

# Workplace Health & Safety Policy For Albany Creek Kindergarten 2020



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This booklet **must** be read **prior** to assisting with any parent participation days, maintenance rosters or working bees.

***Please complete and return the attached form stating that you have read and understand the information outlined hereafter. If you do not sign and return, then you will be ineligible for roster duties.***

### **Workplace Health and Safety Policy**

The Albany Creek Kindergarten is totally committed to the principle that most workplace injuries and illnesses are preventable. All employees and volunteers/parents should therefore automatically accept an obligation to the organisation in total, to see that all activities/operations under their care or control are carried out in a safe and efficient manner.

The Albany Creek Kindergarten requires Workplace Health and Safety to be regarded as an integral part of every organisation's operation. The safety of the public, contractors, our own employees and volunteers/parents is the responsibility of all levels of management and is to be so demonstrated at all times.

The Albany Creek Kindergarten neither expects nor requires employees or volunteers/parents to attempt anything that is likely to cause them or the children any harm.

# **This Kindergarten is a**



# ***Non Smoking Area***

## Commitment

This Policy states the commitment of the Creche and Kindergarten Association Ltd (C&K) to the health and safety of all people who work or attend our workplaces or have the potential to be affected by our activities.

C&K believes that providing a safe working and learning environment for everyone at its workplaces is an integral and essential part of its responsibilities as an education provider. C&K is committed to:

- Providing everyone in its workplaces with a safe and healthy working and learning environment
- Promoting dignity and respect in all workplaces
- Adopting a preventative and strategic approach to health and safety and using measurable objectives and targets to monitor performance
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work related health conditions
- Meaningful consultation with employees, their representatives and others on work health and safety (WHS) issues
- Providing appropriate information, training and instruction to facilitate safe and productive work and learning environments
- Providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces
- Reporting incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident and prevent further incidents
- Providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards
- Communicating this policy throughout C&K via public display and training.

### Legislative Compliance

C&K will comply with the QLD Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011, and other relevant legislation and industry standards.

### Accountability

It is important to understand that failure to follow safe systems of work, misuse of C&K equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely may lead to prosecution under the WHS Act and will also be dealt with under C&K's code of conduct.



Jane Bourne

CEO

## Responsibilities

### CEO, Executive Leadership Team and Board of Directors will ensure

- So far as is reasonably practicable, the health and safety of employees, others undertaking work and others in C&K workplaces, by ensuring that appropriate systems are in place, responsibilities appropriately defined and managers and supervisors receive the training and resources they need to carry out their WHS responsibilities

### Senior managers and workplace managers are to ensure:

- This policy is implemented in their area of control
- Safe systems of work and WHS procedures and guidelines are implemented locally, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement
- Employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- Meaningful consultation takes place with employees, their representatives and others on WHS issues
- Workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring
- Effective emergency response plans and procedures are in place which include the provision of first aid and actions to support the resumption of normal operations
- Audit and other compliance requirements are complied with and appropriate document management processes are in each workplace and
- Employees with injury or illness are managed in accordance with the C&K Return to Work Program and other relevant guidelines.
- Where workplace managers are unable to ensure any of these provisions they should escalate them for appropriate action and support.

### Employees and others undertaking work are to:

- Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply with any reasonable instruction or lawful direction as far as they are reasonably able, including wearing personal protective equipment supplied by the employer as required
- Cooperate in following C&K health and safety guidelines and procedures
- Report incidents and hazards, and participate in training and consultation with the support of C&K and
- Meet their obligations under the return to work program and other guidelines to support their return to the workplace following injury or illness.

### All families, contractors and visitors are to:

- Take reasonable care of their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others
- Report all incidents and accidents as soon as possible and participate in consultation in WHS matters affecting them and
- Follow local procedures in relation to W

**Albany Creek Kindergarten**  
**Health, Safety and Wellbeing Statement**

The Albany Creek Kindergarten is committed to maintaining a safe, healthy and supportive working and learning environment for our children, families/ parents, staff, volunteers and visitors, our partners and contractors.

Our ability to manage health, safety and wellbeing impacts directly on the quality of education and care we provide at the centre. We are committed to a culture where

- everyone feels valued, safe and supported;
- all practices, processes and procedures comply with the *Child Care Act 2002* and *Child Care Regulation 2003*; *Commission for Children, Young People and Child Guardian Act 2000*; *Workplace Health and Safety Act 1995*; and the *Workers' Compensation and Rehabilitation Act 2003*.

