

# Tottenham War Memorial Early Childhood Centre

## Workplace Health and Safety Policy

**The Centre will continuously strive to protect children, workers, families and visitors from any workplace health and safety hazards.**

Statutory and Legislation Considerations:

The Centre's Workplace Health and Safety (WH&S) Policy adheres to and/or complies with:

- Education and Care Services National Regulations
- Workplace Health and Safety Act
- National Quality Standards
- WorkCover Authority of NSW practices
- Education and Care Services National Law

### Rationale

The Centre recognises its responsibility to maintain a safe environment at all times so that there is minimal risk of injury or harm to children, workers, volunteers or visitors. The Centre's objectives for implementing this WH&S management system are to minimise the number of hazards in our service; consequences of risks present in our Centre; number of accidents, injuries and reportable incidents, and cost of workers compensation claims by our Centre.

In fulfilling their WH&S obligations, The Management Committee's role is:

- To gain an understanding of the operations of the Centre 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 the Centre has, and implements, processes for complying with any legal duty or obligations
- To ensure processes are verified, monitored and reviewed.

### Rights and Responsibilities

Health and safety duties of employers are the responsibilities of the **"person conducting a business or undertaking" (PCBUs)**. The PCBU is our Centre organisation. The primary duty of care is owed by a PCBU when it:

- Directs or influences work carried out by a worker
- Engages or causes to engage a worker to carry out work
- Has management or control of a workplace.

As a PCBU the Centre must meet its obligations to provide a safe and healthy workplace by ensuring:

- Safe systems of work
- A safe work environment
- Safe use of structures and substances
- Facilities for the welfare of workers are adequate
- Notification and recording of workplace incidents
- Adequate information, training, instruction and supervision is given
- Compliance with the requirements under WH&S regulation
- Effective systems are in place for monitoring the health of workers and workplace conditions

As a worker you must:

- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instruction by the PCBU
- Cooperate with any reasonable policies and procedures of the PCBU

## **Workplace Health and Safety Procedures**

The Centre has a duty of care to provide all persons with a safe and healthy environment. The Centre is also committed to:

- Providing a duty of care that protects persons from harm, injury, illness or abuse
  - Developing and administering WH&S risk management systems
  - Auditing WH&S procedures and practices
  - Consulting with all stakeholders when reviewing WH&S policies
  - Maintaining and storing WH&S documentation and records in accordance with Education and Care Services National Regulations 2011 (NSW)
  - Providing workers/carers with WH&S professional development and training
  - Developing policies as WH&S legislation changes
  - Developing a program for workers returning to the workplace. This includes rehabilitation programs due to a workplace injury, extended personal leave (stress, sick or bereavement) or parental leave and
  - Ensuring that all WH&S policies are transparent and available for any person to access.
- The Centre's WH&S Policy applies to all hazardous chemicals, events, situations, tasks, buildings, equipment, methods, materials, substances, products and vehicles used for transporting children.
  - It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the Centre's WH&S Policy, procedures and practices. The Centre consults with and involves all workers in implementing our risk management approach in WH&S.
  - The Centre also complies with WH&S National Standards, codes of practice, Australian Standards and best practice recommendations from recognised authorities.
  - The Centre ensures that adequate financial, physical and human resources are allocated to support the implementation of a WH&S management system.

## **Consultation**

Consultation is mandatory under the Work Health and Safety Act 2011 for persons conducting a business or undertaking. Meaningful consultation leads to fewer workplaces injuries and give everyone the opportunity to:

- Discuss and share their health and safety concerns
- Identify safety hazards and risks
- Find and implement practical solutions
- Contribute to the decision making process
- Communicate outcomes in a timely manner.

Consultation must take place on all health and safety matters including:

- Undertaking risk management activities
- Proposing changes that may affect workers
- Making decisions about any work health and safety procedure
- The adequacy of facilities for the welfare of workers.

## **Offences and penalties**

Various offences and monetary and non-monetary penalties are specified in the Act. Prison terms may apply to repeat offenders. Compliance and enforcement of WH&S legislation in NSW is the role of WorkCover NSW and SafeWork NSW. WorkCover and SafeWork have the powers to obtain information, prosecute offenders and accept enforceable undertakings.

