-type: none"> <li>• Adequate illumination</li> <li>• Good natural lighting</li> <li>• Light fitting clean and in good order               <ul style="list-style-type: none"> <li>○ Office #1</li> <li>○ Office #2</li> <li>○ Office #3</li> <li>○ Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Floors</b> <ul style="list-style-type: none"> <li>• Even surface, no cracks or holes</li> <li>• Covering – no lifting edges, tears etc.</li> <li>• Mats do not slip</li> <li>• Floor not slippery               <ul style="list-style-type: none"> <li>○ Office #1</li> <li>○ Office #2</li> <li>○ Office #3</li> <li>○ Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Waste Paper Bins</b> <ul style="list-style-type: none"> <li>• At suitable locations</li> <li>• Emptied regularly</li> <li>• Is lined               <ul style="list-style-type: none"> <li>○ Office #1</li> <li>○ Office #2</li> <li>○ Office #3</li> <li>○ Office #4 &amp; #5</li> </ul> </li> </ul>					

OFFICES cont'd					
CATEGORY	✓ or ✗	PROBLEM Briefly describe problem	SOLUTION briefly describe actions to be taken	PRIORITY (low, medium, high)	DATE Complete and sign
<b>Furniture</b> <ul style="list-style-type: none"> <li>• No sharp edges</li> <li>• No broken items</li> <li>• Secure, no risk of falling</li> <li>• In good repair, adequate</li> <li>• Chairs suitable, with good back support <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Storage</b> <ul style="list-style-type: none"> <li>• Shelving, cupboards where possible</li> <li>• Designed to minimise lifting problems</li> <li>• Adequate and tidy <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Filing Cabinet/Bookcase(s)</b> <ul style="list-style-type: none"> <li>• Stable (unlikely to fall)</li> <li>• Lockable <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Photocopier</b> (Currently not in use)					
<b>Telephone</b> <ul style="list-style-type: none"> <li>• Emergency telephone numbers near phone <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4</li> </ul> </li> </ul>					
<b>Windows</b> <ul style="list-style-type: none"> <li>• Locks working</li> <li>• Clean <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4 &amp; #5</li> </ul> </li> </ul>					
<b>Housekeeping</b> <ul style="list-style-type: none"> <li>• Organised, clean &amp; tidy <ul style="list-style-type: none"> <li>o Office #1</li> <li>o Office #2</li> <li>o Office #3</li> <li>o Office #4 &amp; #5</li> </ul> </li> </ul>					

<b>ENTRANCES</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Outside</b> <ul style="list-style-type: none"> <li>• No obstructions</li> <li>• Gates in good order</li> <li>• Gate is self locking</li> <li>• Ground surface – not slippery or greasy</li> <li>• Gardens are well maintained</li> </ul>					
<b>Inside</b> <ul style="list-style-type: none"> <li>• Evacuation procedure displayed</li> <li>• Exits marked</li> <li>• Adequate lighting</li> <li>• Sign in/Out record for visitors available</li> <li>• In/Out board for staff available</li> <li>• In/out records are being completed and are accurate</li> </ul>					
<b>Floors</b> <ul style="list-style-type: none"> <li>• Free of obstructions</li> <li>• Covering – no lifting edges, tears etc.</li> <li>• Not slippery or greasy</li> <li>• Free of trip hazards</li> </ul>					
<b>Equipment/Furniture</b> <ul style="list-style-type: none"> <li>• No sharp edges</li> <li>• No broken items</li> <li>• Toys do not represent choking/swallowing hazard</li> </ul>					

