



## Work, Health & Safety Policy (CHS 17)

### Policy Rationale

Cooks Hill Preschool is committed to providing a safe, welcoming and happy place, through a work environment that ensures that educators, families and visitors are protected. Employers must provide and maintain a safe work environment and have effective policies and procedures in place, whilst employees must ensure their own health and safety and that of colleagues and visitors, as they must follow health and safety procedures at all times.

### Strategies, Practices and Procedures

*The Approved Provider & Nominated Supervisor will use best endeavours to ensure that;*

- Protection of health and safety for workers, children, families, contractors and visitors is paramount.
- Health and safety risks are identified and controlled for all people in the workplace.
- They consult with employees on matters that affect their health, safety and welfare.
- They provide information, training, instruction and supervision.
- They provide a psychologically and physically safe and healthy workplace.
- They provide safe equipment, structures and systems of work.
- They provide adequate workplace amenities and facilities.
- They provide induction information, training and supervision.
- They provide workers compensation insurance protection.
- They provide basic information to workers about what to do if they have a work-related injury or illness.
- They stop or refuse unsafe work
- There are no negative repercussions for raising health and safety concerns.

**Cooks Hill Preschool Incorporated**

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*Educators will use best endeavours to;*

- Carry out their work in a way that does not put their own health and safety at risk, or that of others in the workplace.
- Engage in workplace consultation about health and safety matters.
- Take reasonable care of their health and safety.
- Follow reasonable instructions and policies.
- Ask if they are not sure how to safely perform the work.
- Report unsafe and unhealthy situations, hazards and injuries to your immediate supervisor.

**Induction**

- On Induction employees should be;
- Shown how to use any equipment that they will be operating
- Trained in how to use the equipment safely
- Provided with safety equipment appropriate to their job. This is called Personal Protective Equipment (PPE).
- Provided with PPE that is in good condition, with guidance of how to use and wear it.
- Shown the workplace entry and exit points, amenities and first aid areas.
- Told about emergency evacuation procedures.
- Introduced to their immediate supervisor, health and safety representative and people they will work with.
- Told what to do if there is an injury.

**Discrimination and Harassment**

- Discrimination occurs when someone is treated unfairly because they belong to a particular group of people or have a particular characteristic.
- Anti-discrimination law defines harassment as any form of behaviour that; you do not want, offends humiliates or intimidates you.
- Discrimination and Harassment create a hostile environment.

**Workplace Violence**

- Workplace violence is a criminal offence and should be reported to police.
- Immediately after a violent incident you should ensure everyone is safe.
- Provide first aid or urgent medical attention where necessary
- Report what happened, who was affected, and who was involved. If you are unsure you can ring the Police and SafeWork NSW for advice
- Keep a record of what happens (including what was said and by who), and hang onto any evidence (like medical certificates, workers compensation claims and any physical evidence like emails or photos).

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### **Safety Risk Management**

Risk management helps to create a safe work environment and reduce accidents, incidents and illness by;

- identifying possible hazards
- assessing the risk presented by each hazard
- controlling or eliminating the risk, and
- monitoring how effectively you do this.

Records to support Safety Risk Management include;

- Accident, Injury, Incident & Trauma Reports
- Daily Workplace Checks
- Maintenance Records
- Electrical Tagging
- Risk Assessments
- Evacuation Drills
- Professional Development.

Safe Work Australia

131050

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### **Monitoring, Evaluation and Review**

- This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.
- Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- In accordance with R. 172 of the Education and Care Services National Regulations , the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

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#### Links to Legislation & National Quality Standards

- Children (Education and Care Services National Law Application) Act 2010
- Guide to the National Quality Standard ACECQA (2011)
- Education and Care Services National Regulations 2011
- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2012
- This policy is adapted from information sourced through Safe Work Australia and PSC National Alliance: Work Health and Safety in Education and Care Services

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**Policy Updated:** \_\_\_ April 2020 \_\_\_    **Policy Review:** \_\_\_ April 2023 \_\_\_