## **The WH&S representatives**

At the AGM each year a committee member and a staff member are appointed as **Health and Safety Representatives (HSR)**. The staff member acts as a liaison between workers and the Management Committee and carry out WH&S duties with assistance from the committee representative. The HSR's role is:

- To represent the WH&S interests of the Management Committee and the employees
- To provide WH&S induction training to new employees
- To monitor measures taken by the Committee to comply with the legislation
- If required to investigate complaints
- Liaise between the Nominated Supervisor and staff members regarding WH&S matters.

## **Sharing the responsibility of the Centre's WH&S Policy**

The Centre's WH&S policy is:

- Issued to and discussed with all workers on induction
- Available in the Centre policy folder
- Discussed with contractors, students, visitors and volunteers to the Centre

## **The Management Committee**

- Ensures compliance with WH&S legal requirements
- Takes reasonable steps to provide a safe workplace and safe ways of working
- Provides ways for workers to be informed about and involved in health and safety issues at work (for example staff immunisation and first aid certificates)
- Ensures all safe work procedures are kept up-to-date, and workers notified about changes to any of these procedures
- Ensures that at the Annual General Meeting a committee person and staff member are appointed as HSR officers
- Ensures that public liability and work compensation insurance policies are all held by the Centre
- Provides injured workers with effective rehabilitation programs to ensure their recovery and return to work at pre-injury capacity, wherever possible. *Register of Injuries and Return-to-work Plan (in WH&S folder).*

## **The Nominated Supervisor (or Certified Supervisor on the day)**

- Undertakes day-to-day management of WH&S issues
- Ensures all new workers receive information, training and supervision. (Refer to Induction checklist for Workers)

Continually supervises workers to ensure their WH&S is maintained, including:

- The physical working environment, (slips, trips and falls)
- Providing warning signs
- The safe layout and condition of the workplace
- Guides workers, visitors, children and their parents about safety, safety procedures and practices.
- Identifies, assesses and controls risks as much as realistically possible.

## **Workers, students, volunteers, visitors<sup>1</sup> and external contractors<sup>2</sup>**

- Follow reasonable instructions in utilising equipment provided by the PCBU to protect their safety while at the Centre
- Identify and report any workplace incidents or hazards (using the Hazard Report located in the Staff Forms folder and Workplace Health & Safety Folder), to their Nominated Supervisor or Staff HSR
- Conduct an assessment of the grounds and building (workers) using the Daily Grounds Check folder, located at the back door, and record any hazards found. Refer to the Outdoor, Indoor and Building Maintenance Safety Checklist information when conducting these checks
- Are involved in the discussion of a resolution of WH&S issues
- Protect their health and safety and that of others by not working while under the influence of alcohol or other drugs
- Will not interfere with or removing any safety guards, safety devices or protective equipment provided by the PCBU
- Are made aware of the Workplace Health & Safety Staff Manual located in the office
- Are made aware of the Hazardous Chemical Register located in the laundry cupboard
- Are made aware of the Poisons Safety Checklist located in the kitchen and office
- Adhere to the special legislative requirements (workers) specific to the health and safety of pregnant women, such as risk to injury (manual handling); risk of infection (rubella); or illness from standard caregiving practices (risk of contracting cytomegalovirus [CMV] from nappy changing routines).

## **Strategies and practices**

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<sup>1</sup> For the purpose of this policy, a 'visitor' is defined as an individual who has been invited to the service for non-employment purposes. For example, grandparents, the work colleague of a carer's partner or a family on an orientation visit.

<sup>2</sup> For the purpose of this policy, an 'external contractor' is defined as an individual who has been invited to the service to perform a specific skill. For example, a tradesperson, child health nurse, landscaper or fire officer.

WH&S legislation focuses on workplaces addressing health and safety risks before they become a hazard. This results in the development of WH&S procedures and practices, which aim to eliminate or minimise risks from occurring or controlling risks when they arise.

A risk management strategy is a holistic process that identifies, assesses, controls, minimises or eliminates risks that can potentially cause harm, injury or illness to persons or damage to the Centre's environment.

### **Risk management strategies**

An effective risk management strategy is a step by step procedure which:

- Aids decision making
- Controls the cost of resources
- Increases the knowledge of risks and hazards
- Encourages the collaboration process and
- Prepares the centre for external audits and reviews.