<b>MAIN ROOM</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Emergency</b> <ul style="list-style-type: none"> <li>Evacuation procedure is clearly displayed</li> <li>Fire exits are unobstructed</li> </ul>					
<b>Electrical</b> <ul style="list-style-type: none"> <li>No broken plugs, sockets or switches</li> <li>Protective caps (on sockets) are in place</li> <li>Leads are in good repair and not across the floor</li> <li>Fans are clean and in good condition</li> <li>Wall mounted heaters are in good condition</li> </ul>					
<b>Lighting</b> <ul style="list-style-type: none"> <li>Adequate illumination</li> <li>Good natural lighting</li> <li>Light fittings clean and in good condition</li> </ul>					
<b>Storage Cupboards etc.</b> <ul style="list-style-type: none"> <li>Storage designed to minimise lifting</li> <li>Light and least used materials stored above shoulder height</li> <li>Heavy and frequently used materials stored at waist height</li> <li>Clean and tidy</li> </ul>					
<b>Floors</b> <ul style="list-style-type: none"> <li>Even, no cracks or holes</li> <li>Mats - do not move</li> <li>Non slippery/greasy</li> <li>Walkways kept clear</li> </ul>					
<b>Doors/Windows/Gates</b> <ul style="list-style-type: none"> <li>Are clean</li> <li>Are easily manoeuvred open and closed</li> <li>Are locking</li> <li>Gates are in good repair</li> <li>Gates are self- closing and</li> </ul>					

childproof					
<b>MAIN ROOM cont'd</b>					
<b>CATEGORY</b>	✓ OR ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Children's toilets</b> <ul style="list-style-type: none"> <li>Toilets and handwashing facilities are clean, adequate and maintained</li> <li></li> <li>Handwashing procedures are clearly displayed</li> <li>Paper towels, soap and toilet paper are available as needed</li> </ul>					
<b>Hygiene</b> <ul style="list-style-type: none"> <li>Is spillage mopped up immediately?</li> <li>Are separate mops designated (and signage posted) for general and toilet are use?</li> <li>Are gloves accessible to staff in case of contact with bodily fluids?</li> <li>Are toys/equipment regularly cleaned?</li> </ul>					
<b>Storeroom</b> <ul style="list-style-type: none"> <li>Restricted access for children</li> <li>Equipment stored on shelves where possible</li> <li>Designed to minimise lifting</li> <li>Heavy or frequently used item in low shelves/waist level</li> <li>Adequate illumination</li> </ul>					
<b>Nappy Changing Area (in adult toilet - supplied for parental use only)</b> <ul style="list-style-type: none"> <li>Is area clean and adequate?</li> <li>Is procedures for the following adequately displayed: <ul style="list-style-type: none"> <li>- nappy changing</li> <li>- handwashing</li> <li>- removal of soiled nappies etc. from area</li> </ul> </li> </ul>					

<b>KITCHEN</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Emergency</b> <ul style="list-style-type: none"> <li>• Fire exits are unobstructed</li> </ul>					
<b>Access</b> <ul style="list-style-type: none"> <li>• Restricted access for children</li> <li>• Clear access for adults</li> </ul>					
<b>Food Safety</b> <ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Fridge is clean and in good repair</li> </ul>					
<b>Electrical</b> <ul style="list-style-type: none"> <li>• Extinguishers in place and clearly marked for type of fire</li> <li>• Extinguisher regularly serviced (<i>Last service date</i>)</li> <li>• Fire Blanket easily accessible and in good order</li> <li>• No broken plugs, sockets or switches</li> <li>• Appliances in good order</li> <li>• Leads are in good repair and not across the floor</li> <li>•</li> </ul>					
<b>Rubbish Bins</b> <ul style="list-style-type: none"> <li>• Located at suitable points?</li> <li>• Emptied regularly?</li> <li>• Are lined?</li> <li>•</li> </ul>					
<b>Lighting</b> <ul style="list-style-type: none"> <li>• Adequate illumination</li> <li>• Good natural lighting</li> <li>• Light fittings clean and in good condition</li> </ul>					
<b>Floors</b> <ul style="list-style-type: none"> <li>• Even, no cracks or holes</li> <li>• Non slippery/greasy</li> </ul>					

<ul style="list-style-type: none"> <li>Walkways kept clear</li> </ul>					
<b>KITCHEN cont'd</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Cleaners Cupboard</b> <ul style="list-style-type: none"> <li>Inaccessible to children (locked at all times)</li> <li>Signage posted to identify contents within (first aid kit, chemicals, toiletry supplies etc.)</li> <li>Storage designed to minimise lifting</li> <li>Light and least used materials stored above shoulder height</li> <li>Heavy and frequently used materials stored at waist height</li> <li>Vacuum and brooms etc. stored safely</li> <li>Clean and tidy</li> </ul>					
<b>Storage of Chemicals (Cleaner's Cupboard)</b> <ul style="list-style-type: none"> <li>Containers clearly labelled</li> <li>Safety Data Sheets (SDS) located inside door for all chemicals and hazardous substances and potentially harmful substances</li> <li>Personal Protective equipment (PPE) kit located in cupboard</li> </ul>					
<b>Other</b>					

