



Workplace Health and Safety Policy

Indooroopilly Montessori Children's House

Date: June 2004

Dates Reviewed: Mar 2006, Feb 2007, Oct 2007, Feb 2008, March 2009, **August 2009**

Policy Statement:

Indooroopilly Montessori Children's House (IMCH) is committed to establishing and maintaining the highest quality of Workplace Health and Safety within the environment of the centre.

Rationale:

The WHS Act 1995 Div 2 s28 and 30 places obligations on EREA and subsequently on IMCH as a "relevant person" and a "person conducting a business" to ensure the workplace health and safety of all coming onto the premises is minimised. The act is supplemented by two advisory standards:

- The Manual Tasks Advisory Standard and
- The Advisory Standard for Manual Tasks Involving the Handling of People (People Handling Advisory Standard).

Further IMCH has an obligation to all persons coming into the centre to properly manage exposure to any risks to their health or safety.

Stakeholder Responsibilities:

1. Management will ensure that:

- ◆ Staff are:
 - Provided with comprehensive information (procedures) on the correct, safe and appropriate (to their environment) way/method in which they should undertake the duties of their position.
 - Adequate on the job and targeted WH&S specific training is made available on a regular and as required basis.
 - Made aware of the WH&S claiming and rehabilitation options available to them in the event of a workplace accident or injury.
- ◆ Parents are:
 - Informed that IMCH has in place a WH&S Policy and consequent additional Policies and Procedures which have as their aim to protect the health and safety of their children and all other persons who may enter the Centre.

- Informed that they should at all times conduct themselves in a safe manner which could in no way adversely affect the health or safety of any other person present at the Centre.
- ◆ Visitor and Contractors are:
 - Made aware on arrival of their responsibilities to conduct their activities in accordance with the Centre's Policy and at all times in a safe and non threatening manner.

A Workplace Health and Safety Officer is appointed and that a Workplace Health and Safety Committee is established and meets on a regular basis.

A staff member returning to work after an injury or during a rehabilitation process is entering a supportive environment.

A comprehensive **Risk Management Assessment is undertaken** on a regular and or as needed basis to identify, gauge and address all current risk factors. ([The 2009 Risk Assessment is located at Section 6 of the WH&S Manual](#)).

A Public Liability Insurance Policy of at least the amount required by legislation **is in place at all times**.

All Policies/Procedures required to reinforce the commitment of this Policy are in place and are regularly reviewed. ([All Centre Policies are listed below and are located at Section 3 of the WH&S Manual](#)).

This Policy is **Reviewed** annually or as required.

2. Staff will:

- ◆ Acquaint themselves with information (procedures and guidelines) provided to them by Centre Management on workplace, health and safety matters.
- ◆ Use equipment as supplied in accordance with safety instructions.
- ◆ Not wilfully misuse or interfere with anything provided for health and safety.
- ◆ Not wilfully put at risk the health and safety of any person in the workplace.
- ◆ Not wilfully injure themselves.
- ◆ Notify the Director of any accident or incident or potential matters that may affect the health and safety of any person at the centre.
- ◆ Carry out their duties at all times with due regard to the Centre's WH&S policy and in accordance with the documented Procedures and guidelines provided to them by management.
- ◆

3. Parents will:

- ◆ Acquaint themselves with documentation (policies, procedures, guidelines and other relevant information) provided by Management.
- ◆ Take care at all times while on the Centre premises to conduct themselves in a manner which in no way could adversely affect the health or safety of other persons at the Centre.

4. Visitors will:

- ◆ Comply with the safety standards of the Centre.
- ◆ Conduct their business on site in a safe manner which could in no way adversely affect the health or safety of any other person present at the Centre.

5. The Workplace Health and Safety Officer will:

- ◆ Actively work in conjunction with the management to make recommendations to improve health and safety in the workplace.
- ◆ Meet regularly with management to resolve issues in a timely manner.
- ◆ Co-ordinate and/or present in-service courses on topics, eg Manual handling, Cleaning.
- ◆ Regularly inspect the Centre for safety issues.
- ◆ Check that Workplace Health and Safety Checklists up to date
- ◆ In conjunction with the Manager/Director and the Director assess the effectiveness of Fire and Lockdown Procedures and Drills.

6. The Workplace Health and Safety Committee will:

- ◆ Be made up of the Work Place Health and Safety Officer, the Manager/Director, Director Centre B, Assistant Director Centre A, Assistant Director Centre B and one office staff. This committee is an essential part of the Centre's commitment to Workplace Health and Safety.
- ◆ Bring staff and management together to promote health and safety.
- ◆ Assist management by making recommendations for change regarding Workplace Health and Safety issues.
- ◆ Analyse and address WH&S concerns as and when they occur.
- ◆ Meet 4 times per year prior to staff meetings.

POLICIES WHICH REINFORCE THE WH&S POLICY.

These policies are located at Section 3 of the IMCH WH&S Manual

- *Accidents, Incidents and Emergency*
- *Child Protection*
- *Dangerous Products, Plants, Vermin and Objects*
- *Food Handling and Storage*
- *First Aid*
- *Infection Control*
- *Maintenance of Plant, Equipment and Buildings*
- *Risk Management*
- *Sun Protection*
- *Staff Behaviour Guidance*

Procedures which relate to these Policies are located at Section 4 of the IMCH WH&S Manual.

Sources:

Health and Safety in Qld Childcare Centres. A blue print for Success:
Stevenson, 2001

Early Years Training

Enhancing Children's Development, Dan, E. 2004