### **Identifying risks**

At the Centre, risks are identified by considering:

- What is the risk?
- What is the nature of the risk?
- What is the history of the risk almost occurring (a near miss)?

### **Hazard identification**

- Safety checks are conducted using the Hazardous Checklist and Playground Safety Checklist, located in the WH&S Document Folder, at the beginning of each term and retained in the WH&S Document Folder.
- All chemicals used within the Centre have a MSD, located in the WH&S Resource Folder in the office; a Hazardous Chemical Register is located in the laundry cupboard and contains MSD for chemicals deemed hazardous according to WorkCover, and also chemicals where special care is needed. A repurchasing list is located in the kitchen, containing chemicals which have a MSD already. Anyone repurchasing is advised to buy from this list, to limit the number of chemicals and to ensure that all chemicals have an MSD. Chemicals are checked for MSD at least annually. MSDs are checked for updates every two years
- At the beginning of each term the Accident Book will be checked and assessed if any repeated incidents are occurring
- At the beginning of each term the Daily Grounds Checks and Hazards Reports is assessed for information identified by workers as hazardous
- Workers are encouraged to report WH&S hazards, complaints or observations as soon as they become apparent
- Employees are encouraged to complete a Staff Safety Checklist annually
- Time is allocated at committee meetings and staff meetings to discuss WH&S issues.

### **Assessing risks**

At the Centre, risks are assessed by considering the:

- Probability of the risk occurring in normal conditions
- Probability of the risk occurring in abnormal conditions
- History of incidents and emergencies relating to the risk
- Past, current and planned strategies to control the risk.

### **Risk assessment**

- All identified risks are recorded onto the Hazard Identification and Action Sheet, located and retained in the WH&S Document Folder
- Risks are prioritised based on their risk score. The risk score acts as guidance to the order in which the risks should be addressed. When the risk is identified as "High", it is dealt with as a matter of urgency. When a risk is assessed as "Low", it is regularly monitored and dealt with as resources become available and/or if the degree of risk increases
- All identified risks which have been recorded are dealt with as a team approach that is, ideas and recommendations are sourced from workers, committee or others within the industry, if needed

- Identified risks which are deemed “High” are taken and discussed with the Management Committee.
- Staff/committee are given feedback as to how the risk was controlled/ fixed
- All products/equipment purchased are risk assessed before purchase. *Refer to the Storage of Dangerous Chemicals, Substances and Equipment Policy.*

### **Controlling risks**

At the Centre, once risks have been identified and assessed, they are either controlled, minimised or eliminated. The step-by-step hierarchy to controlling risks is as follows:

- Eliminate the risk
  - Find a substitute to the risk
  - Engineer control mechanism to diminish the likelihood of the risk
  - Administer controls to minimise or eliminate the risk
  - Implement the use of Personal Protective Equipment (PPE)
- (NB: Each step in the hierarchy may not be relevant to every risk).

### **Once the control strategy is selected and implemented**

- Safe working procedures are documented (where required)
- The changes are communicated to all those involved
- Training and instruction is provided (where required)
- Adequate supervision is provided to ensure the control is being implemented correctly
- It is maintained to ensure ongoing effectiveness.

### **Evaluating risk management strategies**

At the Centre, the effectiveness of risk management strategies and WH&S procedures and practices are evaluated by:

- Reviewing and dating strategies, which includes changes to legislation or recommended practices, documented in committee meeting and staff meeting minutes and the Hazard Identification Action Sheet
- Consulting with stakeholders and
- Maintaining records which document the history of:
  - Building and equipment safety checks
  - Material Safety Data (MSD)
  - Incident reports
  - Emergency evacuation drill evaluations
  - Cleaning of toys, equipment and premises
  - Electrical tagging
  - Pest control
  - Emergency equipment
  - Maintenance register

### **Documenting WH&S procedures and practices**

Hazard identification procedures are planned, documented, comprehensive (aim to cover all potential hazards and risks) and are ongoing. They are scheduled at regular times to the nature of the hazards and associated risks:

- All hazard identification documents are kept in the WH&S Document Folder, located in the office
- The maintenance of records complies with WH&S legislation and regulations
- Effective documentation improves the communication between all stakeholders and ensures the consistency of accurate information. Examples of WH&S documentation include incident reports, medication authority forms, safety checklists and evacuation procedure floor plans.