<b>OUTDOOR PLAYGROUND AREA</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Sun Care</b> <ul style="list-style-type: none"> <li>• Adequate shade</li> <li>• Sunscreen available</li> <li>• Staff aware of Cancer Council Sun smart recommendations for sun protection</li> </ul>					
<b>Hoses</b> <ul style="list-style-type: none"> <li>• In good repair</li> <li>• Neatly stored</li> </ul>					
<b>Paths</b> <ul style="list-style-type: none"> <li>• In good repair</li> <li>• Not slippery or greasy</li> <li>• Free of trip hazards</li> </ul>					
<b>Equipment (Fixed)</b> <ul style="list-style-type: none"> <li>• In good repair</li> <li>• No sharp edges, protruding nails or splinters</li> <li>• Free of entrapment hazards</li> </ul>					
<b>Equipment (Portable)</b> <ul style="list-style-type: none"> <li>• In good repair</li> <li>• Placed away from fences free of entrapment hazards</li> <li>• Sited correctly .i.e. in the path of traffic</li> </ul>					
<b>Gardens/Lawns</b> <ul style="list-style-type: none"> <li>• Are well maintained</li> <li>• Debris, fallen branches etc removed</li> <li>• Plants are safe for children</li> <li>• Free from sharp vegetation</li> <li>• Lawn is free from serious trip hazard</li> </ul>					
<b>Gates/Fences</b> <ul style="list-style-type: none"> <li>• In good order</li> <li>• Gates have childproof locks and are self-closing</li> </ul>					

<ul style="list-style-type: none"> <li>• Correct Height , min 1.2m</li> </ul>					
<b>OUTDOOR PLAYGROUND AREA cont'</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Other</b> <ul style="list-style-type: none"> <li>• Has any equipment over 500cm appropriate soft fall</li> <li>• Adequate 2m safe fall zone around equipment</li> <li>• Gutters/drainage in good repair, free from leaks</li> </ul>					

<b>OUTDOOR STORAGE SHED</b>					
<b>CATEGORY</b>	✓ or ✗	<b>PROBLEM</b> Briefly describe problem	<b>SOLUTION</b> briefly describe actions to be taken	<b>PRIORITY</b> (low, medium, high)	<b>DATE</b> Complete and sign
<b>Shed</b> <ul style="list-style-type: none"> <li>• Well organised with storage shelving</li> <li>• Lockable</li> <li>• Door opens easily</li> <li>• Doorway kept clear</li> <li>• Floor free from rubbish</li> <li>• Floor not slippery</li> </ul>					
<b>Electrical /Lighting</b> <ul style="list-style-type: none"> <li>• Lights in good order</li> <li>• Adequate illumination</li> </ul>					
<b>Equipment</b> <ul style="list-style-type: none"> <li>• No sharp edges</li> <li>• No broken items</li> </ul>					
<b>Storage</b> <ul style="list-style-type: none"> <li>• On shelves where possible</li> <li>• Heavy awkward equipment is stored at waist level</li> </ul>					
<b>Other</b>					

## **WORKPLACE HEALTH AND SAFETY WEEKLY CHECKLIST**

PAGE 1

## WORKPLACE HEALTH AND SAFETY WEEKLY CHECKLIST

PAGE 2

## HAZARD REPORT FORM

**PART A: Complete items 1-5 and give to the HECIS Co-Ordinator**

**(1) Brief description of hazard/health and safety issue**

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**(2) Location of hazard in the workplace**

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**(3) Time/Date hazard identified**

Time: _____ am/pm	Date: / /
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**(4) Recommended remedial action to ensure workplace health and safety**

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Recommended completion date: / /

