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1.7 Child Care Services Taree & Districts Inc.

Work Health and Safety Policy

Child Care Services Taree & Districts Inc. has a responsibility to provide a safe environment for all our staff, participants, visitors and volunteers. This policy sets out responsibilities and processes for the organisation, staff and volunteers, in ensuring our organisation complies with state and federal safety legislation.

We seek the co-operation of all workers, participants and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

The purpose of the policy:

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

This policy shows the commitment of Child Care Services Taree & Districts Inc. management and workers to health and safety. Aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations. We wish to ensure all work activities are done safely.

Responsibilities

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely and are aware of their obligations and responsibilities in the safe handling and disposal of waste
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program
- Follow up on all Incident/Hazard Report Forms by completing a Cause and Treatment Plan

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards using the Incident/Hazard Report Form and the Individual Risk Assessment Form
- Report all injuries and incidents using the Incident/Hazard Report Form
- Use safety equipment and personal protective equipment as instructed

Risk management process

All staff are required to manage work health and safety risks. Child Care Services will use these guidelines to manage work health and safety risks. These are the four key steps:

- Step 1 – Identifying hazards
- Step 2 – Assessing risks
- Step 3 – Controlling risks, and
- Step 4 – Reviewing control measures.

Risk management activities or actions should be documented, where reasonably practical and appropriate, to ensure transparency and assist with any subsequent reviews. Please see Risk Assessment Attached.

Things to remember

- Safety is everyone's responsibility.
- Always take reasonable care that your actions do not adversely affect the health and safety of others.
- You are encouraged to report WHS issues including participant or client aggression.
- Report and record WHS risks or incidents in accordance with the procedures.
- The Office Manager needs to proactively control potential WHS issues.
- Managing WHS risks is most effective when people are consulted and risk controls are implemented early.

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Health Records and Information Privacy Code of Practice 2005 (NSW)
- Freedom of Information Act 1982
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)