### **Protective behaviours and practices**

Staff, carers, students and volunteers as role models:

- Children learn through example and modelling is an important way to teach children about health and safety behaviours and practices
- Staff/carers, students and volunteers must comply with the Workplace Health & Safety Policy

- Children are encouraged to play and act safely at all times, considering not only themselves but also those around them
- Rules concerning safety are logical and well explained
- The program includes safety to encourage children in safe behaviour
- The program considers safety when being developed, i.e. choking hazards, placement of play equipment.

### **Staff/Carer professional development opportunities**

All staff members are given information about safety and safe working habits, through professional development in-services, brochures and newsletters.

### **Manual Handling**

By providing effective manual handling procedures the Centre strives to protect all staff from the risk of injury associated with manual handling. The Centre will as far as reasonably practical ensure that each manual handling task is safe and without risk to the health and safety of staff. The three goals of the Centre manual handling procedures and program is:

- To minimise manual handling hazards in the workplace
- To provide timely and appropriate intervention to identify, assess and control hazardous manual handling tasks
- To implement procedures consistent with legislation and best practice manual handling management.

**Practice:** To minimise the risk of back injury in child care workers and other staff members and to comply with the Workplace Health and Safety Act and other relevant legislation, the Centre:

- Has adult height sinks, change tables and toilets, and children have low self-help toilets and step stools.
- Uses small chairs with good back support instead of squatting or bending for interaction with children.
- Uses an adult chair for feeding infants.
- Uses beds that are lightweight and stackable with washable mattresses.
- Has shelving, filing cabinets, and storage cupboards at suitable height to avoid stretching to reach them.
- Has adult size furniture in offices and where adults do not usually interact with children.
- Where possible encourages workers to kneel rather than bend down, to avoid neck and back problems.
- Advises carrying children only when necessary, in the correct way - with one arm under the child's buttocks and your other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible, try to avoid carrying a child on your hip because this may strain your back.
- Advises when lifting awkward loads, be careful to lift with a balanced and comfortable posture.
- Advises minimising the need to reach above shoulder level and use a stepladder if necessary.
- Advises avoiding extended reaching forward, e.g. leaning into low equipment boxes, sharing the load if the equipment is heavy, long or awkward.
- Advises that when lifting babies out of cots, stand close against the cot and raise the child as close as possible to your body, do not stretch over and lift.
- Advises that when sliding, pulling or pushing equipment, if the equipment is not easy to move, ask for help and organise a team lift.
- Uses equipment and furniture that can be moved around as safely, easily and comfortably as possible.
- Places heavier items on lower shelving.
- Where possible, arranges children's activities/sleep around furniture/equipment to minimise manual handling.
- Minimises lifting children by having steps/foot stools in areas where lifting of children is likely to be needed, such as nappy change room.
- Provides manual handling training for workers, displays posters showing correct methods of lifting, and develops strategies for minimising risk such as stickers showing correct methods of lifting.

### **Hazardous Materials**

The Centre strives to minimise the health and safety risks associated with the handling and storage of hazardous materials and to adopt a risk management strategy which enables practices that minimise the risk of harm, injury or illness caused by any hazardous material. As far as is reasonably practical the Centre:

- Provides the least hazardous chemical, product or equipment for the task without jeopardising hygiene

- Ensures that the staff, contractors, students and visitors are protected from both long and short term health effects of hazardous substances and processes
- Ensures all staff contractors, students and visitors have access to Material Safety Data and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances
- Ensure that no poisonous plants are planted within the workplace and undertake regular garden and grounds maintenance to minimise the risk of toxic plants within the grounds and premises.

### **Rehabilitation and safe return to work**

The Centre is committed to providing effective occupational rehabilitation and to supporting staff who have sustained injuries and illness to safely return to suitable employment. This framework looks to minimise the impact of injuries on employees and the workplace, ensure the provision of timely and appropriate intervention at each stage of the rehabilitation process and to implement practices which are consistent with legislation and best practice rehabilitation.

The Centre promotes the prevention of injury and illness through maintaining a safe and healthy working environment and providing early reporting systems and intervention procedures.

For all employees with an accepted workers' compensation claim, the Centre will ensure that the safe return to work process commences as soon as possible (consistent with medical advice) after the illness or injury occurs, and will engage necessary expert advice and assistance to ensure the process is consistent with legislative requirement.