**(5) Please note: This report does not imply that all other conditions and work practices are acceptable.**

<p><b>Reported By:</b></p> <p><b>Name:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	<p><b>Received By:</b></p> <p><b>HECIS Co-Ordinator</b></p> <p><b>Other</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>
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**Part B: Description of remedial action taken to ensure workplace health and safety**

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<b>Reporting person;</b>	<b>Completed on:</b>	/ /
<b>Has the issue been satisfactorily addressed?</b>		
Yes                      No	Reporting person signature	/ /

**Part C: When reported to the Management Committee**

Date Reported:	
Comments/Feedback from Committee:	

## RISK MANAGEMENT MATRIX

	Consequence			
Likelihood	Major Fatality	Moderate Serious injury/illness >4 days lost or notifiable event	Minor Injury/Illness requiring first aid only < 4 days loss of time	Negligible No injury/illness No time lost
<b>Almost certain</b> Is expected to occur frequently (in most circumstances)	Extreme	Very High	Very High	Medium
<b>Likely</b> Is expected to occur occasionally (to be expected)	Very High	Very High	High	Medium
<b>Possible</b> Could occur at least once (capable of happening, foreseeable)	Very High	High	Medium	Low
<b>Unlikely</b> Might occur at least once (not to be expected)	High	Medium	Medium	Low
<b>Rare</b> May occur only in exceptional circumstances	Medium	Low	Low	Low

Risk Rating (Score)	Action
Extreme – Very High	Do something about these risks immediately
High - Medium	Do something about these risks as soon as possible
Low	These risks may not need immediate attention

## RISK ASSESSMENT FORM

*This form must be kept on file at the service.*

<b>Date form completed:</b>
<b>Form completed by:</b>
<b>Signature:</b>

**Brief summary of the activity:**

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**Learning opportunity/experience (if applicable eg. Playgroup experience)**

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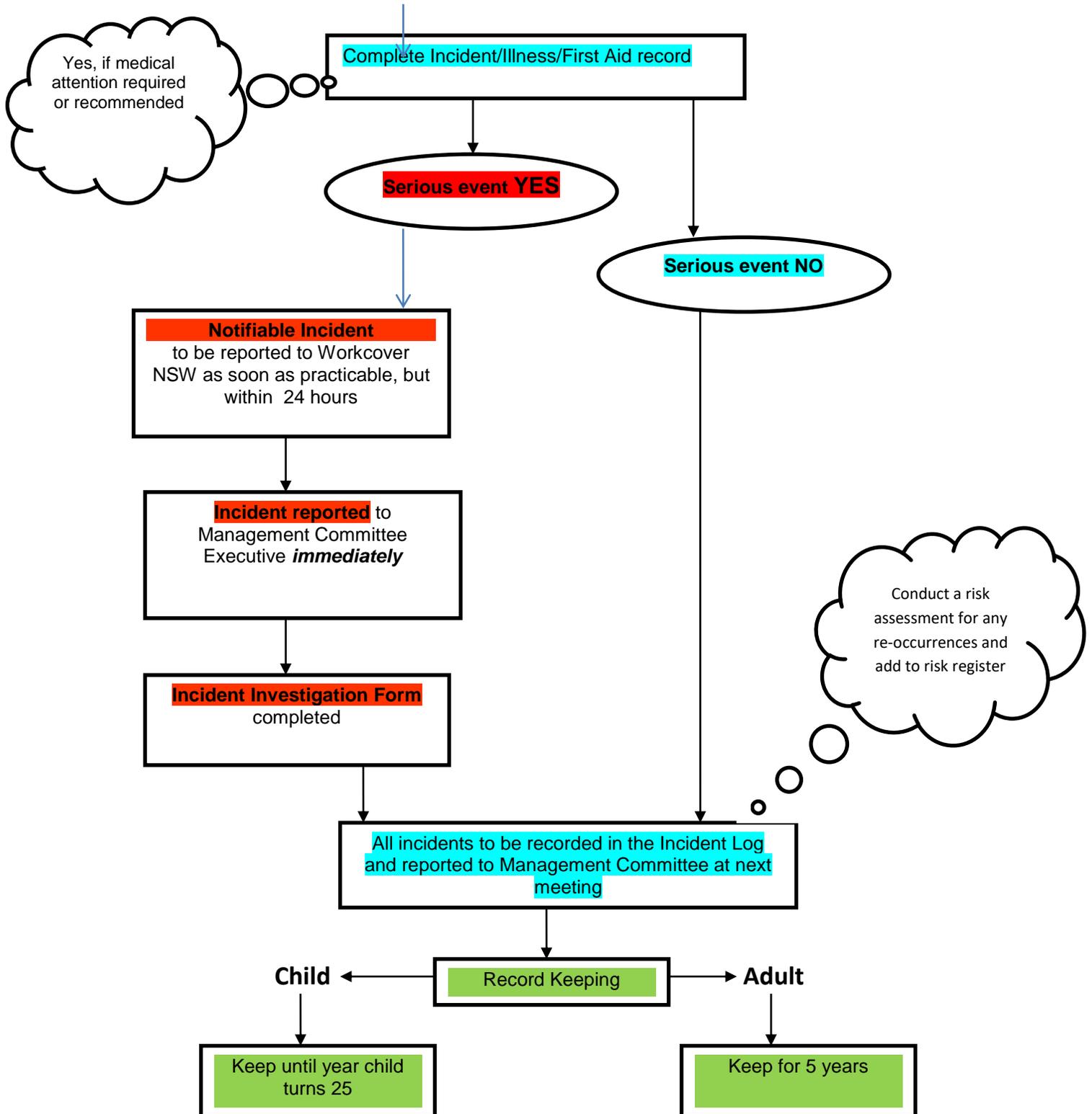
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Refer to the risk management matrix

