

POLICY NO 28: OCCUPATIONAL HEALTH AND SAFETY

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

All reasonable precautions to provide and maintain safe family childcare environments for staff, Educators, children, visitors, and families will be taken adhering to moral and legal obligations outlined in Workplace Health and Safety (WHS) Laws. This is inclusive of the coordination unit offices, playgroup room, yard, Educator’s homes, and all vehicles in accordance with the Education and Care Services National Act 2010 and Regulations 2011. Our Village Family Childcare (OVFC) is committed to continuous improvement in all areas of workplace health, safety, and wellbeing.

The policy relates to all family childcare environments for all hour’s OVFC is in operation.

CRITICAL INFORMATION:

- 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*). Department of Education and Training (DET) will be notified of all serious incidents. Incidents or accidents will be investigated to ensure that any necessary action is taken to reduce risks to health and safety.
- Educators are responsible for safe work practices.
- Educators will diligently exercise their responsibility for control of working conditions, practices, and workload

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PURPOSE:

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

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

<p>Serious Incident</p>	<ul style="list-style-type: none"> ○ The death of a child while being educated and cared for by an education and care service; or ○ Following an incident while being educated and cared for by an education and care service. ○ 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 – ○ The attention of a registered medical practitioner was sought, or ought reasonably to have been sought; or ○ The child attended, or ought reasonably to have attended, a hospital. ○ Any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought. ○ Any circumstances where a child being educated and cared for by an education and care service – ○ Appears to be missing or cannot be accounted for; or ○ Appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or ○ Is mistakenly locked in or locked out of the education and care services premises or any part of the premises
<p>Amendments to the Education and Care Services National Regulations – 1 September 2013 States</p>	<p>‘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</p>
<p>Registered Medical Practitioner</p>	<p>is a person registered under the Health Practitioner Regulation National Law to practice in the medical profession (other than as a student)</p>

PROCEDURES:

Coordination Unit

OVFC will develop, implement, and maintain standards and systems complying with relevant occupational health and safety standards and legal requirements.

The service does this by:

- Keeping up to date with current health risks and implement risk minimisations measures to reduce the risk of transmission of viruses such as COVID 19.
- Ensure accurate records of all Workplace Health and Safety issues and maintenance.
- Safety checks will be carried out on all Educator homes and vehicles before registration with the service. Annual safety checks will be carried out thereafter.
- All OH&S issues or concerns that are identified with an Educators during a home visit are immediately addressed, discussed and documentation is recorded Home Visit Report, reported to the Manager, and uploaded to the Educators file. All further actions are taken to resolve the safety risk or concern identified (as required).
- 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.
- All working environments 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*). Department of Education will be notified of all serious incidents. Incidents or accidents 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, ensuring the health and safety of children, families and visitors of the service is paramount.
- Educators ensure they are observing, implementing, and fulfilling to their responsibilities under the current Work Health and Safety Act and National Regulations.
- Each Educator will be encouraged to regard accident prevention as an individual responsibility.
- Each Educator will ensure all policies and procedures are being always followed and adhered to.
- Educators take 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 ensure an Incident, Injury, Trauma, and Illness record is completed when any incidents occur.
- Educators will always ensure constant supervision of children.
- Educators will ensure the Coordination unit is notified prior to any construction or renovations taking place at the home and both parties together, regularly review the status of construction work, to ensure the ongoing health and safety of all parties.
- Educators will diligently exercise their responsibility for control of working conditions, practices, and workload.
- Educators must not wilfully or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare.

- Educators must not wilfully 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.
- Educators will undertake the Daily Hazard Checks to ensure the Family Day Care Residence/Venue is maintained and safe for all children, families, staff, and visitors. Any identified risk is assessed, controlled and the coordination unit is informed (if required)
- Educators are aware of the location of fire extinguishers, blankets, and other safety devices – they are aware of how to use them.

Incident, Injury, Trauma, Illness or Near Miss

- Educator will ensure they complete the Incident, Injury, Trauma, Illness Record – this record must be signed by the parent/Guardian of the children and submitted to the Coordination Unit within 24hours.
- All serious incidents require an Incident, Injury, Trauma, Illness Record to be completed. The Coordination Unit must be advised of the incident, as soon as practicable – but within a 24hour period.
- When a parent/guardian informs the Educator or the Coordination Unit that they have sought medical attention (serious incident) 24hours or more after an actual incident – the coordination Unit will notify the Department of Education through the NQAITS portal. Educator will need to support the Coordination Unit in the completion of all forms and the provision of information for the Department of Education serious incident notification.

If the Educator themselves or another person in the home, e.g., parent/family being involved in an incident, accident or sustaining an injury, the Educator will contact the Co-ordination Unit and advise what has occurred.

Coordination Unit

- Will notify the Department of Education through the NQAITS portal within 24hours.
- Follow SCCH policies and procedures – completing a VHIMS report advising Managers, Quality, Safety and Compliance Team, and CEO.

