

# Workplace Health and Safety

## Policy statement

Goodstart Early Learning Limited (Goodstart) is committed to creating and maintaining a safe and healthy environment for its staff, children, families, contractors, students and other visitors. We strive to make our workplaces as free of foreseeable risks as is reasonably practical while remaining true to our vision and mission.

Being conscious of moral and legal obligations, Goodstart strives to go beyond basic compliance with all relevant legislation and work towards best practice to ensure a safe work environment. Goodstart is committed to continuous improvement in all areas of workplace health, safety and wellbeing.

Goodstart's Board is responsible for overseeing and reviewing the effectiveness of Goodstart's health, safety and wellbeing systems in order to gain assurance that employees have the support they need to be able to fulfil their responsibilities safely.

Goodstart's Chief Executive and the Executive Committee will lead and support safe work practices that meet business needs, demonstrating management commitment by providing leadership and driving a positive health and safety culture. Goodstart recognises that safety is everyone's responsibility, and as such supports staff through appropriate supervision, facilities, training and advice.

*Related documents: NQS2 Children's Health and Safety Policy.*

### **What does this policy apply to?**

- ▶ **Workplace Health and Safety - Management and Administration**
- ▶ **Risk Management (SAFER and LOOK, DO, TELL)**
- ▶ **Manual Tasks**
- ▶ **Hazardous Materials**
- ▶ **Rehabilitation and Safe Return to Work**
- ▶ **Health and Wellbeing**
- ▶ **Managing Emergencies**
- ▶ **Electrical Safety**

### **Workplace Health and Safety (WHS) - Management and Administration**

Goodstart is committed to the administration development and management of health and safety procedures which support the creation and maintenance of safe work places and safe play spaces. The WHS policy framework is designed to promote preventative behaviours, be responsive to changing risks and legislation and be user friendly for our people.

Goodstart complies with all legislative reporting requirements when it comes to the notification and communication of health and safety risks, threats and incidents, and actively works with regulatory bodies and other groups to go beyond basic levels of compliance.

| DOCUMENT NUMBER & TITLE  |  | BM10 Workplace Health and Safety POLICY |   |                   |            |
|--|--|---|---|-------------------|------------|
| CONTENT OWNER  | Stan Coulter, General Manager, Governance and Risk | DOCUMENT AUTHOR                         | Kylie Warren-Wright, National Safe Work and Wellbeing Manager – Governance and Risk |                   |            |
| DATE PUBLISHED   | 05/05/2017   | DOCUMENT VERSION                        | V7.0  | REVISION DUE DATE | 30/04/2018 |
| Ensure you are using the latest version of this policy. You can find it at <a href="http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx">http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx</a> |  |   |   |                   |            |
| Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.   |  |   |   |                   |            |

*Related documents: BM10 Notification of Health and Safety Incidents to the Authority Procedure; BM10 Health and Safety Consultation and Communication Guideline; BM10 Health and Safety Issue Resolution Procedure; BM10 Health and Safety Monthly Centre Inspection and Consultation Procedure.*

## Risk Management ((SAFER and LOOK, DO, TELL)

Goodstart's risk management program known as SAFWE, provides a framework for staff to manage a range of hazards within the workplace and play space. It is a five step program which takes staff through the key areas of identifying hazards and implementing controls with a focus on continuous review. Safer also complements the early learning goals of reintroducing risk based play into the play space. It provides the means for staff to determine the risk rating for activities they want to implement in the centre. Staff utilise their knowledge of pedagogical practices to determine whether the developmental benefits for the child outweigh the potential risks of the activity..

The five steps of Safer are:

1. Stop, spot the hazard
2. Assess the risk
3. Form a plan
4. Execute your plan
5. Review, did you make it safer?

## LOOK, DO, TELL

LOOK, DO, TELL is a simple three step process which is designed to assist employees to identify and control risks in the centre and office environment. This process promotes preventative risk mitigation behaviours for those employees who do not have management responsibilities. The three steps are as follows:

LOOK for hazards – don't wait for an injury

DO something about them and act now

TELL someone so everyone knows

## Manual Tasks

By providing effective manual handling requirements and procedures, Goodstart strives to protect all staff from the risk of musculoskeletal disorders (MSD) and other injuries associated with manual tasks. Goodstart will, as far as is reasonably practical, ensure that each manual handling task is safe and without risk to the health and safety of staff.

The four key goals of Goodstart's manual handling policy and program are:

- To minimise manual tasks hazards in the workplace.
- To provide timely and appropriate intervention to identify, assess and control hazardous manual tasks.
- To implement policy, practice and training consistent with legislation and best practice manual task management.
- To utilise a risk management program (SAFER) which provides a framework for staff to identify and self-manage key manual tasks proactively.

*Related documents: BM10 Manual Handling in an Early Learning Environment Requirement.*

| DOCUMENT NUMBER & TITLE  |  | BM10 Workplace Health and Safety POLICY |   |                   |            |
|--|--|---|---|-------------------|------------|
| CONTENT OWNER  | Stan Coulter, General Manager, Governance and Risk | DOCUMENT AUTHOR                         | Kylie Warren-Wright, National Safe Work and Wellbeing Manager – Governance and Risk |                   |            |
| DATE PUBLISHED   | 05/05/2017   | DOCUMENT VERSION                        | V7.0  | REVISION DUE DATE | 30/04/2018 |
| Ensure you are using the latest version of this policy. You can find it at <a href="http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx">http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx</a> |  |   |   |                   |            |
| Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.   |  |   |   |                   |            |

## Hazardous Materials

Goodstart strives to minimise the health and safety risks associated with the handling and storage of hazardous materials. We 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, Goodstart:

- Provides the least hazardous chemical, product or equipment for the task without jeopardising hygiene.
- Ensures that staff, contractors, students and visitors are protected from both short- and long-term health effects of hazardous substances and processes.
- Ensures all staff, contractors, visitors and students have access to Safety Data Sheets and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- Ensures that non-toxic 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.