### **Health and wellbeing**

The Centre is committed to providing a safe environment free from all foreseeable risks to health and safety that may arise at our location for children, staff, volunteers, contractors, students and visitors and will provide and maintain:

- Safe systems of work (such as policies, procedures and instructions)
- A safe work environment, safe equipment and adequate information, instruction and training
- Adequate facilities for the welfare of employees.

Employees also have to contribute to the development and maintenance of a safe and healthy workplace including:

- Taking reasonable care of the health and safety of themselves and others, and supporting the Centre's efforts to comply with health and safety requirements
- Not interfering with, or misusing, resources or property that are provided for the health and safety and welfare of other persons
- Not obstructing attempts to give aid or attempts to prevent a serious risk to the safety of a person, nor wilfully injuring themselves or others
- Utilising personal protective equipment where they have received the appropriate training or authority to do so.

### **Managing emergencies**

The Centre is committed to providing a framework for emergency management to help employees deal with incidents or situations that could pose a threat to life, health or property. The Centre will ensure the preparation of emergency management response strategies and support to minimise the risk posed by natural disasters and other emergency situations, and to ensure a rapid response to emergencies when they occur. Effective management of emergency situations is achieved through:

- Preparation and planning
- Response and
- Recovery

### **Electrical Safety**

The Centre adopts a risk management process to minimise the risk of workplace illness, injury or harm resulting from exposure to electrical hazards. The risk management framework includes but is not limited to:

- The maintenance of relevant procedures for the Centre and maintenance providers

- Appropriate recording of all identified electrical hazards and subsequent control measure to reduce or eliminate risk
- Intervention of all electrical incidents and appropriate communication to all stakeholders
- Ensuring the purchase and provision of electrical equipment is done in accordance with Australian Standards
- Providing information, training and support of all staff that may come into contact with electrical hazards in the workplace, either directly or indirectly.

### **Stress management**

**Practice:** To minimise the risk of and/or manage stress, and ensure Centre workers have adequate opportunities for leave and holidays, the Centre Nominated Supervisor:

- Is aware that the main causes of stress and burnout in Centre staff are:
  - Not being able to take holidays or sick leave
  - Long working hours, working overnight, on weekends and public holidays
  - Inadequate recognition
  - Inadequate training
  - Lack of breaks and variety of work
  - Not being able to contact families in emergencies
  - Conflict with families over policy issues, especially excluding children when they are ill or have a potential infectious disease
  - Conflict over administration and non-payment or handling of fees
  - Expectations, needs of own family, and dealing with family and personal issues
  - Increased administrative work
  - Constant exposure to infectious diseases and other workplace health risks
  - Constant exposure to noise
  - Responsibility for children's welfare and fear of litigation
- Provides workers with support about issues relating to holiday leave, sick leave, not being able to contact families, conflict with families, negotiating with families about adhering to policies and guidelines, administrative workload, and the need for Centre staff to take leave in personal and family emergencies.
- Assists workers to make arrangements with the Centre about taking regular holidays, with some strategies including the Centre having relief child care workers or the Centre assisting in finding alternative care.
- Develops a policy which assists workers to make arrangements with the Nominated Supervisor for provisions to allow the workers to take emergency leave for situations such as personal illness or illness in their family or other personal issues.
- Monitors all workers for problems and issues and take positive steps to assist in preventing and managing stress by:
  - Including all workers in determining changes and making decisions in the management of the Centre,
  - Providing adequate training in all health and safety issues when it is required, especially in the areas that are considered to be major sources of stress for workers, such as exclusion of sick children,
  - Conflict resolution, exposure to infectious diseases and other workplace health risks, caring for sick children and children with chronic health problems, administering medications, and first aid emergencies,
  - Implementing effective communication channels so that each staff member can feel confident in being able to voice their concerns and resolve problems and issues,
  - Assisting staff members in planning workloads and dealing with the impact of caring for children with illness, chronic health problems or other special or developmental needs,
  - Conducting regular reviews of policies, management and communications procedures, staff problems and issues,
  - Effectively and fairly dealing with and resolving both staff and family's complaints and conflicts through a complaints policy and procedure,
  - Providing recognition of staff's efforts and achievements through praise and work and family friendly practices,
  - Establishing communication systems that encourage input from workers, families, other health professionals, and the community



- Makes opportunities available for Nominated Supervisor and staff for training in personal stress management.
- Employs strategies which help in preventing, recognising and reducing work stress, such as:
  - A management system which recognises stress and recognises individuals more likely to be at risk of stress, such as Nominated Supervisor and executive staff, and staff who have extra responsibilities,
  - Giving workers more participation in making decisions and solving problems in policy making and management of the Centre,
  - Make use of employee assistance programs
- Builds a culture of empathy and support in the work place when stressful situations occur.

