



Health and Safety Policy Handbook

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 and therefore unable to obtain a refund.

Workplace Health and Safety Policy

The Port Augusta West CSC 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 Port Augusta West CSC 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 Port Augusta West CSC neither expects nor requires employees or volunteers/parents to attempt anything that is likely to cause them or the children any harm.

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Health, Safety and Wellbeing Statement

The Port Augusta West CSC 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.

Port Augusta West CSC 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;

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- 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 Port Augusta West CSC, everyday.



This Kindergarten Site is a Smoke Free Area

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Code of Conduct

This code of conduct outlines appropriate standards of behaviour from adults towards children.

The code serves to protect children and allows them to participate in a safe and caring environment.

It assists staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

All staff and volunteers will :

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognizes and respects the rights of others.

- Act in the best interests of the child, listen to and value their ideas and opinions, and take action to protect their well-being.

- Welcome all children and include them in activities, respecting cultural, religious and political differences without discrimination, bias, fear or favour.

- Maintain confidentiality and respect the privacy of the child and their family and work with them in partnership.

- Support the policies, standards and practices of this organisation.

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INTRODUCTION TO WORKPLACE HEALTH AND SAFETY

Role of the Centre's Workplace Health and Safety Officer
(Deb Martin - Director)

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 regular Preschool 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.

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.

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

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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 Preschool 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 at the preschool regarding infection and incubation periods of common childhood diseases, just ask the Director or check the parent library.

Staff use gloves when attending to any

- Staff clean toilet area in middle of each day.
- Cleaner cleans preschool after each preschool day.

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.

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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 for 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.

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- 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 rest/ sleep
- After going to the toilet
- After touching nose secretions
- Before going home
(Staying Healthy in Child Care, 1997:1-5)
- Whenever your 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 Hand washing Procedure as outlined below and then use disposable gloves provided by The Centre.

Hand washing Procedure

- Wet hands first using 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.

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- Children are to dry their hands thoroughly with a paper towel
- Teachers, parent's etc. use a clean paper towel.
- Turn off the taps with a paper towel to avoid recontamination.
- Turn off the taps with a paper towel to avoid recontamination.
- If necessary, use skin lotion to prevent dry cracked skin and we would suggest that fingernails be kept short and clean.
- Hand sanitiser is available for everyone to use.

Strict Attention must be paid to hand washing 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

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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.

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.

Two first aid kits are located in the kitchen and Laundry area (hung on the wall). 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 information booklet.

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GENERAL SAFETY

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

This centre recognises 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.

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.

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. See Sun Safety Policy for further details.

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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 preschool 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, which are 8:30am to 3:00pm. 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 Directors office if you purchase any substance Eg: insect repellent or cleaning products.

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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

Use team lifting or mechanical or other lifting device for heavy, big or 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.

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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.

People qualified in this area must, only implement all major works e.g. plumbing and electrical.

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.

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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 DECD requirements regarding regular checks by the Fire Department, monthly 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

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below is some information, which may assist you or answer probing questions.

In the interest of safety, if the WHISTLE is blown do not enter this building.

Know where exits, fire hoses and extinguishes are, study the building plan which is located beside all phones and in all rooms to the centre.

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 designated area in the preschool car park through the double gates, where the roll is to be checked by staff.
2. The Director or staff member 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.

TO OPERATE AN EXTINGUISHER
PULL the pin
AIM the nozzle
SQUEEZE the handle and
SWEEP the fire

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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 exit)
2. Fire Extinguish usage
3. Bomb Threat Checklist (located near each exit)
4. Lock Down procedure (located near each exit)

LOCK DOWN PROCEDURE

Follow the staff on duty to a area they deem to be safe depending on the reason for the lock down. Please assist to ensure this is done in a orderly safe manner for all children, staff and volunteers.

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.

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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