<b>Hazard</b> <i>What could cause harm?</i>	<b>Risk(s)</b> <i>What &amp; how it can happen?</i>	<b>Consequence</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Existing Control(s)</b>	<b>Proposed Control(s)</b> <i>To remove risk / reduce risk</i>	<b>Person responsible</b>	<b>Date Implemented</b>	<b>Review date</b>

## INCIDENT REPORTING QUICK REFERENCE GUIDE



## INCIDENT, ILLNESS and FIRST AID REPORT FORM

*(to be completed within 24 hours of incident / illness)*

### Personal Details:

Full name of injured/ill person: \_\_\_\_\_ Date of Birth: / / Male/Female (circle)  
Home address; \_\_\_\_\_ Phone: \_\_\_\_\_  
Employee / visitor / child (please circle)  
Occupation/position (if applicable) \_\_\_\_\_  
Known illness and/or medications: \_\_\_\_\_

### Incident/Illness details:

Date of incident/illness: / / Time of Incident: : .am/pm (circle)  
Location: (include HECIS or offsite and actual location) \_\_\_\_\_  
Nature of injury/ illness: \_\_\_\_\_  
Bodily location of injury: \_\_\_\_\_  
Description of event:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of witness: \_\_\_\_\_ Signature: \_\_\_\_\_

### Treatment:

Details of first aid given: \_\_\_\_\_  
Any medical treatment (Dr, hospital, ambulance): \_\_\_\_\_  
Medication administered: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Time given: / / .am/pm (circle)  
Administered by : \_\_\_\_\_ (sign) Witnessed by: \_\_\_\_\_ (sign)

### First Aider Details:

Name of person administering first aid: \_\_\_\_\_  
Position (Staff): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: / / Expiry date of First Aid Cert. / / .

### Corrective Actions taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Acknowledgement:

HECIS Co-Ordinator: \_\_\_\_\_ (sign) Date: / / .

## INCIDENT INVESTIGATION FORM

This form should be used for investigation any accidents, incidents or near misses. All parties should be advised that the results of this investigation may be released to Workcover NSW or any organisation acting on behalf of the company. Accordingly, this document and any witness statements collected may be produced as evidence at a later date.

Incident details should be reviewed from the **Incident, Illness and First Aid Report Form** prior to the investigation commencing.