Risk Management & Hazard Reduction

OVFC is committed to Work Health and Safety to ensure that all processes in place are clear for the identification of hazards, assessment of risks and the implementation of appropriate and reasonable control measures.

When managing/examining any potential risk or hazards in our working environment process of **Hazard Reduction** and **Hierarchy of Controls** begins.

Hazard Reduction

Step 1: Consider the likelihood of exposure to the hazard occurring. Using the table “Likelihood”, determine the likelihood of exposure to the hazard.

Step 2: Consider the consequence of exposure to the hazard. Using the table “Consequence”, determine as realistically as possible the consequence resulting from exposure to the hazard.

Step 3: Using the two variable risk matrixes, determine the risk rating from the likelihood and consequence descriptors.

		Consequences		
		Minor	Moderate	Major
Likelihood	Likely	Medium	High	Extreme
	Possible	Medium	Medium	High
	Unlikely	Low	Medium	High

Likelihood
Likely - Last, those risks that have an 80% or higher probability to be an unwanted event are termed definite. This means they are more likely than not to occur and interfere.
Possible – When a risk has a 50% chance of occurring or a 50% chance of not occurring, it is known as an occasional risk.
Unlikely – If a risk is not likely to happen and is considered to be rare, it would be placed in the unlikely category. The probability of a risk in this category is less than 10%.

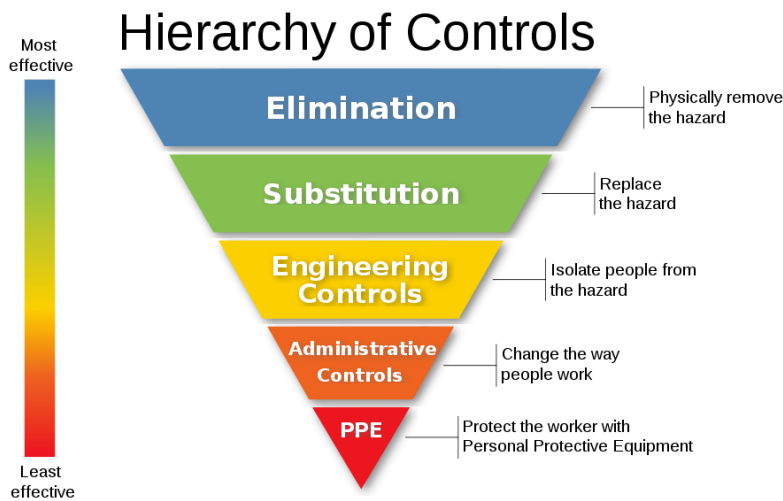
Consequence
Major – Large risks that can cause large losses and large consequences – immediate action is required
Moderate – When a risk can cause noticeable damage but is not likely to occur, it is considered a moderate risk
Minor – Risks have minimal effects and are insignificant

Risk Rating Priority Action			
	Risk acceptance guide	Action	Recommended action time frame
Extreme	Not acceptable	Cease or isolate source of risk Implement further risk controls Monitor, review and document controls	
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review, and document controls	
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review, and document controls	
Low	Acceptable	Monitor and review	Ongoing

Hierarchy of Controls

The Hierarchy of Control describes the ranking of methods for controlling risks from the highest level of protection and reliability to the lowest. The level/method of control should be appropriate to the level of risk. A severe risk activity, if it cannot be eliminated, would require higher levels of control than a low-risk activity. For example, engineering controls, such as interlocks, are used to ensure a centrifuge cannot be opened whilst in operation. Personal protective equipment, such as gloves, are used when

changing a child’s nappy. Often risks are controlled using a combination of controls.



REFERENCES:

- [Education and Care Services National Regulations, \(updated version July 1, 2023\)](#)
- [WorkSafe Laws](#)
- [WorkSafe OHS Act & Regulations](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Health and Safety – Sun Protection – 38
- Assessment and, Approval and Reassessment of Family Day Care Residences and Venues – 2
- Equipment and Resources – 15
- Educator Health - 12
- Health and Safety – Water Safety – 44
- Incident, Injury, Trauma, and Illness – 14
- Dealing with Infectious Diseases – 24
- Active Supervision – 52
- Nappy Changing, Toileting and Bathing - 26
- Pandemic – 53
- Road Safety & Transport – 41
- Parental Access to Children – 29
- Code of Conduct – 40
- Tobacco Smoke Free Environment - 27
- Sleep, Rest and Bedding – 9
- SCCH Client Empowerment Policy and Procedure
- Home and vehicle Safety Check Work Instruction
- SCCH Code of Conduct

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
Document Owner:	Chief Operating Officer	Version Number:	2.0
Date Approved:	3 July 2024	Review Date:	4 July 2027
Document Type:	Team	Approved By:	Chief Operating Officer
Legislation:	Education and Care Services National Regulations		