



Aspley East Preschool & Kindergarten Assoc. Inc.

Workplace, Health and Safety Policy & Procedures Manual

CONTENTS

1. Legislative Requirements	3
1.1. <i>Governing Legislation Standards and other References</i>	3
1.2. <i>Workplace, Health & Safety Law Summary</i>	3
2. Policy Framework	5
2.1. <i>Workplace Health & Safety Policy Statement</i>	5
3. Planning and Auditing	8
3.1. <i>Health & Safety Control Plan</i>	8
3.2. <i>Health & Safety Inspection Checklist</i>	8
3.3. <i>Annual Health and Safety Audit</i>	8
3.4. <i>Daily Safety checks</i>	8
3.5. <i>Hazard Identification</i>	8
3.6. <i>Risk Management</i>	8
4. Policies	10
4.1. <i>Policies Adopted from C&K</i>	10
4.2. <i>Policies developed by the Centre</i>	11
5. Procedures	17
5.1. <i>Fire and Emergency Evacuation Procedures</i>	17
5.2. <i>Child safety procedures</i>	19
5.3. <i>Working Bee & Maintenance Work Safety Procedures</i>	19
5.4. <i>Procedures for Safety Check of Centre and Play Area</i>	21
6. Incident and Accident Reporting Procedures	22
6.1. <i>Definitions</i>	22
6.2. <i>Responsibilities</i>	23
6.3. <i>Reporting Obligations & Procedures</i>	23
6.4. <i>Record Keeping</i>	24
Appendix 1 – <i>Safety Control Plan</i>	25
Appendix 2 – <i>Annual Health and Safety Audit</i>	26
Appendix 3 – <i>Health and Safety Inspection Checklist</i>	43
Appendix 4 – <i>Daily Safety Checklist</i>	64
Appendix 5 – <i>Hazard Report Form</i>	65
Appendix 6 – <i>Risk Management Matrix</i>	66
Appendix 7 – <i>Risk Assessment Form</i>	67
Appendix 8 – <i>Incident Reporting Guide</i>	68
Appendix 9 – <i>Incident, Illness and First Aid Record</i>	69
Appendix 10 – <i>Incident Investigation Form</i>	70
Appendix 11 – <i>Emergency Evacuation Drill Evaluation Form</i>	75
Appendix 12 – <i>Lockdown Drill Form</i>	76
Appendix 13 – <i>Fire Safety testing and Maintenance Record</i>	77
Appendix 14 – <i>Hazardous Substances Register</i>	78

1. Legislative Requirements

1.1. Governing 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 2012
- Education and Care National Law 2011
- Education and Care National Regulation 2011
- QLD Electrical Safety Regulation 2002
- C&K Policies & Procedures – July 2012

1.2. Workplace, Health & Safety Law Summary

C&K 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.

One of the objectives of the National Quality Framework is to ensure the safety, health and wellbeing of children attending education and care services.

Under the *National Law* the approved provider and other persons have responsibility for supporting the health, protection, safety and wellbeing of all children. In exercising their responsibilities under the *National Law*, these persons must take reasonable care to protect children from foreseeable risk of harm, injury and infection.

All children have the right to experience quality education and care in an environment that provides for their health and safety. This should be complemented by a focus on promoting each child's wellbeing and providing support for each child's growing competence, confidence and independence.

Fundamental to providing for children's wellbeing is to ensure that routines, activities and experiences support children's individual requirements for health, nutrition, sleep, rest and relaxation.

Learning about healthy lifestyles, including nutrition, personal hygiene (such as dental hygiene and ear care), physical fitness, emotions and social relationships, is integral to children's wellbeing and self-confidence. The *Work Health and Safety Act 2011* (the WHS Act 2011) imposes a specific duty on officers of corporations and unincorporated bodies, such as clubs and associations, to exercise due diligence to ensure that the corporation, club or association meets its work health and safety obligations. The duty requires officers to be proactive in ensuring that the corporation, club or association complies with its duty.

An officer has a duty to exercise due diligence to ensure that their organisation complies with the new laws. An officer can be found guilty of an offence regardless of whether the organisation has been found guilty.

In demonstrating due diligence, officers will need to show that they have taken reasonable steps to complete all of the following:

- acquire and update their knowledge of health and safety matters
- understand the operations being carried out by the person conducting the business or undertaking in which they are employed, and the hazards and risks associated with the operations
- ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from work being done
- ensure that the person conducting the business or undertaking has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks
- ensure that the person conducting the business or undertaking has, and uses, processes for complying with duties or obligations under the WHS Act 2011.

Under WHS legislation, 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

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.

PLEASE NOTE: For a complete understanding of WHS and our commitment to ensuring the safety, health and wellbeing of children this manual should be read in conjunction with C&K Aspley East Kindergarten Orientation Booklet and C&K Aspley East Kindergarten Educational Program Guide.

2. Policy Framework

2.1. Workplace Health & Safety Policy Statement

The Centre 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, children, parents, 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 the Centre's operation. The safety of the Centre's staff, volunteers, children, parents and contractors is the responsibility of all levels of management and is to be demonstrated at all times;
- The Centre neither expects nor requires staff to attempt anything likely to cause them harm,

Children at the Centre must be supervised at all times and be encouraged to develop safety awareness.

This Policy and Procedures manual reflects the Centre'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 the Centre 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 the Centre are outlined below.

2.2.1 Management Committee

The Centre's 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 disseminating 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 Director 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 practises;
- Ensuring the policies and procedures contained in the Manual are followed and appropriate records maintained;

- Where necessary, establishing directions and procedures for staff, children, parents, volunteers and visitors to the Centre to follow to ensure health and safety;
- 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; and
- 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).

2.2.2 Director

The Centre's Director must:

Support the Policy

- Fully support, by example, the Centre's 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 educational programs in workplace health & safety using appropriately trained personnel (eg. C&K conduct WHS workshops throughout the year that staff can access);
- Implement the Safety Control Plan (Appendix 1) and report periodically against the Plan to the Management Committee.

Implement policy & procedures

- Implement health and safety policy and procedures for the health and safety of all staff, children, parents, volunteers 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;
- Establish, maintain and disseminate a database of Safety Data Sheets for all hazardous substances used or stored at the centre;
- Ensure health and safety is considered when planning new activities, 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 Daily Safety Checklist (Appendix 4).
- Report to Management Committee any hazard, unsafe or unsatisfactory workplace health and safety practice identified during safety audits and inspections.

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 incident/accident reports; and
- Review all incident/accident reports to ensure acceptable quality and establish a follow up system to ensure recommended corrective action measures be implemented.

2.2.3 Staff

The Centre's 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;
- Comply with instructions in respect to health and safety given by the Director 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 wilfully 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 Director;
- Identify and report potential and actual hazards to the Director;
- Discuss WHS issues at staff meetings and document these discussions; and
- Report on WHS issues to the Management Committee through the Director.

2.2.4 Parents, Volunteers, Contractors and Visitors

Parents, 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 Director 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 Director.

3. Planning and Auditing

3.1. Health & Safety Control Plan

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

The Management Committee (with input from the Director and staff) is responsible for preparation and overseeing implementation of the Plan. The Centre's Director 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. Health & Safety Inspection Checklist

In order to ensure the Safety Control Plan remains effective, the Management Committee shall ensure an annual safety audit of the Centre is conducted during the year using the Healthy and Safety Inspection Checklist.

The audit will be conducted by two members of the Management Committee using the Healthy and Safety Inspection Checklist (Appendix 3). It is emphasised that this 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. Annual Health & Safety Audit

Each year, the Director and 2 staff members nominated by the Director must conduct an audit of the Centre using the Annual Health & Safety Audit (Appendix 2).

3.4. Daily Safety Checks

At the commencement of each workday and prior to admitting children, parents and visitors to the Centre for the day, the Director or a staff member nominated by the Director 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 the Director. Such hazards could be identified at any time including, but are not limited to:

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

3.6. Risk Management

Risk Management is a logical, 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; and
- 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. plant, hazardous substances, manual handling. The documentation process should include:

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

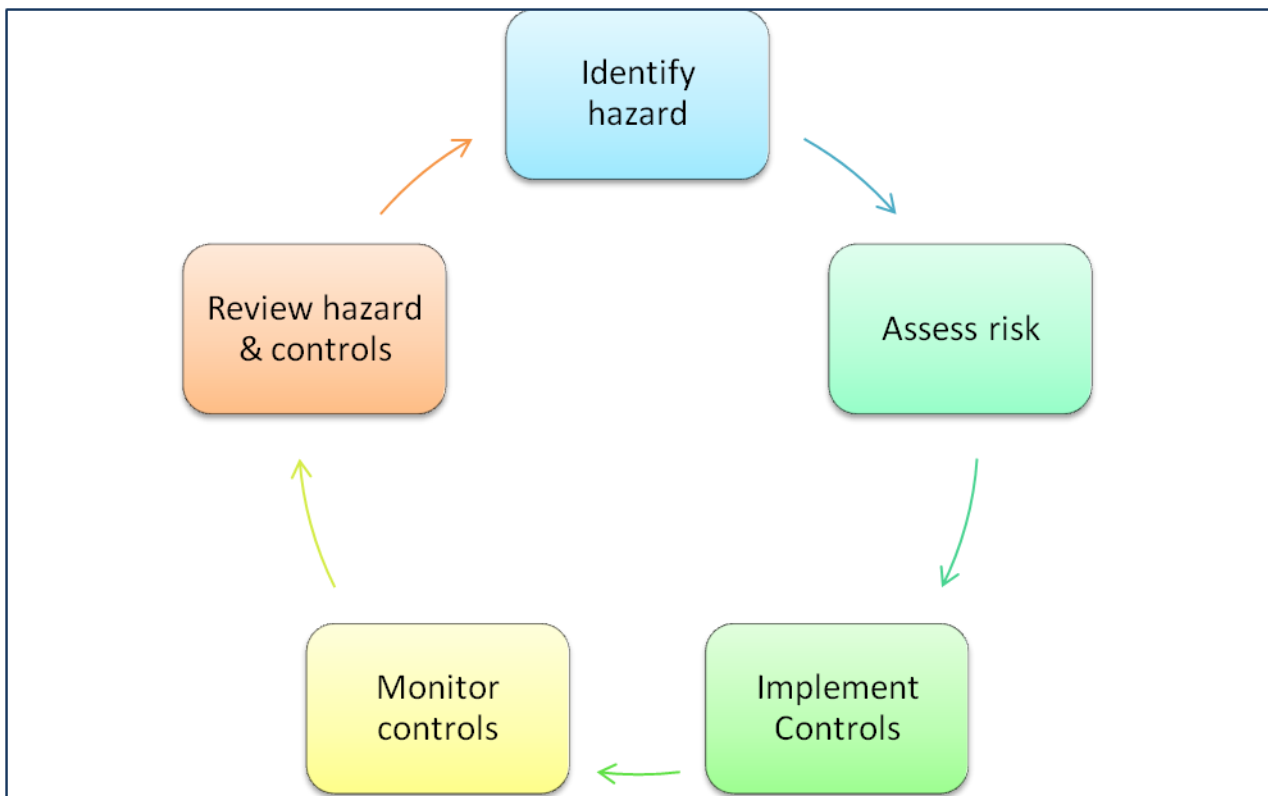


Figure 1 - Summary of the Risk Management process

4. Policies

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

- The policies (listed in clause 4.1) adopted from those recommended by C&K (The Creche & Kindergarten Association Ltd.) and
- Any other policies (listed in clause 4.2) developed and approved by the Management Committee for the good management of workplace health and safety at the Centre.

4.1. C&K Policies

The following WHS policies have been adopted by the Centre and apply to the Centre's workplace from September 2012. All C&K policies (including WHS policies) can be located in the Policy folder near the Administration Office at the front entrance of the Centre. Copies of policies are readily available on request from parents and visitors.

Policy Name

SO01 Policy Workplace Health and Safety
 SO1.1 Procedure Suncare and Protection
 SO1.01.1 Quick reference Guide Sunscreen
 SO1.02 Procedure Nappy Changing Toileting
 SO1.02.1 Quick Reference Guide Changing a Nappy
 SO1.02.2 Quick reference Guide Toilet Training
 SO1.02.3 Quick reference Guide Soiled Clothing
 SO1.03 Hand Washing
 SO1.03.1 Quick reference guide Hand Washing
 SO1.04 Procedure Safe Dealing with Spills
 SO1.04.1 Quick Reference Guide Safe Dealing With Spills – Diluted Bleach
 SO1.04.2 Quick Reference Guide Using Cleaning Products
 SO1.05 Procedure Incident reporting
 SO1.06 Procedure Exclusion Due To Illness
 SO1.07 Procedure Infectious Diseases and Immunisation
 SO1.07.2 Quick Reference Guide Infectious Diseases and Young Children
 SO1.08 Procedure Administration of Medication
 SO1.08.1 Quick Reference Guide Asthma
 SO1.08.2 Quick reference Guide Anaphylaxis
 SO1.08.3 Quick reference Guide Diabetes
 SO1.08.4 Quick Reference Guide Administering First Aid
 SO1.09 Procedure Medical Conditions
 SO1.11 Procedure Water Safety
 SO1.12 Procedure Trampolines, scooters and bikes
 SO1.13 Procedure Safe Sleeping and Safety
 SO1.14 Procedure Bathing
 SO1.15 Procedure Excursion
 SO1.16 Procedure Tobacco, Drugs and Alcohol
 SO1.17 Procedure Arrival, Departure and Access
 SO1.18 Procedure Fire and Emergency Evacuation
 SO1.18.1 Quick reference guide Fire and Emergency
 SO1.19 Procedure Cleaning and Laundry
 SO1.20 Procedure Food and Beverage
 SO1.21 Procedure Transporting children and safe driving
 SO1.22 Procedure Clothing
 SO1.23 Procedure student, volunteer and visitor
 SO1.24 Procedure Supervision
 SO1.24.1 Quick Reference Guide Rostering
 SO1.27.2 Quick reference Guide Disposal of Used Syringes
 SO1.28 Procedure Rehabilitation
 SO1. 29 Procedure Oral Health
 SO1.30 Procedure Keeping Animals in Early Childhood Settings

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 Roster Parents and Visitors Policy

The following instructions should be read and followed by parents and visitors to ensure safe workplace practices are implemented at the Centre.

Signing In

- Visitors should sign in to indicate that they have read this Manual.
- Parents on roster should sign in at the bottom of the attendance book.

Toddlers

- Toddlers 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 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 child 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 table on page 12.

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 slipping 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 0 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 the 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 will 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 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.

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 6 months by a competent person and every 12 months by an electrician. (This replaces the former procedure of having to test and tag electrical appliances annually).
- 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 unless accompanied and supervised by an adult.
- All chemicals (such as detergents and cleaning agents) must remain stored in the appropriate locked cupboards 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.
- The kettle is to be emptied of hot water after use.
- The sink is to be emptied of hot water after use.
- Knives and other sharp instruments must be stored safely in drawers when not in use.

4.2.6 Fire and Emergency Evacuation

- A fire drill is to be conducted at least once a term in accordance with C&K policy – *SO1.18 Procedure Fire and Emergency Evacuation* and the Fire Safety Drill contained in clause 5.1 of this Manual.
- A fire officer must attend at least one fire drill on an annual basis.
- All staff and volunteers at the Centre are given instruction in:
 - Safe evacuation of the Centre in the case of fire and other emergencies;
 - Use of the fire safety equipment.
- Staff, volunteers, visitors and parents should become and remain familiar with the Centre's fire and emergency evacuation routes and procedures as displayed near the exit doors.

4.2.7 First Aid

- A child resistant first aid cabinet, which is clearly marked with a white cross on a green background, is to be maintained in a prominent location out of the reach of children.
- Staff, volunteers, visitors and parents should 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 children at the Centre having regard to:
 - The Centre's licensed capacity;
 - The recommendations of C&K, as notified to the Centre.
- The Director or authorised representative of the Director must inspect the first aid cabinet at least 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; and
 - Check that emergency telephone numbers are clearly displayed.
- The Director will ensure that all staff maintain a current Senior First Aid Certificate (this can be done through a number of training providers including St John's Ambulance Australia) and receive training in the use and maintenance of the Centre's first aid kit.

4.2.8 Medication

- Medication must be administered to children in accordance with the C&K Policy -*SO1.08 Procedure Administration of Medication*
- Medication is not to be left in children's lockers or bags.
- All medication must be recorded daily in the medication book and signed in and out by the parent or carer. Clear instructions for use of the medication must be provided to the Director and/or Centre staff.
- All medication must be placed in either the locked box in the refrigerator (in the Kitchen) or in the medication cupboard.
- Medication should only be administered by Centre staff or the particular child's parent or carer.

4.2.9 Illnesses

- Children with contagious illnesses will not be admitted to the Centre.
- Parents/guardians must contact the Centre to report contagious illnesses.
- If a child becomes ill at the Centre, the Director or Centre staff will:
 - Contact that child's parent/guardian;
 - If the parent/guardian cannot be contacted, take whatever steps are considered necessary to prevent a dangerous situation arising (including calling an ambulance or separating the ill child from the other children at the Centre);
 - Complete details of the illness affecting that child using the *C&K Incident/Illness and First Aid Record* (Appendix 6).
- 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 (4th Edition).

4.2.10 Accidents

- In the event of an accident or injury, volunteers, visitors and parents should immediately notify a Centre staff member.
- As soon as reasonably practicable after an accident or injury occurs, the Director or authorised representative of the Director must:
 - Take necessary steps to ensure the safety of the person involved in the accident and other children at the Centre;

- Follow the necessary reporting guidelines as indicated in the *C&K Incident Reporting Quick Reference Guide* (Appendix 8).
- Record the relevant details of accidents, injuries, illness and first aid treatment using the *C&K 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 C&K, ACECQA, WHS QLD, Work Cover, and Guild Insurance. These procedures are outlined in the *C&K 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
 - 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 parents or visitors handle unwrapped children's food.
- There is to be NO SMOKING within the indoor and outdoor environment of the Centre.

4.2.12 Animals

- Animals are only permitted at the Centre with prior permission of the Director.
- 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) is a document containing important information about a hazardous chemical (which may be hazardous substance and/or dangerous goods) and 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; and
 - Manufacturers or importer's name and contact details.
- The Director 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; and
 - The current SDS for each hazardous substance used at the Centre.
- The Director 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 Director 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.

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

- Promotion of childhood vaccinations
- Strict hygiene practices (eg hand washing);
- Cleaning programs (eg washing toys);
- Food hygiene;
- Separation of children (eg age groups).
- Staff trained in the appropriate handling/disposal of contaminated or infectious waste products;
- Immunisation of staff and regular volunteers/relief workers.

The Centre strongly recommends that early childhood 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 (4th Edition).

All staff members are required to complete and update their immunisation records whenever their immunisation status changes. These records are maintained in each staff member's personnel file.

5. Procedures

5.1. Fire and Emergency Evacuation Procedures

5.1.1 Responsibilities

Management Committee

Must ensure that:

- 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 gates to Aspley East State School.
- 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 (one who holds a certification of Accreditation issued by the Protection Contractors Registration Board of Queensland).

Director and Staff

In addition to the responsibilities set out for the Management Committee, the Director and Staff must also:

- Undertake annual fire training.
- Train parents, volunteers, visitors and 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.
- Conduct and keep records of practice evacuation drills (Appendix 10).
- Know the location and correct use of fire-fighting equipment.
- Know the location and correct use of the fire alarm.
- Check operation of smoke detectors quarterly (Appendix 12).
- Maintain records in the *Fire and Evacuation Plan* of any fire instruction provided to staff.

Parents, Volunteers and Visitors

In addition to assisting in meeting the responsibilities set out for the Management Committee, Director and Staff, Parents and visitors must also:

- Become and remain familiar with emergency exit points and the Centre's Emergency Evacuation Procedures.
- Sign-in if remaining in the Centre for any period of time (eg. when staying on roster).

5.1.2 Emergency Evacuation Procedure

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

1. The Director, Teacher or closest adult rings the alarm.
2. Upon hearing the alarm, children are to freeze and look to the nearest staff member or adult for direction.
3. The Unit 1 Teacher takes children and other adults to the designated safe area (Aspley East State School via the gate that links the Centre and that School) and assists children to gather in an orderly manner.
4. The Director and Teacher Assistant checks the inside of the building and calls the fire brigade in the event of an actual emergency.
5. A Teacher Assistant checks the outside of the building and, where practical, will use the fire equipment.
6. A Teacher Assistant takes the Centre's sign-in book and essential medications and joins children and others in the safe area.
7. Children sit in the designated safe area.
8. The roll is called to vouch for all children and adults.
9. The Director liaises with Emergency services.
10. Parents are contacted to collect children.

5.1.3 Use of Fire Extinguisher

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

5.1.4 Lock Down Procedures

1. Ring BELL – Children look to nearest Staff Member for direction.
2. Children to gather at western end of playroom (near kitchen). Sit on the Block Mat
3. Teacher Assistants will collect the rolls and lock the doors. If necessary trolleys will be used to create a visual barrier around the block mat area.
4. Unit 1 Teacher to mark the roll.
5. If necessary close the concertina door.
6. Director to contact police and parents.

5.2. Child safety procedures

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

- Staff must ensure climbing equipment is positioned over soft fall areas or provide soft fall surface (eg. Mats) for children's climbing activities.
- When engaged in climbing activities, children should remove shoes and tuck long dresses into pants.
- Trampolines must only be used by children in accordance with C&K Policy - *SO1.12 Procedure Trampolines, scooters and bikes*.
- Staff must teach children using spades in the digging patch and sandpit areas to keep the spade down low and to carry the spade nose down against their bodies.
- No more than 6 children should use the carpentry equipment at once. Staff must ensure other children are kept well away from the carpentry area. The activity must be supervised at all times by an adult.
- Children involved in cooking activities must be well supervised by an adult.
- The use of play equipment before and after the Centre's hours is not allowed.
- Lighting should be effective and children work out of glare.
- Floor surfaces are to be kept dry. Non-slip mats should be used where necessary.

5.3. Working Bee & Maintenance Work Safety Procedures

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

5.3.1 General Procedure

- A full copy of the Centre's Workplace Health and Safety Manual is available near the Administration Office at the front entrance of the Centre, as well as several copies being available for borrowing from the Centre's parent library.
- The Centre encourages working bees to be family days, however, parent(s)/guardian(s) are responsible for their children's safety and for ensuring that they do not interfere with the safe and smooth running of work performed at the working bee. Children should not be in the playground if lawn mowers or whipper-snipers are being used.
- For insurance purposes, volunteer workers must be over 16 years of age.
- If working outside, hat and sunscreen should be worn.
- Closed in shoes should be worn.
- Protective gloves should be worn where appropriate (eg. Cleaning gutters and handling rough timber).
- Volunteers should not attempt to 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 of the side of the container should be adhered to. Material Safety Data Sheets are kept at the Centre for reference by volunteers.
- All tools and equipment should be in safe operating condition should be inspected before use, and operated by the owner of that equipment in accordance with the manufacturer's specification.

5.3.2 Whipper Snipper Operation

- Check and confirm every time before operation that the cutter blade screw is tightened.
- The engine should be re-fuelled before coming to the Centre.
- The owner of the whipper snipper should be the only person to operate it.
- Wear safety glasses, gloves, close fitting protective clothing, and rubber soled work shoes during operation of the equipment.
- The manufacturer's safety, operating and maintenance procedures must be followed at all times.
- For electric whipper snippers:
 - Before operation, the power lead should be inspected for damage. The lead should not be used if any damage is evident.
 - The whipper snipper should be disconnected from the power supply before the cutting line is replenished.

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 Director or a member of the Management Committee.

5.3.4 Ladder Use

- Volunteers who are not comfortable working at heights should make the Director or working bee coordinator aware of this fact 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; and
 - The ladder is stable and the feet positioned in a secure manner.
- When the ladder is being used:
 - Particularly when the user is climbing or dismounting at a height, the ladder should be held at ground level by another worker; and
 - Never stand on the top two rungs of the ladder.

5.3.5 Emergencies

- Fire extinguishers are available for use in the event of an emergency. The location of fire extinguishers is marked on the fire and emergency evacuation diagram which is situated at each exit in the Centre.
- Telephones are available for use in the event of an emergency. Phones are located in each Office, as well as the Kitchen and Playroom.
- Ice packs are available in the Playroom freezer.
- A first aid cabinet is on the wall in the children's bathroom.

5.3.6 Incidents and reporting

- The following matters should be reported promptly to the Director or the working bee coordinator:
 - Any incident or injury sustained at the working bee;
 - Any equipment or property in need of repair; and
 - Any obvious safety issues and safety improvement suggestions.

5.4. Procedures for Safety Check of Centre and Play Area

5.4.1 Daily Checks

The Director or staff will conduct a safety check of the inside of the Centre's premises and external play areas each morning prior to opening the Centre to children.

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

5.4.2 Annual Checks

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

Annual Health & Safety Audit - Each year, the Director and 2 staff members nominated by the Director must conduct an audit of the Centre using the Annual Health & Safety Audit (Appendix 2). The results of this audit must be submitted by the Director to the next meeting of the Management Committee.

6. Incident and Accident Reporting Procedures

6.1. Definitions

Dangerous incident	An incident that exposes a person to a serious health or safety risk from immediate or imminent exposure a number of situations.
Emergency	Any situation or event that poses an imminent and/or high/extreme risk to a person or people at C&K premises, while working at C&K or while using a C&K service
Incident	Includes: <ul style="list-style-type: none"> • any event that results in injury, ill-health/illness and/or disease • all serious incidents • all near miss/potential events
Infectious disease or illness	Means an infectious disease or contagious condition that is designated under a law or by a health authority as a disease or condition that would require a person to be excluded from being at C&K premises, working at C&K or using a C&K service
Near miss / potential event	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
Notifiable hazards or incidents	The seriousness of these events requires that the relevant statutory authorities be notified within prescribed time limits
Serious illness	Means any infection to which the carrying out of work is a significant contributing factor.
Serious incident	Means: <ul style="list-style-type: none"> • the death of a person at C&K premises, while working at C&K or while using a C&K service, or following an incident while at C&K premises, working at C&K or while using a C&K service • any incident involving injury or trauma to, or illness of, a person at C&K premises, while working at C&K or while using a C&K service, where: <ul style="list-style-type: none"> ○ the attention of or treatment by a registered medical practitioner was sought, or ought reasonably to have been sought, or ○ the person attended, or ought reasonably to have attended, a hospital and includes the occurrence in a person of an infectious illness or disease • any incident at C&K premises, while a person is working at C&K or while a person is using a C&K service, where the attendance of emergency services was sought, or ought reasonably have been sought • a dangerous incident • any circumstance where a child: <ul style="list-style-type: none"> ○ appears to be missing or cannot be accounted for ○ appears to have been unlawfully and/or improperly taken or removed from C&K premises ○ is mistakenly locked in or locked out of any part of C&K premises.

6.2. Responsibilities

All hazards, incidents and accidents involving C&K Service's children, staff, visitors, volunteers and contractors, property and activities are reported, investigated and recorded in accordance with the requirements of the current state and federal legislation. 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 Notification Form* (Form 3 – WHS QLD) 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. Appendix 10 provides a sample *Incident Investigation Form*.

Director

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

Staff, Volunteers, Parents and Visitors

To notify the Director or a Management Committee member of any incidents and accidents.

All

In the event of serious bodily injury, work caused illness or dangerous occurrence that is to be reported to Workplace Health and Safety QLD 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.

6.3. Reporting Obligations & Procedures

When any incident occurs:

- The *C&K Incident/Illness and First Aid Record* (Appendix 9) must be completed no later than 24 hours after the incident.
- C&K personnel must notify parents/guardians of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and parents will be provided with a copy of the report.

Serious incidents

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

- Within 24hours, the service must complete the ACECQA form *Notification of Serious Incident S101* and submit to the OECEC with a copy to be sent to C&K.
- The *Incident Notification Form* (Form 3 – WHSQ) must be completed for all serious incidents.
- Serious incidents must be notified to the Division of WHSQ immediately. Lodgement can be via fax, telephone or online through the electronic submission form.
- The *C&K Incident Investigation Form* (Appendix 10) must also be completed and kept on file at the service.

Non-Serious incident

Within 24hrs the service must complete the ACECQA *Notification of Complaints & Incidents (other than serious incidents) NL01* form and submit to the OECEC with a copy to be sent to C&K.

6.4. Record Keeping

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

The hazard 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 five years.

**APPENDIX 1: Workplace Health & Safety – Control Plan
(Refer to Section 3.1)**

Workplace Health and Safety Control Plan

For 20.....

Action Required	By Whom	By When	Completed and Checked
1. Brief Management Committee on Centre's WH&S Policies & Procedures, including records and reporting systems	President of Management Committee		
2. Appoint committee member responsible for health and safety	Management Committee		
3. Review Health and Safety Policy, including responsibilities of Director, staff, parents and visitors			
4. Identify likely hazards and outline and assess risks and document	Health and Safety Sub Committee and Director		
5. Identify and implement control measures to prevent or minimise risks	Health and Safety Sub Committee and Director		
6. Implement appropriate induction and training for staff and volunteers in respect to health and safety.	Health and Safety Sub Committee and Director		
7. Develop a diary system to monitor and maintain safety protection equipment	Director		
8. Ensure the Centre maintains its workplace registration with the Division of Workplace Health and Safety	Health and Safety committee representative		

APPENDIX 2: Annual Health and Safety Audit
(Refer to Section 3.2)



**ANNUAL
HEALTH AND
SAFETY
AUDIT**

AUDIT CONTENTS

- Advisory
- WHS Consultation
- Manual Handling

- Playground and Equipment
 - Children
 - Training

- Hazardous Substances

- Plant
 - General
 - Playground Equipment

- Environmental and Biological Hazards
- Immunisation
- Injury Management (Rehabilitation)
- First Aid
- Administration
- Security/Emergency

ANNUAL HEALTH AND SAFETY AUDIT

DAY: _____ DATE: _____

NAME OF CENTRE: _____

DIRECTOR OF CENTRE (Please print clearly):

Name _____ Signature _____

STAFF MEMBERS COMPLETING THIS AUDIT (Please print clearly):

Name _____

Signature _____

Name _____

Signature _____

INSTRUCTIONS FOR COMPLETING THIS AUDIT

Step One: Choose two staff members (or one where if relevant) to participate in this audit.

