

2.21 OCCUPATIONAL HEALTH AND SAFETY

Purpose Statement

Windermere's Family Day Care (FDC) recognises its obligation to take all reasonable precautions to provide and maintain an environment that is safe and without risks to health for educators, children, their families and coordination unit staff.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Policy Statement

TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT TO CHILDREN, THEIR FAMILIES, EDUCATORS AND STAFF WHILST DELIVERING EDUCATION AND CARE SERVICES.

Procedures

General

1. Educators will observe the conditions of the Orientation Safety Check and the Annual Safety Check for their own safety, as well as that of the children.
2. Educators will perform their own daily safety audit and ensure equipment and toys are safe for children to use.
3. Educators will contact the Coordination Unit if they injure themselves during FDC working hours, and follow the below reporting requirements:
 - a. Notify the Coordination Unit within 3 hours of the incident having occurred.
 - b. Complete an *Incident Notification Report* within 2 working days and fax or email to Windermere at enquiriesECECS@windermere.org.au.

NOTE: Coordination Unit staff will arrange for the appropriate entry in the 'Risk Register' (a central record of all incidents) and identify the likely course of action. A confirmation e-mail will be returned advising the likely course(s) of action.

4. Educators are encouraged to wear protective clothing such as closed toe shoes and gloves (as appropriate) and should ensure they are dressed appropriately to engage in play based activities with children.
5. The Coordination Unit will support educator wellbeing by providing strategies for managing difficulties such as stress.
6. Educators will be supplied with information regarding recommended immunisations for adults. Also refer to the *Dealing with Infectious Diseases* procedure.
7. Educators will attend any recommended training in occupational health and safety (as advised by the Coordination Unit).



2.21 OCCUPATIONAL HEALTH AND SAFETY

8. The safety of children, educators and Coordination Unit staff are to be considered when arranging excursions and outings. Windermere's Smoke Free Environment, Sun Smart and other relevant policies must be adhered to.
9. Educators have a duty of care to themselves and children in care. Activities should not be undertaken where there is an unreasonable level of risk (i.e. harm or injury is foreseeable).

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Occupational Health & Safety Act 2004

Related Policies & Links

- *Food Safety* procedure
- *Sun Smart* procedure
- *Dealing with Infectious Diseases* procedure
- *Smoke, Drug & Alcohol Free Environment* procedure
- *Dealing with Stress* procedure
- *Excursions & Outings* procedure
- *Safety Check* procedure
- *Equipment & Toys* procedure