*Related documents: BM10 Management of Asbestos Containing Material Requirement; BM10 Hazardous Substance Management Requirement; BM10 Poisonous Plants Requirement.*

## Rehabilitation and Safe Return to Work

Goodstart is committed to providing effective occupational rehabilitation, and to supporting staff who have sustained injuries or 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 policy and practice which is consistent with legislation and best practice injury management.

Goodstart 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 a pending or accepted workers' compensation claim, Goodstart 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 requirements.

*Related documents: BM10 Rehabilitation and Safe Return to Work Procedure; BM10 Rehabilitation and Safe Return to Work Requirement.*

## Health and Wellbeing

Goodstart is committed to providing a safe environment free of all foreseeable risks to health and safety that may arise at our centre and office locations for all children, staff, volunteers, contractors, student and visitors, and will provide and maintain:

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

Employees also have obligations 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 Goodstart's efforts to comply with health and safety requirements.

| DOCUMENT NUMBER & TITLE  |  | BM10 Workplace Health and Safety POLICY |   |                   |            |
|--|--|---|---|-------------------|------------|
| CONTENT OWNER  | Stan Coulter, General Manager, Governance and Risk | DOCUMENT AUTHOR                         | Kylie Warren-Wright, National Safe Work and Wellbeing Manager – Governance and Risk |                   |            |
| DATE PUBLISHED   | 05/05/2017   | DOCUMENT VERSION                        | V7.0  | REVISION DUE DATE | 30/04/2018 |
| Ensure you are using the latest version of this policy. You can find it at <a href="http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx">http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx</a> |  |   |   |                   |            |
| Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.   |  |   |   |                   |            |

- Not interfering with, or misusing, resources or property that are provided for the health, 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.

*Related documents: BM10 First Aid Management Requirement; BM10 First Aid Kits Requirement; BM10 Health and Safety Issue Resolution Procedure; BM10 Infectious Disease and Immunisation Requirement; BM10 Staff Medication Notification and Management Requirement; BM10 Infectious Diseases Identification, Management and Exclusion Procedure; BM10 Pregnancy Notification - Centre Staff Procedure.*

## Managing Emergencies

Goodstart 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.

Goodstart will ensure the preparation of emergency management response strategies at all centres and Centre Support Office locations 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.

*Related documents: BM10 Emergency Preparedness and Evacuation Drills - Centres Requirement; BM10 Emergency Preparedness and Evacuation Drills - Offices Requirement; BM10 Managing a Natural Disaster Procedure; BM10 Managing a Robbery, Hold Up or Threatening Situation Procedure.*

## Electrical Safety

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

- The maintenance of relevant procedures for Centres, Centre Support Office locations and maintenance providers.
- Appropriate recording of all identified electrical hazards and subsequent control measures to reduce or eliminate risk.
- The timely investigation of all electrical incidents and appropriate communication to all stakeholders.
- Ensuring the purchase and provision of electrical equipment is done in accordance with Goodstart's purchasing standards.
- Providing information, training and support to all staff, maintenance providers and any other person that may come into contact with electrical hazards in the workplace, either directly or indirectly.

*Related documents: BM10 Electrical Safety Requirement; BM10 Residual Current Device Testing Procedure.*

## Responsibilities

This policy is to be implemented by: All staff.

Content owner: Stan Coulter, General Manager, Governance and Risk.

| DOCUMENT NUMBER & TITLE  |  | BM10 Workplace Health and Safety POLICY |   |                   |            |
|--|--|---|---|-------------------|------------|
| CONTENT OWNER  | Stan Coulter, General Manager, Governance and Risk | DOCUMENT AUTHOR                         | Kylie Warren-Wright, National Safe Work and Wellbeing Manager – Governance and Risk |                   |            |
| DATE PUBLISHED   | 05/05/2017   | DOCUMENT VERSION                        | V7.0  | REVISION DUE DATE | 30/04/2018 |
| Ensure you are using the latest version of this policy. You can find it at <a href="http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx">http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx</a> |  |   |   |                   |            |
| Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.   |  |   |   |                   |            |

## **Definitions**

---

### **Manual Handling/Tasks:**

- Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

### **Hazard:**

- Anything with the potential to cause injury, illness or disease.

### **Risk:**

- The likelihood that a hazard will actually result in an adverse consequence such as an injury to a person or damage to property.

### **Hazardous Material:**

- Any substance that has the potential to harm the health of persons in the workplace, including chemicals scheduled under the Poisons Act.

| DOCUMENT NUMBER & TITLE  |  | BM10 Workplace Health and Safety POLICY |   |                   |            |
|--|--|---|---|-------------------|------------|
| CONTENT OWNER  | Stan Coulter, General Manager, Governance and Risk | DOCUMENT AUTHOR                         | Kylie Warren-Wright, National Safe Work and Wellbeing Manager – Governance and Risk |                   |            |
| DATE PUBLISHED   | 05/05/2017   | DOCUMENT VERSION                        | V7.0  | REVISION DUE DATE | 30/04/2018 |
| Ensure you are using the latest version of this policy. You can find it at <a href="http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx">http://policies.goodstart.org.au/PoliciesandProcedures/BM10%20Workplace%20Health%20and%20Safety%20POLICY.docx</a> |  |   |   |                   |            |
| Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.   |  |   |   |                   |            |