Achieving this requires all employees, parents and volunteers to accept their obligation to the organisation in total to see that all activities/operations under their control are carried out in a safe and efficient manner.

Albany Creek Kindergarten neither expects nor requires employees, volunteers, parents, or children to do anything that will cause them or the children harm.

Our commitment will be met by:

- clearly communicating the health, safety and wellbeing expectations, accountabilities and responsibilities to all our people;
- allocating appropriate resources to ensure that a safe, healthy and supportive environment is maintained;
- providing information and participating in training programs so we understand and accept responsibility for the health, safety and welfare of ourselves and others;
- looking out for ourselves and others to prevent injuries and illness;
- reporting anything that could affect a persons' wellbeing;
- identifying, managing and reviewing risks to health, safety and wellbeing;
- developing, implementing and adhering to the health and safety standards, policies and procedures established by the Management Committee;
- reviewing and monitoring our day to day activities in order to continually improve the health and safety of our working and learning environment;
- encouraging and supporting health promotion programs that focus on improving the health, wellbeing and fitness of our families, staff, volunteers and contractors.

Health and safety is everybody's responsibility and is part of everything we do at the Albany Creek Kindergarten, everyday.



## C&K Parental Code of Conduct

### Aim

Our aim at C&K is to work together, with each other and with our families, to provide the best possible education and care for the children in our centres in accordance with the C&K values.

C&K is committed to protecting the safety and wellbeing of all centre stakeholders - the children, their families, employees, volunteers and visitors. C&K encourages families to actively participate in our education and care programs, and we aim to engage in constructive and co-operative working relationships.

### Application

This Code applies to all parents / guardians and families of children enrolled in a C&K centre and to any invitees (including nominated emergency contacts). The Code must be observed in all conduct and interaction with C&K, including attending a C&K centre, interacting with children, their families, employees, volunteers and visitors and at any function or event held by or on behalf of C&K.

### Conduct

1. Comply with the law and C&K Policies and Procedures (as amended from time to time).
2. Be respectful, listen to and value other perspectives and refrain from harassing, discriminating or vilifying others based on gender, race, ethnicity, sexuality, religion, age, disability, background, beliefs or opinions.
3. Aggressive, bullying or intimidating behaviour will not be accepted.
4. Be respectful of the privacy of children, their families, C&K employees, volunteers and visitors. Do not take, email, text or post photos on social media of any person (besides your own child) without their consent or, in the case of another child, the consent of their family. Do not make any comment or post any material to social media that may damage C&K's reputation.
5. Comply with the reasonable directions given by C&K employees to foster a safe and welcoming environment within C&K centres.
6. Raise concerns in accordance with C&K's Complaint Management Procedure.
7. Use C&K's centres and property appropriately.
8. Refrain from smoking at or within 5 metres beyond the boundary of C&K centres or at C&K events.
9. Not be adversely affected by alcohol or other substances.
10. Familiarise all family members and emergency contacts associated with a child's enrolment with this Code and commit that they will comply with the Code.

### Consequences of Non-Compliance

Not complying with this Code may have serious consequences. C&K will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-

compliance is serious or if, in the opinion of C&K, there is a risk of future non-compliance, C&K may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at a C&K centre.

This Code was approved on May 2, 2019.

## INTRODUCTION TO WORKPLACE HEALTH AND SAFETY

### **Role of the Centre's Workplace Health and Safety Officer**

1. Liaise with staff, volunteers/parents etc. on Health and Safety matters.
2. To keep you up to date with any relevant issues through the monthly Kindergarten Newsletter or notices left on the notice board.
3. To assist staff in providing a safe building environment.
4. Ensure plant and equipment are safe by arranging and/or conducting safety checks at the required intervals.
5. Ensure safe practices and procedures are adhered to.
6. Act promptly on the reporting of any health and safety matter.
7. Update the Albany Creek Kindergarten Workplace health and Safety policy booklet as required.

Please remember that if you see or identify any potential risks/hazards etc., or should you sustain any injury whilst at the Centre, **it is your responsibility to report it immediately to the Workplace Health and Safety Officer and/or the Director.**

**NOTE:** Retain this Manual for future reference as Workplace Health and Safety is everyone's responsibility. Attached are some check sheets on how to spot unsafe conditions and how to prevent accidents, perhaps you could use them at home as well.

