



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## WORK HEALTH AND SAFETY POLICY

### **Objective**

This policy outlines Narnia's commitment to providing a healthy and safe environment for children, staff and visitors to the Centre. The policy complies with the Work Health and Safety (WHS) Act 2011.

### **Roles and Responsibilities**

The policy identifies the roles and responsibilities allocated to each individual within the Centre. It is noted that, while the Nominated Supervisor carries the day to day responsibility to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health and safety of all employees within the Centre is the ultimate responsibility of the Approved Provider.

### **The Approved Provider**

In fulfilling WHS obligations, the Approved Provider's role is:

- to understand the operations of the early childhood centres and the hazards and risks involved
- to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- to ensure processes are established to comply with any legal duty or obligation
- to ensure processes are verified, monitored and reviewed.
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### **Nominated Supervisor and Senior Educators**

The Nominated Supervisor is responsible for the effective implementation of the Centre's WHS policy. The Nominated Supervisor works with staff to achieve a healthy and safe workplace by:

- fulfilling WHS responsibilities, according to the WHS Act and associated Regulations, through the development and application of policies and safe work standards;
- applying Regulations and Standards specific to the childcare industry within the Centre in addition to NSW WHS Legislation, Regulations, Standards and Codes of Practice;
- addressing both the childcare industry hazards and workplace specific issues through regular WHS inspections and risk management processes;
- ensuring that the practical application of policies and WHS checklists are periodically revised and consistent with centre health and safety objectives;
- providing accurate and appropriate information, induction, training and supervision for all employees (such as the correct use of equipment and substances within the Centre); and

- providing employees with access to WHS incident reporting tools to record any event of workplace injury, illness or near-miss so that appropriate corrective measures can be applied to prevent recurrence and the Centre's health and safety performance can be accurately monitored.

### **Employees**

Staff members play an integral role in the practical application of WHS policies and procedures. The Nominated Supervisor will assist employees to understand their WHS responsibilities in the workplace, which include:

- a duty of care to take all reasonably practicable steps for their own health and safety and of others in the workplace;
- act in accordance with the safety directions and procedures documented in policies, legislation and supporting documents;
- participate in mandatory WHS training;
- will not intentionally interfere with or misuse items or facilities provided in the interests of health, safety and welfare of all employees;
- report all accidents and incidents including injuries, illnesses and near-misses to the Nominated Supervisor; and
- engage and consult with the appointed health and safety representative regarding WHS issues as well as the Nominated Supervisor

### **Non-employees and Visitors**

Narnia has a duty of care to protect the health and safety of other persons at the centre in addition to employees and children. Centre facilities are maintained to protect employees and will therefore be safe for non-employees as well.

Visitors should act in an appropriate manner to ensure the safety of themselves and others when on the Centre's premises.

### **Consultation and Communication**

Employees WHS interests and concerns are discussed at staff meetings.

WHS is a standing agenda item at the monthly staff meeting. All employees are encouraged to discuss WHS matters and improvements in an open and proactive manner. Any changes to the Centre's WHS practices and policies will be advised by the Nominated Supervisor as soon as practical as part of the ongoing WH&S training and awareness.

### **ESSENTIAL SUPPORTING DOCUMENTS**

The Centre maintains accurate records regarding matters relating to the health, safety and wellbeing of employees. Records held by the Centre includes for example:

- WH&S policy and inspection checklists;
- incident reports;
- maintenance records, including first aid and safety equipment;
- workplace inspections and action plans; and
- risk assessments and risk management decisions.

**RELATED POLICIES:**

Code of Conduct

Child Protection Policy- Protecting and Supporting Children

Emergency Evacuation and Lockdown Policy

Accident, Incident and Injury Policy

Dealing with Infectious Diseases Policy

Hygiene and Infection Control Policy

Manual Handling Policy

Medical Conditions Policy Safe

Risk Management Policy

**SOURCES:**

Work Health Safety Act 2011

Work Health Safety Regulations 2011 Work

Health Safety Codes of Practice