**Date Investigation commenced :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Full Name of Injured Person:** \_\_\_\_\_

**Incident Date :** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Position of Injured Person (staff, visitor etc)** \_\_\_\_\_

### Witness Statements

Full Name : \_\_\_\_\_ Position Title : \_\_\_\_\_

Statement: \_\_\_\_\_

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Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_ Position Title : \_\_\_\_\_

Statement: \_\_\_\_\_

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Signature : \_\_\_\_\_

**What task was being performed at the time of the incident?**

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**What are the hazards associated with this tasks? Are any of these hazards significant?**  
(Consider equipment, materials, work practices, environment, health issues, manual handling etc.)

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**Has a risk assessment previously been performed in relation to this task? if so, what risk controls or operating procedures were recommended or implemented?**

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**Exact location of accident or incident:**

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**Factors that may have contributed to the accident/incident:**

(ie. rushing, wet floor, new employee, carelessness, failure to comply with policy, etc.)

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**What safety equipment of PPE was being used at the time of the accident/incident?**

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**Was safety equipment being used in accordance with manufacturer's guidelines or company policy?**

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**What preventative action could have been taken? Why was this action not taken?**

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**What are the identified deficiencies in the Work Health safety system or procedures?**

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**How much experience did the employee have in the task that he/she was performing when the accident / incident occurred ? What training has been provided?**

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**Other comments / information (if applicable):**

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**Analysis of the sequence of events that led up to the incident/accident:**

Try and work backwards from the final event, to identify the contributing factors. This will be helpful in identifying follow-up action items:

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Investigator's Risk Assessment	Consequence			
	Major Fatality	Moderate Serious injury/illness >4 days lost or notifiable event	Minor Injury/Illness requiring first aid only < 4 days loss of time	Negligible No injury/illness No time lost
<b>Likelihood</b>				
<b>Almost certain</b> Is expected to occur frequently (in most circumstances)	Extreme	Very High	Very High	Medium
<b>Likely</b> Is expected to occur occasionally (to be expected)	Very High	Very High	High	Medium
<b>Possible</b> Could occur at least once (capable of happening, foreseeable)	Very High	High	Medium	Low
<b>Unlikely</b> Might occur at least once (not to be expected)	High	Medium	Medium	Low
<b>Rare</b> May occur only in exceptional circumstances	Medium	Low	Low	Low

Risk Rating (Score)	Action
Extreme – Very High	Do something about these risks immediately
High - Medium	Do something about these risks as soon as possible
Low	These risks may not need immediate attention

Investigator's Risk Rating (based on matrix) \_\_\_\_\_

**Investigator's Recommendations**

Action	By Whom	By When

**Investigators' Comments:**

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**Investigator's Full Name:** \_\_\_\_\_

**Investigator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMERGENCY EVACUATION EVALUATION FORM

Date: \_\_\_\_\_

Type of Drill :  Fire  CPR Emergency  Other \_\_\_\_\_

Name of person calling evacuation : \_\_\_\_\_

Time of Drill: \_\_\_\_\_ Duration of Drill: \_\_\_\_\_

Evacuation point from building: \_\_\_\_\_

Muster point : \_\_\_\_\_

Staff Present : \_\_\_\_\_

Names of staff present but not signed in (in/out board procedures) \_\_\_\_\_

Visitors present : \_\_\_\_\_

Were all visitors signed in? (according to procedures) \_\_\_\_\_

Were correct procedures followed? \_\_\_\_\_

**Items to consider:**

**In/Out Board**

**Visitors Register**

**Mobile Phone**

**First Aid Kit**

**Windows and Doors closed**

**Final check for anyone in building**

**Access key taken (access power board & building)**

Evaluation: \_\_\_\_\_

Points to be addressed at next staff meeting: \_\_\_\_\_

Points to be raised at next Committee Meeting : \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

- Please display copies of each evaluation on the WHS Noticeboard
- Ensure new staff members are made aware of the centre's emergency evacuation procedures
- Please ensure that drills take place in different locations within the centre
- Please ensure that drills take place for both general and playgroup groups
- Please ensure that drills take place at different times of the day
- Please keep a copy of each *Emergency Evacuation Drill evaluation Form* in the WHS Manual

**EMERGENCY EVACUATION DRILL SCHEDULE for 20\_\_\_\_\_**

(original completed record stored in the HECIS Legal Compliance register)

Both a general and playgroup emergency evacuation to be undertaken at least once each term.