**REMEMBER THAT YOU HAVE A DUTY OF CARE TO  
REPORT ANYTHING THAT COULD AFFECT A  
PERSON'S WELL BEING.**

## **WORKPLACE HEALTH AND SAFETY STANDARDS**

### **SPREAD OF INFECTION**

**We ask that you do not send sick children to The Centre. The Director will contact the parent/guardian should a child become unwell while at The Centre.**

It is most important that the parents/guardians inform The Centre's Director should the Kindergarten child contract or come into contact with any infectious/contagious disease e.g. chicken pox, head lice etc. **The Director is authorised to refuse admittance to any child showing symptoms of an illness that may affect the health of other children, parents or staff.**

Please note that information is available in your enrolment pack and at the Kindergarten regarding infection and incubation periods of common childhood diseases, just ask the Director or check the parent library.

## **HANDWASHING POLICY**

Hand washing is the least expensive, most effective way to prevent the spread of germs and therefore keep you from getting sick. By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals.

### **What happens if you do not wash your hands frequently?**

You pick up germs from other sources and then you infect yourself when you touch your eyes, or your nose or your mouth. One of the most common ways people catch colds is by rubbing their nose or their eyes after their hands have been contaminated with the cold virus. You can also spread germs directly to others or onto surfaces that other people touch.

**Young children are at increased risk of contracting infectious diseases for many reasons.**

- When grouped together they are exposed to many new germs.
- Their immune systems are not fully developed to fight germs
- They do not have complete control of their body fluids that contain germs.
- They have personal habits that spread germs such as thumb sucking, putting things in their mouths and rubbing their eyes.



### **When should you wash your hands?**

Because one of the most obvious hazards in a Kindergarten environment is that of infection we must all play a part in reducing the risk of spreading infection by using basic hygiene steps and more importantly by teaching our children the importance of hand washing. You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them, so you do not really know where they are hiding.

Steps to follow:

- Covering faces or turning away from people when coughing and/or sneezing.
- Using tissues to blow noses and then discarding tissues into the bin.
- All children must be encouraged and assisted to wash their hands:
  - On arrival
  - Before handling food
  - After outside play
  - After going to the toilet
  - After touching nose secretions
  - Before going home
  - Whenever hands look, feel or smell unclean.

**Very Important    Prior to the preparation of or handling of food that is to be shared, all persons (staff, volunteers etc.) must follow the Handwashing Procedure as outlined below and then use disposable gloves provided by The Centre.**

## **Handwashing Procedure**

- Wet hands first using warm running water
- Apply liquid soap
- Wash hands thoroughly and often.
- Rub your hands vigorously as you wash them scrub palms, backs, between fingers, fingernails, wrists and thumbs.
- Continue for 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.
- Rinse hands well.
- Children are to dry their hands thoroughly with their hand towel or with a paper towel
- Teachers, parent's etc. use a clean paper towel.
- If necessary, use skin lotion to prevent dry cracked skin and we would suggest that fingernails be kept short and clean.

**Strict Attention must be paid to handwashing after assisting children with toileting and contact with potentially contaminated articles e.g. bins, used tissues etc.**

## **PARENTS**

Advice is to be given to teachers of any changed custodial circumstances.

Parents should provide teachers with authority to release the children to a third party when such arrangements are necessary.

## **PREGNANCY**

**It is important for pregnant women doing roster days or visiting at the centre to be aware of any contagious illnesses or diseases that may place them at risk.**

Women, who are contemplating pregnancy, should be aware of the associated risks of working/being in contact with young children in a group setting and should discuss these with their doctor. It is extremely important for women of childbearing age to be protected against rubella and other infectious illnesses that they may pose a risk to them or their unborn child, whilst on these premises.

Because it is difficult to diagnose a past history of rubella, it is unreliable as a guide to immunity, unless proven by a blood test. Generally, a history of any childhood disease is not always reliable without a blood test.

## **Needle Stick Injury Policy**

In the event of a Needle Stick Injury gloves must be worn when treating the wound.

Squeeze the area surrounding the Needle Stick Injury to produce a drop or two of blood

Wash the area with cold running water and liquid soap for 5 minutes.

Apply antiseptic and a band aid

Report the incident to the Teacher in the room.

Where the injury is to a child, contact the parent or guardian as soon as possible.

Contact the local family doctor or local hospital without delay for an assessment regarding further diagnostic, treatment and counseling options.

Do not dispose of the syringe. Place in a rigid walled container (eg: a lunch box) and take to the health professional. Some private pathology companies will conduct test if required.

## **GENERAL FIRST AID**

The teaching staff and their assistants are required to have a current certificate in First Aid, which has to be renewed every three years, and C.P.R., which is renewed each year. The Centre **DOES** have a policy to cover ambulance transportation.

A (locked) first aid kit is located in each room and the Kitchen. Staff and the Workplace Health and Safety Officer monitor this kit.

Should an injury occur where a child has an open wound or broken skin **only the staff or child's parent/guardian are to treat this child**, following the information they have been given.

**MEDICINES - read The Centre's strict policy for administering prescribed medication in your enrolment booklet.**

## **GENERAL SAFETY**

No person is to put themselves or others at risk when carrying out their duties at the Centre.

This centre recognizes the importance of keeping hot drinks (such as tea and coffee) well away from children. We would appreciate your compliance in this matter.

**If you feel "at risk" do not do it ... Inform the Director or President.**

## **COOKING**

Apply the following general safety rules when cooking:

- When using knives, always cut on the chopping boards provided and cut away from your self. Place knives out of reach of children.
- Hot cooking utensils, foods etc. are to be handled **ONLY** by adults using oven mits if necessary.
- Cleaning fluids are to be kept out of reach of children.
- Children are **NOT** permitted into the preparation area unless supervised by an adult

## **SUN PROTECTION**

All persons are to wear hats whilst outdoors and may apply sunscreen to themselves and their own children. Children's programs are designed by staff so as to lesson exposure to the sun during peak times in the summer months.

## **EQUIPMENT AND PLAYGROUND SAFETY**

All outside play equipment and facilities are checked by staff each day for spiders, glass and breakage's etc. Any potentially dangerous piece of equipment is, and must be, removed immediately.

The Kindergarten children are fully supervised at all times during operating hours. ***However, the staff are not responsible for any children or siblings at any time other than the operating hours of the centre. On the days the children are enrolled to attend.***

***We remind parents whilst they are at our centre they are responsible for their own children.***

## **CLEANING**

When using any cleaning agent, care must be taken to ensure the area is well ventilated. You must use the correct strength as specified on the container, wear rubber gloves and wash your hands after use. Please follow the directions of the staff should you be assisting them with cleaning.

Please consult the MSDS list in the preparation area if you purchase any substance Eg: insect repellent or cleaning products.

## **MANUAL LIFTING AND HANDLING**

Staff and volunteers may be involved with the handling of children and the lifting/moving of equipment especially on maintenance days and working bees. It is very important to follow some basic guidelines (use kinetic lifting techniques) to reduce the risks associated with manual lifting.

### **1. Plan and Prepare**

- Take care of your back - Think before you lift
- Clear path of obstacles - Ensure a good line of vision
- Test objects weight - Is it within your capabilities?

### **2. Good Balance**

- Get a firm footing - Feet apart for good balance
- Corner the load - Get as close to it as possible

### **3. Good Spinal Alignment**

- Bend at the knees and hips - NOT THE WAIST
- Maintain spinal alignment (keep a straight back)
- Get a firm balanced grip on the object

### **4. Keep the Load Close**

- The closer the load - Less stress on your back
- Tighten stomach muscles - Strong stomach muscles support your spine during a lift, push or pull

### **5. Use Your Legs**

- DO NOT JERK - Lift, push or pull smoothly
- Use your legs - Legs are stronger than your back
- Brace whilst doing the movement

### **6. No Twisting of the Body**

- Do not twist - Move your feet
- Nose and toes face the same direction

## 7. Avoid Over-Reaching

Avoid overhead reaching with back arched  
Avoid forward reaching - Stand close to the job

## 8. Team Lifting

Team lifting, mechanical, other lifting device for heavy, big, awkward loads  
Best performed by persons of similar stature  
One person is leader to give instructions  
Give clear instructions and adequate warning of obstacles

## **MAINTENANCE AND WORKING BEES**

On arrival at the centre **please sign the maintenance/working bee sheet** at the back veranda area. Remember if something happens to you while at the centre we will need to know whom to contact etc.