### **Maintaining safe environments**

The number of risks that can potentially cause harm, injury, illness and damage is extensive, especially when there are unique circumstances. The list below identifies key areas of potential risk.

Administering medication

- Refer to the Centre's Administration of Medication Policy.

Animals and domestic pets

- Refer to Outdoor Safety Checklist, located in the Daily Grounds Folder.

Bullying and harassment:

- Refer to the Centre's Guiding and Supporting Children's Behaviour Policy.

Child protection

- Refer to the Centre's Child Protection Policy.

Dangerous products

- Refer to the Centre's Storage of Dangerous Chemicals, Substances and Equipment Policy

Emergency

- Refer to the Centre's Emergencies and Evacuation Policy.

First aid

- Refer to the Centre's First Aid Policy.

Food safety

- Refer to the Centre's Nutrition/Food/Beverages/Dietary Requirements Policy.

Infection control

- Refer to the Centre's Infectious Diseases Policy.

Manual handling and back care

- Refer to information in this policy

Stress management

- Refer to information in this policy

Sun protection

- Refer to the Centre's Sun Protection Policy.

Transporting children safely

- Refer to the Centre's Excursion Policy.

### **Maintenance of buildings and equipment**

- The Centre defines a "building" as the main structure of the Centre as well as verandahs and outside sheds. The Centre defines "equipment" as all equipment within the premises, for example children's toys, office equipment, sheds and perimeter (including fences and gates).
- A register of buildings and equipment can be found within the Centre's Business Plan.
- A Maintenance Register is located within the WH&S Document Folder
- A Building Maintenance Checklist is conducted within the Hazard Identification Checklist, with consideration given to the following:

**Building maintenance** – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition

**Cleaning products** – use safer, less toxic alternatives, e.g. soap and warm water

**Dust mites**, pet allergens – regular dusting and vacuuming

**Fence** off securely and effectively all sides of outdoor play areas from roads, water hazards, and driveways, maintain fence, have correct height, install childproof self-locking devices on gates

**Garbage** – safe and prompt disposal. Use lidded secure bins that prevent child access and maintain in a clean and safe condition. Encourage recycling  
**Garden** and renovation debris removed; regularly trim branches and bushes  
**Garages and sheds** keep locked  
**Heating, cooling, ventilation, lighting** – comfortable, safe, maintained, guarded.  
**Hygienic** - regularly cleaned, maintained conditions protect against vermin, bacteria, mildew, lead, asbestos and other dust allergens  
**Lead and asbestos** dangers – use only lead-free paint for the Centre and all play equipment  
**Non-slip** floors, stairs, steps, grounds, non-porous indoor floors for easy cleaning  
**Renovation** dangers e.g. lead, asbestos, holes, excavations – reduce risks  
**Pesticide** residue - dangerous chemicals should not be used to remove vermin  
**Safety glass** installed according to the Regulation and Australian Standards on all glass doors and windows accessible to children, and safety decals on both doors at child and adult eye level  
**Security** - minimising unauthorised access with appropriate fencing and locks  
**Spills** – clean away as they occur

### Procedures

The following are examples of procedures that the Centre may employ as part of its practices:

- Employee Induction Procedure
- Policy Development and Review Procedure
- Student and Volunteer Induction Procedure
- Lock Up Procedure
- Cleaning Children’s Bathroom and Nappy Change Area
- Cleaning and Disposal of Body Fluids
- Cleaning and Use of Cot Room and Bedding
- Emergency Evacuation Procedure
- Food Handling Procedure
- Hand Washing Procedure
- Nappy Change Procedure

Sources: Health and Safety in Children’s Services: Model Policies and Practices, Narromine Preschool Occupational Health and Safety Policy, NCAC Policy templates, PSC Alliance org.au

Ratified:.....

Date:.....

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