**General** Evacuation Drills to be rotated through different workdays.

**Playgroup** Evacuation Drills to be conducted in manner appropriate to be developmental appropriate to needs of children (may be 'walked through' without alarm sounding etc. in need).

An Emergency Evacuation Drill Evaluation Form (Appendix 11 of WHS Manual) to be completed for each drill (see 5.1 WHS Manual).

EVACUATION TYPE	DATE DUE	DATE COMPLETED	COMMENTS
<b>Term / 20 .</b>			
<b>General</b> (circle) Mon Tuesday Wed Thursday Fri			
<b>Playgroup</b>			
Other			
<b>Term / 20 .</b>			
<b>General</b> (circle) Mon Tuesday Wed Thursday Fri			
<b>Playgroup</b>			
Other			
<b>Term / 20 .</b>			
<b>General</b> (circle) Mon Tuesday Wed Thursday Fri			
<b>Playgroup</b>			
Other			
<b>Term / 20 .</b>			
<b>General</b> (circle) Mon Tuesday Wed Thursday Fri			
<b>Playgroup</b>			
Other			

**SAFETY EQUIPMENT TESTING & MAINTENANCE RECORD**  
(original completed record stored in the HECIS Legal Compliance register)

<b>Equipment</b>	<b>Completed/ Due</b>	<b>Completed / Due</b>	<b>Completed/ Due</b>	<b>Completed/ Due</b>	<b>Comments</b>
<b>Fire Safety Equipment</b> <ul style="list-style-type: none"> <li>Extinguishers, hoses, blankets, smoke detectors etc.</li> <li>Annual Fire Safety Statement &amp; Fire Audit</li> </ul>					
<b>TMV Service &amp; certification</b>					
<b>Electrical Tagging</b> <ul style="list-style-type: none"> <li>All electrical appliances</li> <li>Residual current devices</li> </ul> <b>Electrical</b> <ul style="list-style-type: none"> <li>Emergency lighting</li> <li>Electrical Boards</li> <li>Electrical Points</li> </ul>					
<b>Air Conditioning service</b>	per contract		monthly		Service reports in separate folder in cleaners cupboard
<b>Security Alarm service</b>	per contract		as required		Council monitor and check system remotely , in need
<b>First Aid Kit</b>					
<b>Annual WHS Report</b>					
<b>Twice Yearly Audit - April</b>					
<b>Twice Yearly Audit - October</b>					
<b>Floors resealed</b>					



Appendix 15: First Aid Kit Stocklist Form

**FIRST AID KIT – Trafalgar Occupational First Aid Kit**

- Form is to be completed and given to the HECIS Co-Ordinator each time an item is used from the first aid kit. Item is to be replenished and date recorded.
- A stocktake is to be completed twice yearly (as part of the *Twice Yearly Workplace Health and Safety Audit*) and expired and used stock replenished as required.