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

- Red: Director
- Blue: 2 Staff Members
- Purple: Director and 2 Staff Members

If the service is a single unit with only two staff then both should be involved in the audit.

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

- If sections do not apply to your service, please write **N/A** in the comments section.
- Please include as many comments as possible.
- Evidence must provided where require (i.e. risk assessments completed)

Step Four: Add up the scores from each category and fill out the Score Table on page 14 of audit.

Step Five: Make any additional comments on page 15 of this audit.

Step Six: Ensure that all parties sign the audit.

Step Seven: Email/Fax a copy of this audit and send to the management committee.

Keep the original document on file at your service.

	YES	NO	EVIDENCE	COMMENTS
<u>ADVISORY</u>				
Does your service have a copy of C&K's WHS policy? <ul style="list-style-type: none"> Where is your policy located? 	2	0		
Are WHS responsibilities allocated?	2	0		
Has the annual WHS inspection been carried out at your service? <ul style="list-style-type: none"> Provide the date of the inspection carried out within the last 12 months. 	2	0		
<ul style="list-style-type: none"> Has the inspection summary report been sent to the management committee? 	2	0		
<ul style="list-style-type: none"> Have you completed C&K's Annual Audit in the last 12 months? 	2	0		
<ul style="list-style-type: none"> Has the Audit been submitted to the management committee? 	2	0		
Is time allocated during staff meetings to discuss WHS topics? <ul style="list-style-type: none"> List the topics that you have covered during the year? 	2	0		
<ul style="list-style-type: none"> Have all relevant issues been sent to the management committee? 	2	0		
Are suppliers/volunteers/contractors aware of the WHS policies/requirements in the workplace? <ul style="list-style-type: none"> Where can the above mentioned people locate the WHS policy? 	2	0		
Do purchased items comply with company standards?	2	0		
<u>TOTAL SCORE ADVISORY:</u>			← Please record this score on page 14	

YES	NO	EVIDENCE	COMMENTS
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	YES	NO	EVIDENCE	COMMENTS
<u>WHS CONSULTATION</u>				
Is there an elected Workplace, Health & Safety Representative for your service? <ul style="list-style-type: none"> If yes, please provide the name of your WHSR. 	YES 2	NO 0		
<ul style="list-style-type: none"> Is the name correct? 	2	0		
<ul style="list-style-type: none"> If no, have the staff been advised of their right to elect a co-worker as their WHSR? 	<u>or</u> 2	<u>or</u> 0		
Does your service display <i>“form 11 – Who is your WHSR?”</i> ? <ul style="list-style-type: none"> If yes, where is this poster displayed? 	2	0		
<u>TOTAL SCORE WHS CONSULTATION:</u>			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<p><u>MANUAL HANDLING</u></p> <p>PLAYGROUND AND OTHER EQUIPMENT</p> <p>Are work systems in place to safely move items around the workplace?</p> <ul style="list-style-type: none"> What methods are used to move items? 	2	0		
<p>How often is playground equipment manoevered? _____times a day/hour</p> <p><i>Consider:</i></p> <ul style="list-style-type: none"> Set up and clean up Weather conditions Other factors <p>Do the items being handled have any of the following characteristics?</p> <ul style="list-style-type: none"> Wet/and/or slippery Sharp edges Handle grips Other <p>Please give a brief description of the item being handled.</p>	YES	NO		
<p>Is heavy, awkward, and/or repetitive manual handling minimised?</p> <ul style="list-style-type: none"> Briefly describe your procedure for the above mentioned task. 	2	0		
<p>Is manual handling of items conducted safely? Please consider:</p> <ul style="list-style-type: none"> Above shoulder height Below knee height Bulky and heavy items Limited space Uneven floors Over long distances Other <p>If yes, what measures are in place to minimise risk?</p> <p>If satisfactory, allocate 2 points</p> <p>In unsatisfactory, allocate 0 points</p>	YES	NO		
	2	0		

	YES	NO	EVIDENCE	COMMENTS
Is equipment stored safely? <i>(Secured and/ or restrained)</i>	2	0		
Is equipment stored within easy reach? <i>(Particularly for frequently used and heavy items)</i>	2	0		
CHILDREN <i>Are awkward postures: twisting, forward bending, sideways bending, above shoulder reach and receptive actions in the following?</i> When lifting/lowering children from: <ul style="list-style-type: none"> • Floors • Chair, large sofa • Cot • Nappy change table • Playground equipment • When carrying children • When communicating with children 	YES	NO		
<ul style="list-style-type: none"> ➤ Satisfactory systems in place for above tasks? ➤ Explain/describe these systems. 	2	0		
MANUAL HANDLING TRAINING C&K Utilises Montie Safety DVD Training? <ul style="list-style-type: none"> • In the last 12 months have you viewed any of the following: <ul style="list-style-type: none"> ➤ Lifting and Carrying ➤ Manual Handling ➤ Child's Play ➤ Child's Play in the Office ➤ Ergonomics the Practical Approach <i>Please record the date in which you viewed the Montie DVD topics.</i> Record any further manual handling training completed in the comments section.	2	0		
Has a risk assessment been carried out on any aspects of manual handling?	2	0		
TOTAL SCORE MANUAL HANDLING:			← Please record this score on page 14	
HAZARDOUS CHEMICALS	YES	NO		
Are hazardous substances used in your workplace?				
Does your service keep a register of all hazardous substances? <ul style="list-style-type: none"> • Do you know where the register kept? State the location 	2	0		
	2	0		

	YES	NO	EVIDENCE	COMMENTS
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 not permitted</i>	2	0		
Are chemicals kept out of reach of children and in child proof cabinet? • Where are these chemicals stored?	2	0		
Are dust/fume/vapour exposures to employees controlled? • How do you control the exposure?	2	0		
Is PPE equipment available to employees? • List all PPE measures in place <i>PPE = Personal Protective Equipment i.e.: disposable aprons, splash guards for eyes, non-latex gloves.</i>	2	0		
MATERIAL SAFETY DATA SHEETS (MSDS) Are MSDS available to all employees?	2	0		
Are all employees aware of the location of the MSDS? • Where are your MSDS located?	2	0		
Do all employees understand the MSDS?	2	0		
Has a risk assessment been carried out for hazardous substances?	2	0		
TOTAL SCORE: HAZARDOUS CHEMICALS			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
PLANT				
GENERAL 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 plant and equipment regularly serviced/maintained according to manufacturer's specifications?	2	0		
Are maintenance records kept?	2	0		

	YES	NO	EVIDENCE	COMMENTS
Has electrical equipment been: 1. Tested and tagged OR 2. Protected by a type 1 or 2 safety switch where necessary? • Provide evidence of date of last testing.	2	0		
Are fans adequately covered?	2	0		
Are appropriate heaters used and adequately covered?	2	0		
PLAYGROUND EQUIPMENT Is equipment regularly inspected/serviced and maintained?	2	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		
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 on daily basis? • How do you record this?	2	0		
Has a risk assessment been carried out for plant?	2	0		
TOTAL SCORE: PLANT			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<u>ENVIRONMENTAL/BIOLOGICAL HAZARDS</u> Are there policies/guidelines covering: ➢ Smoking? ➢ Alcohol Consumption? ➢ Occupational Violence?	2	0		

	YES	NO	EVIDENCE	COMMENTS
<p>Are controls in place for protection against:</p> <ul style="list-style-type: none"> ➤ Heat exposure including thermostatic control of hot water and hot objects? ➤ When was the thermostatic control last tested? Provide date in comments section. 	2	0		
<ul style="list-style-type: none"> ➤ UV exposure to employee/child? ➤ Hats/sunscreen/shade? 	2	0		
<ul style="list-style-type: none"> ➤ Skin penetrating injuries? 	2	0		
<ul style="list-style-type: none"> ➤ Infection? 	2	0		
<p>Housekeeping controlled and adequate?</p> <ul style="list-style-type: none"> • What measures are in place in regards to general housekeeping? (e.g: cleaning roster) 	2	0		
<p>Amenities available to all employees?</p>	2	0		
<p>Are there a policies/procedures in place for the following:</p> <ul style="list-style-type: none"> ➤ Nappy Changing? (Displayed) ➤ Wiping Noses? ➤ First Aid? ➤ Hand Washing? (Displayed) ➤ Food Hygiene? (Displayed) 	2	0		
<p>Is storage of contaminated waste controlled?</p> <ul style="list-style-type: none"> • What measures are in place when dealing with contaminated waste? (e.g: how/where do you store soiled clothing or blood contaminated items?) 	2	0		
<p>Are there cleaning programs for the following:</p> <ul style="list-style-type: none"> ➤ Hand Basins? ➤ Nappy Change Areas? ➤ Food preparation area/tables? ➤ Children's Toys? ➤ Toilets? ➤ Sandpits? <p>Briefly describe your cleaning methods for the above mentioned tasks.</p>	2	0		

	YES	NO	EVIDENCE	COMMENTS
Has a risk assessment been carried out for environmental/biological hazard?	2	0		
TOTAL SCORE: ENVIRONMENTAL / BIOLOGICAL			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<u>IMMUNISATION</u>				
Is there an immunisation program for employees?	2	0		
Are records of employee's immunisation history kept on file?	2	0		
Are risks managed for employees who refuse immunisation? <ul style="list-style-type: none"> • How are risks managed when employees refuse immunisation? 	2	0		
Are all employees informed of the risks associated with pregnancy and infectious diseases?	2	0		
Are programs 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 C&K: full time, part time, casual and volunteers. Excluding contractors.</i>	2	0		
Has a risk assessment been carried out for immunisation?	2	0		
<u>TOTAL SCORE:</u> <u>IMMUNISATION</u>			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<u>INJURY MANAGEMENT (REHABILITATION)</u>				
Is there an injury management policy and program? <ul style="list-style-type: none"> Where do you locate this information? 	2	0		
Are staff aware of the injury management policy and program?	2	0		
Has the injury management policy and program been signed and dated by senior management?	2	0		
Has the injury management policy and program review date been established and recorded?	2	0		
Has a risk assessment been carried out for injury management (rehabilitation)?	2	0		
TOTAL SCORE: INJURY MANAGEMENT			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<u>FIRST AID</u>				
Are there first aid kits available? <ul style="list-style-type: none"> State the location of your first aid kits. 	2	0		
Is the first aid kit checked regularly? <ul style="list-style-type: none"> When was the first aid kit last checked? 	2	0		
Are records of first aid treatment kept? <ul style="list-style-type: none"> Where does your service keep these records? Are these kept in a confidential manner? 	2	0		
Do all relevant employees hold a current first aid certificate?	2	0		
Are there non-prescription medication in the first aid kit? <i>(Non-prescription medication being, asthma sprays, paracetamol etc)</i>	0	2		
Has a risk assessment been carried out for first aid?	2	0		
TOTAL SCORE: FIRST AID			← Please record this score	

