

POLICY

POLICY 28: OCCUPATIONAL HEALTH AND SAFETY

OVERARCHING PERSPECTIVE:

Perspective: People and Process

Policy: Health and Safety

POLICY:

All reasonable precautions to provide and maintain safe family childcare environments for staff, Educators, children and parents will be taken. This is inclusive of the coordination unit offices, play session room, yard, Educators' homes and all vehicles in accordance with the Education and Care Services National Act 2010 and Regulations 2011.

The policy relates to all family childcare environments for all hours family childcare is in operation.

SCOPE:

This document applies to all Educators, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

RATIONALE:

To ensure a safe workplace for families, Educators, coordination unit staff, visitors and students.

PROCESS:

Coordination Unit

- Safety checks will be carried out on all Educator homes and vehicles before registration with the service. Annual safety checks will be carried thereafter
- Equipment provided by the service will be maintained in a safe condition
- Workplace health & safety will be promoted by education, information and instruction
- Coordination unit staff will seek to ensure that Educators maintain a high level of awareness of health and safety issues
- Each Educator will be encouraged to regard accident prevention as an individual responsibility
- A working environment will be fostered to encourage Educators to report difficulties and/or potential risks
- Every accident or incident must be reported to the Coordination Unit, in accordance with the current regulations (*refer to policy 14: Incident, Injuries, Trauma and Illness*). DEECD will be notified of all serious incidents. Incidents or accident will be investigated to ensure that any necessary action is taken to reduce risks to health and safety.

Educators

- Educators are responsible for safe work practices. Educators should take all reasonable care for their own health and that of other people who may be affected by their conduct during the operation of family day care.
- Educators will diligently exercise their responsibility for control of working conditions, practices and workload.
- Educators must not willfully or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare
- Educators must not willfully or negligently place at risk the health and safety of any person involved in the service.
- Educators will be alert for safety and health risks in the family childcare environment and take all reasonable steps to address these risks, including reporting such risks to the coordination unit.
- Educators will observe all safety instructions, act safely and avoid unnecessary risk.
- Educators will maintain a clean, tidy and safe home during the operation of family childcare.

DEFINITIONS:

Serious Incident: is

(a) the death of a child

- (i) While being educated and cared for by an education and care service; or
- (ii) Following an incident while being educated and cared for by an education and care service

(b) any incident involving injury or trauma to, or illness of, a child while being educated and cared for by an education and care service for which .

- (i) the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; of
- (ii) the child attended, or ought reasonably to have attended, a hospital

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) any circumstances where a child being educated and cared for by an education and care service .

- (i) appears to be missing or cannot be accounted for; or
- (ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
- (iii) Is mistakenly locked in or locked out of the education and care services premises or any part of the premises

Amendments to the Education and Care Services National Regulations – 1 September 2013 States –

‘serious incidents’ definition means providers only need to notify their regulatory authority of serious injury, trauma or illness which a reasonable person would consider required urgent medical attention from a medical practitioner or hospital treatment. Examples of serious incidents include whooping cough, broken limb or anaphylaxis.

Registered Medical Practitioner: is a person registered under the Health Practitioner Regulation National Law to practice in the medical profession (other than as a student)


REFERENCES:

Education and Care Services National Regulations, 2011

RELATED DOCUMENTS:

Health and Safety . Sun Protection - 38
 Health and Safety . Water Safety - 44
 Incident, Injury, Trauma and Illness - 14
 Dealing with Infectious Diseases - 24
 Road Safety & Transport - 41
 Sleep, Rest and Bedding - 9
 (SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

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| Owner: | Manager, Family Day Care | Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div> <div style="text-align: center;">  <input checked="" type="checkbox"/> </div> <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch | |