



Holland Park Kindergarten Association Inc. WORKPLACE HEALTH & SAFETY POLICY

POLICY STATEMENT

The Holland Park Kindergarten Association is committed to providing, creating and maintaining a safe and healthy Kindergarten for all children, employees, parents, volunteers, contractors and visitors. The Management Committee will ensure that all team members, children, parents, contractors and visitors are informed of, and understand their obligation in respect of this policy and consult with and involve team members and contractors in the improvement of Workplace Health and Safety. The Holland Park Kindergarten Association will comply with the requirements of the Work Health and Safety Act 2011, and adhere to the safety precautions outlined in The Education and Care Services National Law 2011 and the Education and Care National Regulations 2011.

All team members are required to cooperate with the WH&S Policy and programs to ensure their own health and safety and the health and safety of others in the workplace.

The Holland Park Kindergarten Association and all who enter the grounds will take practicable steps to provide and maintain a hazard free working environment by:

- Ensuring our children, employees, parents, volunteers, contractors and visitors are not exposed to workplace activities, substances or processes that may present risks to their health and safety by systematically and regularly **identifying and addressing hazards** in our Kindergarten.
- **Providing appropriate information, instruction, supervision and training** and where necessary, establishing directions and procedures for our employees, parents, volunteers, contractors and visitors to follow to ensure health and safety.
- **Developing appropriate emergency procedures.**
- **Reporting and investigating all incidents.**
- **Fostering a co-operative and consultative environment** for all employees, parents, volunteers, contractors and visitors and related employer and employee associations to participate in formulating and implementing procedures that maintain a high level of health and safety in our Kindergarten.

How we all can help prevent workplace injuries and illness:

- By not acting in a manner that endangers oneself or others.
- By following health and safety instructions and directions provided, including those of equipment manufacturers and other appropriate agents.
- By identifying and reporting any danger or damage that may cause or risk the health or safety of our children, our employees, parents, visitors and contractors.

Workplace Health and Safety Queensland Codes of Practice relating to Education can be located via <https://www.worksafe.qld.gov.au/education>

Nominations for a Maintenance/Workplace Health and Safety Coordinator will be called for and elected at the AGM for the following year. A notification of the representative in a workplace will be displayed each year in the Service Manual. **The Maintenance/Workplace Health & Safety Coordinator role is to**

- represent and consult with the staff/ team members in dealings with any stakeholder/s on matters of workplace health and safety
- access relevant information for staff / team members in maintaining a safe and healthy workplace
- inspect the workplace using Lady Gowrie checklists and other tools available through the Early Childhood Education and Care Department
- utilize checklists and surveys to identify potential hazards and apply the principles of risk management to assess / control / implement a plan / review the hazards and risks,



- follow reporting guidelines for incidents / illnesses / injuries through Gowrie Incident Reporting Procedures and document, where necessary, through the online incident notification form available: <https://ols.workcoverqld.com.au/ols/public/incident/registration.wc>
- accompany any WH&S inspectors who are investigating Holland Park Kindergarten
- consult / advise / liaise with the directors and committee on changes that may affect the health and safety of stakeholders.

EVALUATION

In order to assess whether the policy has achieved the values and purposes set out in the Policy statement, the Committee will:

- Assess the effectiveness of the process.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the policy.

AUTHORISATION

This policy was adopted by the Holland Park Kindergarten Association Inc. Committee of Management, at the committee meeting on 4 November 2015.

REVIEW DATE

This policy will be reviewed annually in April by the Management Committee of the Holland Park Kindergarten Association Inc.



APPENDIX 1 INCIDENT/ILLNESS REPORTING

CONTACT DETAILS

Early Childhood Education & Care

mtgravatt.ecec@dete.qld.gov.au

07 3028 8063

ACECQA Notification Serious Incident SI01 form or Notification of Incidents/Complaints form NL101

Workplace Health and Safety Queensland

<https://ols.workcoverqld.com.au/ols/public/incident/registration.wc>

1300 362 128

Lady Gowrie

www.gowrieqld.com.au

07 3252 2667

SERIOUS INCIDENT DEFINITION

(a) ACECQA definition for ACECQA Serious Incident SI01 form

- the death of a person at the kindy premises, while working at the kindy, or following an incident while at kindy
- any incident involving injury or trauma to, or illness of, a person at the kindy premises or while working at kindy where:
 1. the attention of or treatment by a registered medical practitioner was sought, or ought reasonably to have been sought,
 2. the person attended, or ought reasonably to have attended, a hospital and includes the occurrence in a person of an infectious illness or disease
- any incident at the kindy premises or while a person is working at kindy, where the attendance of emergency services was sought, or ought reasonably have been sought.
- a dangerous incident
- any circumstance where a child:
 1. appears to be missing or cannot be accounted for
 2. appears to have been unlawfully and/or improperly taken or removed from the kindy premises
 3. is mistakenly locked in or out of any part of the kindy premises.

(b) WHSQ definition for immediate reporting and completion of Form 3 (V13.2.12)

A workplace incident that falls into one of the below categories is required to be notified to Fair and Safe Work Queensland under the Work Health and Safety Act 2011, the Safety in Recreational Water Activities Act 2011 or the Electrical Safety Act 2002.

If an incident does not fall under one of the categories listed below it is likely that you are not required to notify Fair and Safe Work Queensland.

If you are unsure whether you are required to notify of an incident or you require assistance in completing this form you can speak to a Fair and Safe Work officer on **1300 369 915**.

Notification must be by the fastest possible means. The options for notifying are to:

- **Business hours** - 8.30 am to 4.45 pm, Monday to Friday (excluding public holidays) phone on 1300 369 915
- complete and submit the [online incident notification form](#)
- fax the completed [Incident Notification form](#) (PDF, 189 kB) to facsimile number (07) 3247 0297
- email the completed [Incident Notification form](#) (PDF, 189 kB) to whsq.aaa@justice.qld.gov.au.
- **Outside of business hours** - phone on 1300 369 915 to be connected to WHSQ's after-hours messaging service.



Categories

- The death of a person other than by electricity
- An injury or illness requiring a person to have immediate treatment as an in-patient in a hospital

A serious injury or illness requiring a person to have any of the following

- immediate treatment for the amputation of any part of his or her body
- immediate treatment for a serious head injury
- immediate treatment for a serious eye injury
- immediate treatment for a serious burn
- immediate treatment for the separation of skin from an underlying tissue
- immediate treatment for a spinal injury
- immediate treatment for the loss of a bodily function
- immediate treatment for a serious laceration
- medical treatment within 48hrs of exposure to a substance
- An infection to which the carrying out of work was a significant contributing factor

An infection reliably attributable to carrying out work

- with micro-organisms
- that involved providing treatment to a person
- that involved contact with human blood or body substances
- that involved handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products

Contraction of the following zoonoses in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:

- Q fever
- Anthrax
- Leptospirosis
- Brucellosis
- Hendra virus
- Avian Influenza
- Psittacosis

A dangerous incident that exposed a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- an electric shock that is not a serious electrical incident or a dangerous electrical event
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel

A serious electrical incident involving electrical equipment where

- a person was killed by electricity
- a person received a shock or injury from electricity, and was treated for the shock or injury by or under the supervision of a doctor



- a person received a shock or injury from electricity at high voltage, whether or not the person was treated for the shock or injury by or under the supervision of a doctor (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC)

A dangerous electrical event involving

- the coming into existence of circumstances in which a person was not electrically safe, if the circumstances involve high voltage electrical equipment; and despite the coming into existence of the circumstances, the person does not receive a shock or injury (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC)
- the coming into existence of both of the following circumstances (1) if a person had been at a particular place at a particular time, the person would not have been electrically safe and (2) the person would not have been electrically safe because of circumstances involving high voltage electrical equipment (high voltage means a voltage above 1000 V AC or 1500 V ripple-free DC)
- electrical equipment and in which significant property damage was caused directly by electricity or originating from electricity
- the performance of electrical work by a person not authorised under an electrical work licence to perform the work
- the performance of electrical work by a person if, as a result of the performance of the work, a person or property was not electrically safe