	YES	NO	EVIDENCE	COMMENTS
			on page 14	
	YES	NO	EVIDENCE	COMMENTS
<p><u>ADMINISTRATION</u></p> <p>Has the centre been audited previously?</p> <p><i>(Health & Safety Inspectors, Department of Communities)</i></p> <p>If yes, please state:</p> <ul style="list-style-type: none"> > Who conducted the audit? > The date of the audit? > The outcome of the audit? > Were any compliance or improvement notices issued? 	YES	NO		
	0	2		
<u>TOTAL SCORE: ADMINISTRATION</u>			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
<p><u>SECURITY/EMERGENCY</u></p> <p>Do you have an Emergency Evacuation Plan?</p> <ul style="list-style-type: none"> • Where are these displayed? 	2	0		
<p>Do you conduct monthly emergency evacuation drills?</p> <ul style="list-style-type: none"> • 	2	0		
<p>Do these drills:</p> <ul style="list-style-type: none"> • Occur at different times of the day?; and • Include different types of emergencies? 	2	0		
<p>Where applicable, are procedures in place for the following:</p> <ul style="list-style-type: none"> > Bomb Treats? > Armed hold ups? > Violent/Aggressive person? > Reptile alert? 	2	0		
<p>Do you conduct regular drills for the above situation?</p> <ul style="list-style-type: none"> • State the date when these were carried out. 	2	0		
<p>Do you record all emergency drills?</p> <ul style="list-style-type: none"> • Where are these records kept? 	2	0		
<p>Are drills revised, correcting any faults detected?</p>	2	0		

Is there a key register for staff that has centre keys?	2	0		
Are device(s) or systems in place to warn persons of an emergency situation(s)? (e.g. whistle, bell, siren or alarm)	2	0		
Is fire equipment regularly inspected? <ul style="list-style-type: none"> When was the fire equipment last tested? Date? By whom? (Extinguishers, Fire Blankets, Fire Hoses)	2	0		
Are emergency exits/doors free from clutter?	2	0		
Have emergency lighting been tested? <ul style="list-style-type: none"> When? By whom? 	2	0		
Has annual fire extinguisher training been provided for staff? <ul style="list-style-type: none"> Date of last refresher course? 	2	0		
<ul style="list-style-type: none"> Copies of attendance sheet and quizzes on file at the centre? 	2	0		
<ul style="list-style-type: none"> Has a copy of these records been sent to the management committee? 	2	0		
Are emergency contact numbers documented and easily accessible by staff? <ul style="list-style-type: none"> List the locations of emergency contact numbers. State the location of contact numbers for families 	2	0		
Are systems in place for handling cash? <ul style="list-style-type: none"> Briefly explain your procedures in the comments section. 	2	0		
System to monitor visitors to the centre? (e.g.: keypad/ code entry)	2	0		
Gates locked and/or self closing?	2	0		

Are fences adequate and well maintained?	2	0		
Has a risk assessment been carried out for security/emergency?	2	0		
TOTAL SCORE: SECURITY & EMERGENCY			← Please record this score on page 14	

	YES	NO	EVIDENCE	COMMENTS
WELLBEING				
Staff are aware of the EAP?	2	0		
<ul style="list-style-type: none"> Team members are aware of how to access the Staff Counselling Program? 	2	0		
There is a culture in the workplace towards building positive relationships between staff members.	YES	NO		
Staff are aware of C&Ks policy on bullying and/or harassment?	2	0		
Staff wellbeing and workloads are monitored by relevant managers to ensure workloads and tasks do not contribute to high levels of workplace stress.	2	0		
Prompt response is initiated to reports of staff dealing with stressful/threatening situations eg with clients.	2	0		
Diary notes of staff discussions are kept confidential and followed up. Issues are adequately documented where required	2	0		
	2	0		
TOTAL SCORE WELLBEING:			← Please record this score on page 14	

Workplace health and safety

Health & Safety inspection checklist

INSTRUCTIONS

1. Go through each checklist and tick for “yes”, 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 (i.e. high/medium)
5. Enter the date the solution is implemented and initial.

CHECKLISTS

GENERAL HOUSEKEEPING	44
FIRST AID	44
FIRE SAFETY SYSTEMS	45
ENTRANCES	47
OFFICE	47
STOREROOM(S)	49
STAFF ROOM	50
PLAYROOM	51
NAPPY CHANGE AREA	54
LAUNDRY	56
KITCHEN	57
OUTDOOR AREAS	59
OUTDOOR SHEDS	61

Where children come first

GENERAL HOUSEKEEPING

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Policy <ul style="list-style-type: none"> ▪ C&K's Health & Safety Policy is prominently displayed (visible to staff and parents) ▪ A section of noticeboard is set aside for WHS information (visible to staff) 					
Team Members <ul style="list-style-type: none"> ▪ Wear closed in shoes ▪ Have and wear appropriate hats and sun protection ▪ Are aware of the emergency evacuation procedures. 					
Communication <ul style="list-style-type: none"> ▪ Staff meetings have included discussions on: <ul style="list-style-type: none"> ▪ Checklists/responsibilities ▪ Incident/Accident Reports ▪ WHS in general ▪ Risk management 					
Incident Reporting <ul style="list-style-type: none"> ▪ Accidents, illnesses & near misses area reported (investigated if required) ▪ Incident reporting procedure is displayed for staff ▪ 					
Electrical Safety <ul style="list-style-type: none"> ▪ Electrical Safety Switch tested by staff every 6 months (<i>the switch can be tested by pushing the test button</i>) ▪ Safety switch tested by a competent person every 12 months ▪ Circuit breaker overload switch on the switchboard 					

FIRST AID

Location and Position	✓ Yes	X No	Comments
Is the first aid kit located in a prominent and accessible position?			
Are staff members informed and aware of the location of first aid kits?			
Is the kit fitted with a child-proof lock?			
Do all staff members have access to first aid kits during all work shifts?			
Clearly Identifiable			
Can the first aid kit be clearly identified as a first aid kit?			
Is the first aid kit clearly marked with a white cross on a green background?			
Contents			

FIRST AID

Are the contents appropriate to the injuries and illnesses at the workplace? (Do they conform to the recommended stock listing?)			
Does the kit contain sufficient quantities of each item?			
Is a staff member, trained in first aid, responsible for maintaining the first aid kit?			
Are the cabinet and contents clean and orderly?			
Are the contents appropriately labelled?			
Are the contents within their use-by dates?			
Are the expiry dates on epi-pens appropriate			
Relevant Information			
Is there a list of contents provided in the kit?			
Are emergency telephone numbers clearly displayed?			
Are the extension numbers, names and locations of the nearest first aid personnel clearly indicated?			
Training			
Have selected workers received training in the use and maintenance of first aid kits?			
Have workers received training in epi-pen usage?			
Have workers received First Aid training which includes emergency management of asthma and anaphylaxis?			

FIRE SAFETY SYSTEMS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
The Fire and Emergency Plan has been reviewed and updated as required.					
The Occupier Statement has been reviewed and updated as required. Occupier Statement has been sent to the Commissioner via occupier.statements@dcs.qld.gov.au					
Extinguishers in place, clearly marked for type of fire Check : Extinguishers Fire Blankets Fire Hoses (if applicable) ▪ Fire fighting equipment are checked every 6 months by an approved provider ▪ Illuminated exit lights are checked					

FIRE SAFETY SYSTEMS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
The Fire and Emergency Plan has been reviewed and updated as required.					
The Occupier Statement has been reviewed and updated as required. Occupier Statement has been sent to the Commissioner via occupier.statements@dcs.qld.gov.au					
by an approved provider every 12 months <ul style="list-style-type: none"> ▪ If applicable, smoke detectors in place ▪ Smoke detector batteries checked regularly 					
Adequate direction notices for fire exits					
Exit doors are unobstructed and easily opened from inside					
Fire alarm tested and functioning correctly <ul style="list-style-type: none"> • If an alarm siren is used, it is pumped, ready to be used and easily accessible. 					
Drills carried out as required <ul style="list-style-type: none"> • Documentation of regular evacuation drills and evaluations indicating dates, times, etc. • Problems identified and rectified 					
Evacuation Procedures and Site Plans prominently displayed and visible to all staff, parents, and visitors					
Any Other					

ENTRANCES

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Outside <ul style="list-style-type: none"> ▪ No obstructions ▪ Gates in good order ▪ Gate is self-locking ▪ Ground surface: not slippery or greasy ▪ Gardens are well maintained 					
Inside <ul style="list-style-type: none"> ▪ Evacuation procedure displayed ▪ Exits marked ▪ Adequate lighting ▪ Sign in/out record available ▪ Sign in/out record is being completed and is accurate 					
Floors <ul style="list-style-type: none"> ▪ Free of obstructions ▪ Free of slipperiness or grease ▪ Free of trip hazards 					
Steps and ramps <ul style="list-style-type: none"> ▪ Free of slipperiness ▪ Free of obstructions ▪ Handrail in place 					
Any other					

OFFICE

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Emergency <ul style="list-style-type: none"> ▪ Evacuation procedure displayed ▪ Fire exits clear of obstructions 					