Whenever engaging in work activities at The Centre, always think "**safety first**" **Follow** our manual handling guidelines to protect yourself against back and neck injury.

All equipment/tools that you provide **must be in safe working order and can only be used by the owner.**

All major works e.g. plumbing and electrical, must only be implemented by people qualified in this area.

To prevent any injuries, we ask that **NO CHILD be present at working bees or maintenance days.**

Please ensure that you wear the appropriate protective gear/clothing when working and participating at the The Centre.

## **SAFE USE OF CHEMICALS AND PESTICIDES**

1. Use the least toxic pesticide or chemical available for the work.
2. Ensure only the recommended rate is used and prepare only enough for immediate use.
3. Wear the appropriate protective clothing for the chemicals or pesticides.
4. Read labels and material safety data sheets carefully.

5. Cover food and water containers of pets.
6. Do not eat, drink or smoke while pouring, mixing or spraying.
7. Spray with minimal wind drift.
8. Thoroughly clean all equipment where run off will not contaminate the environment or create a hazard.
9. Wash yourself well after using chemicals and pesticides and definitely before eating, drinking or smoking.
10. Be aware of first aid requirements and if becoming ill while using chemicals or pesticides, **STOP** and seek medical attention.

**PROTECTIVE CLOTHING (GUIDELINE ONLY)**

**For mowing and whipper snipping this includes** - Your wearing long pants, socks and sturdy non-slip shoes (safety shoes if you have a pair), hat and eye/face shields.

**For outside tidy/gardening/mulching etc. this includes** - Your hat, sunglasses and rubber/leather gardening gloves.

**When spraying with chemicals this includes** - Your long pants and long sleeve shirt, socks and shoes, hat eye shield and facemask.

**When using cleaning agents this includes** - Your rubber gloves.

**For handling any article soiled with body fluids/emptying bins etc. this includes** - Your rubber gloves.



**EMERGENCY & EVACUATION PROCEDURES**  
**FIRE EXTINGUISHER/ EVACUATION PLAN/BOMB THREAT/LOCKDOWN**

The Centre complies with the Fire Services Act and The Office of Early Childhood Education and Care requirements regarding regular checks by the Fire Department, quarterly fire drills and instruction for the children, and checking fire extinguishers.

You may witness one of these fire drills on your parent participation day or hear your child talk about them. Listed below is some information, which may assist you or answer probing questions.

**In the interest of safety, if the ALARM is ringing do not enter this building.**

**Know where exits, fire hoses and extinguishes are, study the building plan on the notice board when next at the kindergarten.**

**Should a Fire Occur**

1. Our main priority is to ensure that all the **children/staff/volunteers are evacuated** in an orderly, calm fashion to the **assembly points** where the roll is to be checked by staff.
2. The Certified Supervisor is to phone the Fire Service **DIAL 000**.
3. The Director or staff member is to extinguish a small contained fire e.g. in the paper bin.

<b>TO OPERATE AN EXTINGUISHER</b>
<b>P</b> ULL the pin
<b>A</b> IM the nozzle
<b>S</b> QUEEZE the handle and
<b>S</b> WEEP the fire

## **BOMB THREAT CHECKLIST**

The Bomb threat checklist is located near each phone in centre.

When at our centre please familiarize yourself with:

1. Our evacuation plan (located near each phone)
2. Fire Extinguish usage
3. Bomb Threat Checklist (located near each phone)
4. Lock Down procedure (located near each phone)

## **During any emergency please**

1. Assist staff in identifying the type of emergency Eg: Personal threat, severe storm.
2. Notify appropriate emergency service
3. Alert any other adults at centre and enlist their help
4. Ensure you assist staff with the safety of all children and adults at the centre.
5. Ensure no unauthorized people enter building.

On all occasions, the immediate evacuation of children and staff/care providers to areas of safety assumes paramount importance, combined with the continued supervision of the children.

All staff/care providers must cooperate fully with police and other emergency services in the performance of their duties, but must not become involved in searches for bomb devices.

If a dangerous incident occurs in the workplace, then no person is to move or interfere with the plant or object connected with the incident without permission of the inspector from workplace health and safety or a police officer.

**REMEMBER TO FOLLOW THE INSTRUCTIONS FROM STAFF**