Item	Stock Required	Stock held	Expiry date	Stock required	Date replenished
FAC PREMIUM PLASTIC STRIPS BOX 50	1				
WOUND CLOSURE STRIPS 75mm	5				
SHARPS CONTAINER 100ML	1				
FAC EYE PAD SINGLE	5				
GAUZE STERILE PIECES 7.5CM PK5	1				
FAC COTTON BUDS PK100	1				
FAC CONFORMING BANDAGE W5CM	2				
FAC CONFORMING BANDAGE W7.5CM	2				
BURN AID GEL 3.5g	3				
INSTANT COLD PACK SMALL	1				
FAC REGISTER OF INJURIES BOOK & PENCIL	1				
FAC MEDIUM SUPPORT CREPE BANDAGE W10CM	2				
FAC WOUND DRESSING NO.15	3				
FAC TRIANGULAR BANDAGE DISP 110CMX155CM	4				
FAC ADHESIVE TAPE PAPER 2.5CMX5M	1				
FAC DISPOSABLE RESUSI-SAFE FACE SHIELD	1				
FAC DISPOSABLE SPLINTER PROBE PK10	1				
FAC EMERGENCY THERMAL BLANKET	1				
BURNS STERILE DRESSING 7.5mmX7.5mm	1				
FAC FINE FORCEPS	1				
LATEX PREPACKED GLOVES LARGE PAIR	1				
BURNS DRESSING 70cmx75cm	1				
FAC NON-ADHERENT DRESSING 7.5X10CM PK10	1				
FAC SAFETY PINS ASSORTED PK12	1				
FAC SHARP/BLUNT SCISSORS	1				
WOUND WIPES PK10	1				
TFA FIRST AID PAMPHLET/FOLDED	1				
RESUS CARD MEMORY AID	1				
SODIUM CHLORIDE 20ML-PK5	1				
KIDNEY DISH	1				
PLAIN CLIP SEAL PLASTIC BAG MED	3				
TFA FIRST AID CABINET ABS PLASTIC SMALL	1				
VOMIT BAGS Disposable	2				
AMPUTATED PARTS MODULE	1				
FIRST AID CREAM	1				
<b>EYE WASH KIT CONTENTS (20/8/2018)</b>					
ADHESIVE DRESSING TAPE 2.5CM	1				
BANDAGE CREPE 5CM SINGLE	1				
COTTON TIPS PKT 100	1				
EYE BATH PLASTIC SINGLE	1				
EYE INJURY TREATMENT GUIDE	1				
EYE PAD STERILE SINGLE	1				
EYE WASH AMPOULES 15ML	5				
EYE WASH SALINE 100ML	1				

First Aid kit stocktake undertaken by me Signature \_\_\_\_\_ / / .

Required items have been replenished Signature \_\_\_\_\_ / / .

Appendix 16: Work Health & Safety Duties at HECIS table

WORK HEALTH & SAFETY DUTIES AT HECIS Table inserted here.

## Appendix 17: Return to Work Program

HECIS 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 a[n 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 the injured worker records
8. Not dismiss a worker as a result of a work related injury within six months on 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 QBE Workers Compensation Ltd 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.

*i. Rehab Management – Penrith*

**Level 1, 46 Station Street, Penrith NSW 2750 Ph: 1300 762 989**

*ii. Insight Rehabilitation Penrith*

**Level 1, 33 High Street, Penrith NSW 2750 Ph: 1300 306 209**

The injured worker may choose their own preferred Workcover approved workplace rehabilitation provider at: <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 difference 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 (where applicable) 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.

#### Contacts

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

HECIS Co-Ordinator (or delegated to the Office Manager)

##### Workers compensation agent/insurer

QBE Workers Compensation (NSW) Ltd Phone: 02 4224 3411  
 Wollongong Branch, L2, 200 Crown Street, Wollongong NSW 2500  
 Website: [www.qbe.com.au](http://www.qbe.com.au)

##### Workcover Claims Assistance Service on 13 10 50

Workers Compensation Commission for resolution of 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.*

Sourced from Workcover NSW Catalogue No. WC00004 [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

# HECIS Playgroup Visitor Register – Playgroup date \_\_\_\_\_

Visitor(s)	Time In	Time Out	Signature:
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			
<u>Full Name:</u>  <u>Child (name):</u>  <u>Child (name):</u>			

## Appendix 18:

### Extract from National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018

(refer <https://www.legislation.gov.au/Details/F2018L00633> for full rules – accessed on 30/4/2019)

Certain incidents that happen, or are alleged to have happened, in connection with the provision of supports or services by registered NDIS providers are known as **reportable incidents**. These incidents include the death, serious injury, abuse or neglect of a person with disability and the use of restrictive practices in particular circumstances.

If a reportable incident occurs, or is alleged to have occurred, the registered NDIS provider must give details about the incident to the Commissioner. Details of certain incidents (such as the death of a person with disability) must be notified within 24 hours, while others must be notified within 5 business days.

Registered NDIS providers must keep records about reportable incidents.

If the Commissioner is notified about a reportable incident, the Commissioner may take certain action, including requiring the provider to undertake specified remedial action, carry out an internal investigation about the incident or engage an independent expert to investigate and report on the incident.

The Commissioner has the power to authorise inquiries in relation to reportable incidents. An inquiry can be carried out even if a reportable incident has not been notified to the Commissioner.

The Commissioner can publish a report setting out his or her findings in relation to an inquiry.