OFFICE

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Electrical <ul style="list-style-type: none"> ▪ No broken plugs, sockets or switches ▪ Switchboard is locked and secure ▪ Safety switch is present ▪ No frayed leads ▪ Appliances in good order ▪ Electrical cords inaccessible to children ▪ Electrical cords do not pose a trip hazard 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Good natural lighting ▪ Light fittings clean and in good condition 					
Floors <ul style="list-style-type: none"> ▪ Even surface, no cracks or holes ▪ Covering : no lifting edges, tears, etc. ▪ Mats do not move ▪ Free from slipperiness 					
Rubbish bins (not waste paper) <ul style="list-style-type: none"> ▪ Bins at suitable locations ▪ Emptied regularly ▪ Has a lid and is lined 					
Furniture <ul style="list-style-type: none"> ▪ No sharp edges ▪ No broken items ▪ Secure, no risk of falling ▪ In good repair and adequate ▪ Suitable chair(s), with adequate back support and in good repair 					
Storage					

OFFICE

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Shelving, cupboards where possible ▪ Designed to minimise lifting problems ▪ Adequate and tidy 					
Filing Cabinet/Bookcase(s) <ul style="list-style-type: none"> ▪ Stable (unlikely to fall) ▪ Lockable (if appropriate) 					
Photocopier <ul style="list-style-type: none"> ▪ Maintained regularly ▪ Place in a well ventilated area ▪ Located at least 1 metre from staff 					
Telephone <ul style="list-style-type: none"> ▪ Emergency telephone numbers near telephone 					
Windows <ul style="list-style-type: none"> ▪ Locks working ▪ Clean ▪ Inaccessible 					
Housekeeping <ul style="list-style-type: none"> ▪ Organised, clean and tidy 					
Any Other <ul style="list-style-type: none"> ▪ Free from other risks 					

STOREROOM(S)

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Doorway <ul style="list-style-type: none"> ▪ Kept clear of obstructions ▪ Restricted access for children 					
Electrical <ul style="list-style-type: none"> ▪ Light switches and power points in good repair. 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Light fittings clean and in good condition 					
Storage <ul style="list-style-type: none"> ▪ Stored on shelves where possible 					

STOREROOM(S)

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Designed/organised to minimise lifting ▪ Heavy or frequently used items on low shelves/waist level 					
Floors <ul style="list-style-type: none"> ▪ Clear of rubbish ▪ Even surfaces; no cracks or holes ▪ Not slippery or greasy 					
Shelving <ul style="list-style-type: none"> ▪ In good order ▪ Adequate brackets ▪ Shelves/containers are clearly labelled 					
Chemicals <ul style="list-style-type: none"> ▪ Kept in locked cupboard ▪ Material safety data sheet (MSDS) available and used for all chemicals ▪ Containers clearly marked 					
Any Other					

STAFF ROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Emergency <ul style="list-style-type: none"> ▪ Evacuation procedure displayed ▪ Fire exits clear of obstructions 					
Floor <ul style="list-style-type: none"> ▪ Even, no cracks or holes ▪ Carpets; no lifting edges, tears, etc. ▪ Mats remain in position ▪ Free from slipperiness/grease ▪ Walkways and exit clear of rubbish 					
Furniture <ul style="list-style-type: none"> ▪ No sharp edges ▪ In good repair and adequate 					
Doors and Windows <ul style="list-style-type: none"> ▪ Adequate ventilation? 					

STAFF ROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ No broken glass ▪ Restricted access to children ▪ Clear floor 					
Electrical equipment <ul style="list-style-type: none"> ▪ In good working order ▪ No frayed electrical cords 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Light fittings clean and in good order? ▪ Heavier and often used items stored at waist level? ▪ Floor surface swept regularly? 					
Storage <ul style="list-style-type: none"> ▪ Storage designed to minimise lifting 					
Housekeeping <ul style="list-style-type: none"> ▪ Hand washing procedures are clearly displayed ▪ Staff wash hands correctly as per the procedure ▪ Good overall cleanliness ▪ Appropriate cooling and heating 					
Any other					

PLAYROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Emergency <ul style="list-style-type: none"> ▪ Evacuation procedure is clearly displayed? ▪ CPR chart displayed in playroom ▪ Fire exits are unobstructed ▪ Phones are labelled with Poisons Information number 					

PLAYROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Daily checklists completed (checked daily for dangerous objects/insects/pests) 					
Electrical <ul style="list-style-type: none"> ▪ No broken plugs, sockets or switches ▪ Protective caps in place where required ▪ Leads are in good repair ▪ Electrical equipment in good order ▪ No leads across the floor ▪ Heaters in good order ▪ Fans clean and in good order 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Good natural lighting ▪ No reflected glare ▪ Light fittings clean and in good condition 					
Storage <ul style="list-style-type: none"> ▪ Materials stored on racks and in bins wherever possible ▪ Storage designed to minimise lifting ▪ Floors around shelves clear of rubbish ▪ Light and least used materials stored above shoulder height ▪ Heavy and frequently used materials stored at waist height (if in doubt, conduct risk assessment) ▪ Clean and tidy 					
Floors <ul style="list-style-type: none"> ▪ Even; no cracks or holes ▪ Carpet; no lifting edges, tears, etc. ▪ Mats; do not move ▪ Non-slippery, non-greasy ▪ Walkways kept clear 					
Equipment/Furniture <ul style="list-style-type: none"> ▪ No sharp edges ▪ No broken items 					

PLAYROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Equipment labelled for 2 person lift ▪ Is there provision for adult sized chairs? ▪ Centre has appropriate sized furniture ▪ Are beds easily accessible? ▪ Chairs not staked higher than 4 ▪ Toys do not represent choking/swallowing hazard ▪ Is block corner located near busy walkways? ▪ Adult equipment out of children's reach (i.e. scissors) 					
<p>Doors/Windows</p> <ul style="list-style-type: none"> ▪ No broken glass ▪ Are easily manoeuvred open and closed ▪ Gates are child proof, self closing ▪ Gates in good repair 					
<p>Hygiene</p> <ul style="list-style-type: none"> ▪ Toilets are clean and regularly sanitised ▪ Hand washing procedures are clearly displayed ▪ Staff wash hands correctly as per the procedure ▪ Visual hand washing instructions for children are in place ▪ Sanitising occurring for each required situation ▪ Paper towels, soap, toilet paper are available as needed ▪ Dirty laundry is stored out of the reach of children ▪ Washing facilities are clean, adequate and maintained. 					

PLAYROOM

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Is any spillage mopped up immediately? ▪ Are gloves accessible to staff in case of contact with bodily fluids? ▪ Are toys and equipment frequently wiped/cleaned? ▪ Are mouthed toys washed immediately? ▪ Linen not touching other children's linen ▪ Hats not touching other children's hats 					
Manual handling <ul style="list-style-type: none"> ▪ Are the physical tasks rotated frequently between team members? ▪ Is playroom furniture being moved unnecessarily? 					
Any other <ul style="list-style-type: none"> ▪ Children are always supervised 					

NAPPY CHANGE AREA

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Emergency <ul style="list-style-type: none"> ▪ Evacuation procedure is displayed? ▪ Exits are free from obstructions 					
Children <ul style="list-style-type: none"> ▪ Always directly supervised ▪ If they can, walk up stairs to changing table 					
Floors <ul style="list-style-type: none"> ▪ Even; no cracks or holes ▪ Carpets; no lifting edging, tears, etc. ▪ Mats do not move ▪ Not slippery or greasy 					

NAPPY CHANGE AREA

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Wet spills mopped immediately ▪ Free from slip/trip hazards 					
Furniture <ul style="list-style-type: none"> ▪ In good order ▪ No sharp edges ▪ No broken items ▪ No protrusions ▪ Ladders/steps are available for children to climb for nappy changing ▪ Ladders/steps are stored safely when not in use ▪ Change mats are in good repair 					
Cleaning Agents, etc. <ul style="list-style-type: none"> ▪ Within easy reach; no twisting ▪ Unable to be reached by children ▪ Data sheet for all chemicals ▪ Containers clearly labelled ▪ Gloves used for all nappy changes ▪ Is change table disinfected after each change ▪ ▪ Chemicals to be placed in a locked container 					
Electrical <ul style="list-style-type: none"> ▪ No broken plugs, sockets or switches ▪ No frayed leads ▪ No leads on floor 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Good light reflection from walls and ceilings ▪ No direct or reflected glare ▪ Light fittings clean and in good condition 					
Bins <ul style="list-style-type: none"> ▪ Located at suitable points ▪ Emptied regularly ▪ Has a lid and is lined 					

NAPPY CHANGE AREA

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Nappy bins are inaccessible to children 					
Hygiene <ul style="list-style-type: none"> ▪ Washing facilities are clean and adequate ▪ Gloves available ▪ Hot water tested annually (<i>place thermometer under running hot water, should be 49°C</i>). ▪ Soap and hand lotion readily available for staff and children ▪ Centre guidelines on nappy changing procedures are clearly displayed ▪ Staff use correct nappy changing procedure ▪ Hand washing procedures are clearly displayed ▪ Staff wash hands correctly as per the procedure 					
Any Other					

LAUNDRY

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Electrical <ul style="list-style-type: none"> ▪ No broken plugs, sockets or switches 					
Lighting <ul style="list-style-type: none"> ▪ Adequate lighting ▪ Light fittings clean and in good condition 					
Doorways <ul style="list-style-type: none"> ▪ No obstruction; clear doorway and floor ▪ Laundry door kept closed; restricted access for children 					
Equipment <ul style="list-style-type: none"> ▪ Maintained in good order ▪ Bins with lids and liners are emptied regularly 					
Chemicals/Cleaning Agents <ul style="list-style-type: none"> ▪ Out of reach of children and in a locked container 					

LAUNDRY

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Material safety data sheets (MSDSs) on all products ▪ Soap on tap available ▪ Gloves are readily available and used 					
Floors <ul style="list-style-type: none"> ▪ Even surface; no cracks or holes ▪ Spills removed immediately 					
Hygiene <ul style="list-style-type: none"> ▪ Hand washing procedures are clearly displayed ▪ Staff wash hands correctly as per the procedure 					
Any other					

KITCHEN

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Food safety <ul style="list-style-type: none"> ▪ Cleanliness ▪ Personal hygiene observed ▪ Fridge temperature records kept ▪ Children's special dietary requirements are clearly displayed ▪ Correct food handling procedures are displayed and in use 					
Electrical <ul style="list-style-type: none"> ▪ Extinguishers in place and clearly marked for the type of fire ▪ Extinguisher serviced 6 monthly ▪ Evacuation and emergency fire safety procedure displayed ▪ Fire Blanket easily accessible and in good order (ie. Not frayed) ▪ No broken plugs, sockets or switches 					

