Policy 2.16

Occupational Health Safety and Welfare

The Two Wells Community Children's Centre protects the health and safety of children, staff, parents and visitors to the Centre by keeping informed about the Occupational Health, Safety and Welfare Act and ensuring appropriate codes of practice are followed at all times.

Information and Training

Information about the Occupational Health Safety and Welfare Act, regulations, code of practice and guidelines are held at the centre and may be read by staff, Governing Council and the parents of children attending the Centre.

Employee and employer responsibilities for Occupational Health & Safety are included in the staff and Governing Council handbooks. These responsibilities are highlighted to new staff and Governing Council members as part of their induction process.

A training program is organized every 12 months to ensure that OH&S staff representative and governing council members can identify:

- The Centre's health safety procedures and policies
- Safe and healthy workplace practices
- How to report hazards
- Update policies.

Reporting of Stress

Staff will be encouraged to report incidents leading to high stress levels and positive steps will be taken to understand and minimize stress suffered by individual staff members.

Auditing

The whole premises including all equipment will be audited annually by staff and parents to ensure they are in a clean and safe condition. All equipment will be checked against the Australian Safety Standards. Children's resources will comply with Kidsafe recommendations.

The Governing Council will ensure that health and safety practices followed in the Centre comply with health regulations, child care centre regulations, Australian standards and Occupational Health Safety & Welfare Act (1986) SA. It will allocate sufficient resources in the budget to ensure a healthy and safe environment.

Recording of Injuries

Staff will record all injuries (to children and staff) and illnesses in the centre's accident /illness records. Details entered will include: date, time, place of accident, injury or condition, brief description of events, adult witnesses, any anticipated treatment or outcome. Exclusion periods for infectious diseases for both staff and children will be upheld, with a medical clearance required before either can return to the centre.

Staff will record all incidents with the potential to cause injury or illness in the OH&S folder and will be discussed at the next OH&S.
Responsibility of the Governing Council
The Governing Council will ensure that appropriate workers compensation cover is available to all employees of the Two Wells Community Children’s Centre, and that employees understand the importance of reporting injuries which occur or illnesses caught, during the course of their work. The onus is on the employee to make the report, not the employer. Employees will also be informed about the time deadlines for completing workers compensation forms.

Smoking
The Centre is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within the sight of the children. Employees who smoke must:

- Wash their hands and rinse their mouth after smoking a cigarette as working closely with children after smoking can be classed as passive smoking.
- Where a different T-shirt or where a extra clothing over the top, e.g. a jacket when smoking

HIV/AIDS
No parent, staff member or potential staff member will be excluded from the centre due to living with HIV/AIDS.

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Two Wells Community Children’s Centre’s Common Seal

Date Reviewed: 31st August 2012
Next Review Due: August 2013

Sources
- Policies to Go By
- DECD OH&S
- DECD Psychological Health Policy
- Kidsafe
- National Quality Standards and Regulations
- Staff of the Two Wells Community Children’s Centre