KITCHEN

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ No frayed leads ▪ Appliances in good order 					
Doors <ul style="list-style-type: none"> ▪ Restricted access for children ▪ Clear access for others ▪ Clear floor 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Good natural lighting ▪ Light fittings clean and in good condition 					
Floors <ul style="list-style-type: none"> ▪ Even surface, no cracks or holes ▪ Covering not lifting ▪ Kept clean; free of grease, oils, spills and rubbish ▪ No electrical leads across the floor 					
Equipment <ul style="list-style-type: none"> ▪ Stove, refrigerator and dishwasher clean and in good order 					
Door <ul style="list-style-type: none"> ▪ Kept closed or has a child barrier fitted 					
Rubbish Bins <ul style="list-style-type: none"> ▪ Located at suitable points? ▪ Emptied regularly ▪ Has a lid and is lined 					
Benches <ul style="list-style-type: none"> ▪ Clear of rubbish ▪ No sharp edges 					
Storage <ul style="list-style-type: none"> ▪ Racks and bins used where possible ▪ Storage designed to minimise lifting ▪ Food use-by dates clearly labelled and removed when out of date ▪ Open food packets are stored in airtight containers 					
Chemicals <ul style="list-style-type: none"> ▪ Material safety data sheets available for all chemicals ▪ Containers clearly labelled 					

KITCHEN

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Personal protective equipment used (i.e. gloves) ▪ Kept in a locked cabinet/box and/or away from the reach of children 					
Gas Stoves (if applicable) <ul style="list-style-type: none"> ▪ Gas isolator valve is known in case of fire ▪ Cylinders of compressed gases are kept away from ignition/heat sources and shaded. 					
Any Other					

OUTDOOR AREAS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Sun Care <ul style="list-style-type: none"> ▪ Adequate Shade ▪ Hats accessible for staff and children ▪ Spare hats available ▪ Sunscreen available 					
Hoses <ul style="list-style-type: none"> ▪ In good repair ▪ Attached to tap and long enough to reach in case of emergency ▪ Neatly stored 					
Paths/Steps <ul style="list-style-type: none"> ▪ Free from slipperiness ▪ Swept daily/sand removed daily ▪ In good repair 					
Edges <ul style="list-style-type: none"> ▪ Are edges a trip hazard? ▪ Any protruding objects? 					
Equipment <ul style="list-style-type: none"> ▪ Adequate and in good order ▪ Any sharp edges? 					

OUTDOOR AREAS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
<ul style="list-style-type: none"> ▪ Any protruding nails or splinters? ▪ Check splicing on ropes ▪ Is equipment labelled either 1 or 2 person lift? ▪ Is equipment free of entrapment hazards? ▪ Placed away from fences? ▪ Is equipment sited correctly? ie. In the path of play space traffic? 					
Walls <ul style="list-style-type: none"> ▪ Any walls above 1m; where children could fall? 					
Gardens <ul style="list-style-type: none"> ▪ In good order ▪ Debris, fallen branches removed ▪ Plants are safe for children ▪ Lawn is free from serious slip/trip hazards ▪ Free from sharp vegetation 					
Gates <ul style="list-style-type: none"> ▪ In good order ▪ Childproof locks fitted and self-closing ▪ Height correct 					
Fences <ul style="list-style-type: none"> ▪ Correct height, min. 1.2m ▪ Any holes or loose palings? ▪ Protruding nails, etc. 					
Any Other <ul style="list-style-type: none"> ▪ Is drinking water available for children and staff? ▪ Are tissues and gloves readily available? ▪ Has any equipment over 500cm appropriate soft fall as per safety standards? ▪ Is there an emergency exit in the playground? ▪ Have you identified supervision difficulties, eg behind the shed ▪ Adequate 2m safe fall zone 					

OUTDOOR AREAS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
around equipment <ul style="list-style-type: none"> ▪ Is the playground well maintained and tidy ▪ Do children wear appropriate clothing for play? ▪ Gutters/drainage is in good repair, free from leaks and slip/trip hazards 					

OUTDOOR SHEDS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
Shed <ul style="list-style-type: none"> ▪ Well organised with shelves well labelled ▪ No sharp edges ▪ Lockable ▪ Doors move easily ▪ Doorway kept clear 					
Electrical <ul style="list-style-type: none"> ▪ Lights in good order ▪ Power points in good order ▪ Caps placed on unused power points 					
Lighting <ul style="list-style-type: none"> ▪ Adequate illumination ▪ Good natural lighting 					
Walkway <ul style="list-style-type: none"> ▪ Oil and grease removed ▪ Swept regularly 					
Equipment <ul style="list-style-type: none"> ▪ In good order ▪ Check for : <ul style="list-style-type: none"> ○ Protruding nails ○ Splits ○ Jagged edges ○ Frayed material ○ Splinters 					
Storage <ul style="list-style-type: none"> ▪ On shelves where possible ▪ Heavy awkward equipment is stored at waist level 					
Floors <ul style="list-style-type: none"> ▪ Clear of rubbish 					

OUTDOOR SHEDS

CATEGORY	✓ or X	PROBLEM (briefly describe the problem)	SOLUTION (briefly describe actions to be taken)	PRIORITY (low, medium, high)	DATE Complete & SIGN
▪ Free from slipperiness					
Any Other					



Health & Safety Inspection Summary

Name of Service:
 Name of Director(s):
 Date of inspection: Time:

Medium/High priority issues identified

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

Director: _____
 Signature: _____

Team member: _____
 Signature: _____

WORKPLACE HEALTH AND SAFETY DAILY AUDIT

Outside

1. RAKING – of sandpit and surrounding surfaces and digging patch if uncovered
2. SURFACES – checking all surfaces for unevenness e.g. roots
3. CHECK NAILS – on outside deck
4. CLIMBING EQUIPMENT – height, quality of equipment, stability (portable and fixed equipment)
5. TOAD STOOLS – remove any toad stools growing around yard
6. CHECK PERIMETER to ensure everything is secure and grounds are free from rubbish, dangerous objects (e.g. Needles), animal faeces etc
7. BLOW leaves, twigs away from grass and rubber areas
8. CHECK the Cubby House.

Inside

9. CHECK fridge temperatures
10. WIPE tables with disinfectant
11. ENSURE access doors to kitchen, puzzle cupboard, adults' bathroom, bed cupboard, paper shed and photocopy room are all closed and secured
12. ENSURE no plastic bags are lying around

**APPENDIX 5: Hazard Identification & Reporting Form
(Refer to Section 3.3)**

Hazard report form

Reference no

NOTE: This form is for reporting hazards and is not a statutory (improvement or prohibition) notice under the *Workplace Health and Safety Act 1995*.

Part A: Complete items 1-5 and give form to the employer, principal contractor, or WHSO

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

(2) Location of hazard in the workplace

(3) Time/Date hazard identified

Time:	am	pm	Date:	/	/
-------	----	----	-------	---	---

(4) Recommended remedial action to ensure workplace health and safety

Recommended completion date: / /

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

Reported by:	Received by:
Name:	Employer Principal contractor Workplace Health and Safety Officer
Signature:	Signature:
Contact number: ()	Contact number: ()
Date: / /	Date: / /

Part B: Description of remedial action taken to ensure workplace health and safety

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

Part C: To be completed if the reporting person intends to notify an inspector

Contact details of employer/principal contractor	
Name:	
Address:	
Contact number: ()	FORM 4

**APPENDIX 6: Risk Management Matrix
(Refer to Section 3.6)**

		Consequence					
		1	2	3	4	5	
		Insignificant	Minor	Moderate	Major	Catastrophic	
Risk Assessment Criteria	Safety	Not requiring Medical Treatment	Minor Injury	Serious Injury Causing Hospitalisation	Life Threatening Injury or Multiple Serious Injury	Death or Multiple Life Injuries	
	Reputation	Self improvement review required	Review by EMT committee	Review by Audit committee or Board	Intense public, political and media scrutiny	Government Intervention/ Enquiry	
	Financial	Minor (<\$10k)	0.5%Budget (\$10k-\$50k)	< 2.5% Budget (<\$500k)	< 10% Budget (>\$500k - \$1m)	> 25% Budget (>\$1m)	
	People (Industrial)	Single employee industrial dispute (no time lost)	Single employee industrial dispute (time lost < 5 days)	Multiple employee industrial dispute involving strike / lockout action (<4 weeks)	Majority employee industrial dispute, involving strike / lockout action (< 4 weeks)	Ongoing industrial action involving strike/lock-out action (>4 weeks and which involves a majority of employees)	
	Operational (Policy)	Self improvement review required	Review by EMT committee	Review by Audit committee or Board	Intense public, political and media scrutiny	Government Intervention/ Enquiry	
	Objectives/ Mission	Very little consequence	Would require some adjustment	Would require significant adjustment	Would threaten achievement of objectives	Would stop achievement of objectives	
Likelihood	A	Almost Certain	L	M	H	E	E
	B	Likely	L	M	H	H	E
	C	Possible	L	M	M	H	H
	D	Unlikely	L	L	M	M	H
	E	Rare	L	L	M	M	M
	Expected in most circumstances. Has occurred on an annual basis in the past.						
Has occurred in the last few years, or is expected to happen							
Has occurred at least once in the history of the organisation. 5% chance							
Has never occurred here, known to have occurred infrequently in other similar organisations. 1% chance							
Exceptional circumstance only. Whilst it is possible is not known to have occurred in similar orgs. <<< 1%.							

Extreme	Unacceptable	Must be given immediate EMT attention and reported to FAC
High	Active Management	Must have considerable management attention to reduce to as low as reasonably practicable
Medium	Tolerable	Risks should be managed and monitored regularly
Low	No Action Required	But continue to manage and monitor with normal operational management practices

APPENDIX 7: Risk Assessment Form
(Refer to Section 3.6)



Workplace health and safety

Risk Assessment Form

This form must be kept on file at the service.

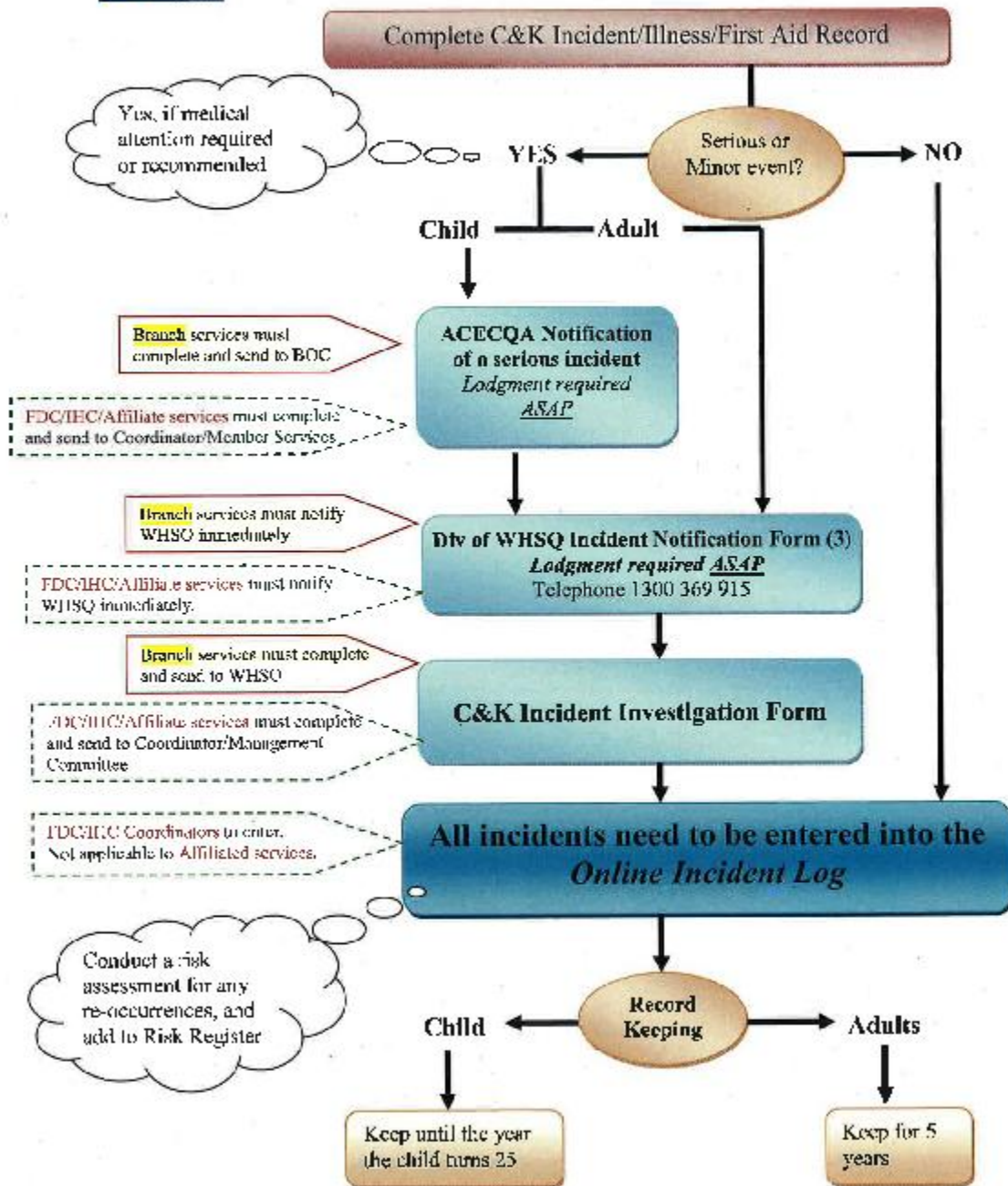
Form completed by:	Signature:
Date form completed:	Service:
Brief summary of the activity:	
.....	
.....	
.....	
Learning opportunities/benefits of the experience for children (if applicable):	
.....	
.....	
.....	

Hazard(s) <i>What could cause harm?</i>	Risk(s) <i>What & how it can happen?</i>	Refer to the Risk management Matrix			Existing Control(s)	Proposed Control -- <i>To remove/reduce the risk</i>	Person responsible	Date Implemented	Review Date
		Consequence	Likelihood	Risk rating					

APPENDIX 8: Incident Reporting Guide
(Refer to Sections 4.2 and 6.2)



C&K Incident Reporting quick reference guide



APPENDIX 9: Incident, Illness & First Aid Record
(Refer to Sections 3.4, 4.2 & 6.3)



C&K incident / illness/ first aid record

Name of service: _____

Personal Details

Full name of injured/ill person: _____ Date of birth: ___/___/___ Male / Female (please circle)
 Home address: _____ Phone: _____
 Work section / room: _____ Occupation / position (if adult): _____
 Child / employee / visitor (please circle) Any known illness and / or medications: _____

Incident/illness details

Date of incident / illness: ___/___/___ Time of Incident: ___:___ am / pm (please circle) Location: _____
 Nature of injury / illness (e.g. measles, laceration): _____ Bodily location of injury: _____
 Description of event: _____

Name of witness: _____ Signature: _____

Treatment

Details of first aid given: _____
 Any medical treatment (e.g. Paracetamol Dr., hospital, ambulance): _____
 Dosage: _____ Time given: ___:___ am / pm (please circle)
 Educator's signature: _____ Witness' signature: _____
 Parent contacted Yes No Time parent was contacted: ___:___ am / pm (please circle)

In accordance with C&K policy, children suffering from the following will be excluded for next 24 hours: vomiting, diarrhoea, fever or conjunctivitis.

First aider details

Name of person administering First Aid (please print clearly): _____
 Position: _____ Work section / room: _____
 Signature: _____ Date: ___/___/___ Expiry date of Apply First Aid certificate: ___/___/___

Corrective actions taken

Acknowledgements

Parent / guardian name: _____ Signature: _____ Date: ___/___/___
 Educator name: _____ Signature: _____ Date: ___/___/___
 Director / lead coordinator name: _____ Signature: _____ Date: ___/___/___

APPENDIX 10: Incident Investigation Form (Refer to Section 6.1)

This form should be used for investigating any accidents, incidents or near misses. All parties should be advised that the results of this investigation may be released to WorkCover Queensland 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 Notification Form* prior to the investigation commencing.

Date Investigation commenced:/...../.....

Full Name of Injured Person:

Incident date:/...../... **Position Title of Injured person:**

Witness statements

Full Name: Position title:

Statement:

.....

.....

..... Signature:

Full Name: Position title:

Statement:

.....

.....

..... Signature:

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

.....

.....

.....

.....

.....

.....

What are the hazards associated with this task? 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:

.....
.....

Factors that may have contributed to the accident/incident: (i.e. rushing, wet floor, new employee, carelessness, failure to comply with policy, etc.)

.....
.....
.....
.....
.....

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

.....
.....
.....

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

.....
.....
.....

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

.....
.....
.....
.....

Identified deficiencies in the management system or safe work practice?

.....
.....
.....
.....
.....

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?

.....
.....
.....
.....
.....

Direct/Manager Full Name:

Direct/Manager Comment:

.....
.....
.....
.....
.....

..... Signature:

Analysis of the sequence of events that lead 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 event that is notifiable	Minor Injury/Illness requiring first aid only – lost time of < 4 days	Negligible No injury/illness – no time lost
Likelihood				
Almost certain Is expected to occur frequently (in most circumstances)	Extreme	Very high	Very high	Medium
Likely Is expected to occur occasionally (to be expected)	Very high	Very high	High	Medium
Possible Could occur at least once (capable of happening/foreseeable)	Very high	High	Medium	Low
Unlikely Might occur at least once (not to be expected)	High	Medium	Medium	Low
Rare May occur only in exceptional circumstances	Medium	Low	Low	Low

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 Recommendations

Action	By Whom	By When

Investigator's Comments:

.....
.....
.....
.....
.....
.....
.....

Investigator's Full Name:

Investigator's Signature: Date:/...../.....

APPENDIX 11: Emergency Evacuation Evaluation Form
(Refer to Section 5.1)

Workplace health and safety

Emergency evacuation drill evaluation form



Centre: _____ Date: _____

Type of Drill:

Fire Lockdown CPR emergency Gas/Chemical Exposure Bomb Threat Other

Room/Area where emergency occurred: _____

Time of drill: _____ Duration: _____

Name of staff member who called the evacuation: _____

Number of staff involved in evacuation: _____ Number of children involved in evacuation: _____

Number of children/staff not accounted for: _____ Group name: _____

Names of any children not signed in:	Group name: _____	<input type="checkbox"/>
	Group name: _____	<input type="checkbox"/>
	Group name: _____	<input type="checkbox"/>
	Group name: _____	<input type="checkbox"/>

Evaluation: _____

Were duties carried out by nominated people Yes No

Points to be addressed and discussed at next staff meeting:

Follow-up objectives for future drills:

Person nominated to call the next drill :	_____	Next drill due :	_____
Director/Manager Signature :	_____	Date :	_____

- Please display copies of each evaluation on the WHS Noticeboard
- Ensure that new staff members are made aware of the centre's emergency evacuation procedures
- Please ensure that drills take place in different locations within the service/office
- Please ensure that drills take place at different times of the day
- In a centre with children, please ensure that every group and every child who attends is involved in evacuations
- Please keep record of each practice for a two (2) year period



Workplace health and safety

Lock down drill form

Centre: _____

Type of Lock down: _____

Date: ____/____/____ Time: _____

Drill Supervisor: _____

Staff Present: _____

EVACUATION:

No of Children: _____

MUSTER POINT:

_____ No of Staff: _____

No of Parents / Adults / Visitors: _____

ITEMS TO CONSIDER:

Sign in books: _____

Attendance sheets: _____

Emergency Back Pack / First Aid Kit: _____

Radio & Torch: _____

Windows and Doors Locked and/or Taped: _____

Final check for anyone in Building: _____

All Electrical Equipment turned off and unplugged: _____

Power turned off at main: _____

SUMMARY / COMMENTS:

APPENDIX 13: Fire Safety Testing and Maintenance Records
(Refer to Section 5.1)

SMOKE DETECTOR TEST 2012

DATE	TESTED	COMMENT

APPENDIX 14: Hazardous Substances Register
(Refer to Section 4.2)

Name of Hazardous Substance:	Risk Assessment Number:	Date of MSDS	Comments: