

## 4.15 Workplace Health and Safety Policy

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| <b>Policy number:</b> 4.15               |
| <b>Date last reviewed:</b> December 2024 |
| <b>Reviewed by:</b> Child Care Team      |

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|---|-----------------------------------|
| This policy relates to                                      |                                   |
| Human Services Quality Framework                            | Refer Beaucare Policy             |
| National Quality Standards Early Childhood Education & Care | 3.1.1, 3.1.2, 7.1.2               |
| Policy section 7  | Safety, equipment and supervision |

### Policy

Under the Work Health and Safety Act, Family Day Care educators are to ensure the safety of the environment is maintained using risk management processes and following the services policies and procedures.

Regular visual inspections should also be carried out by the family day care educator to ensure that the equipment, accessories, connectors, plugs or outlet sockets are free from any obvious external damage or defects.

Daily Safety Audit is to be completed prior to care each day and documented on the form provided by the service.

Where hazards are identified they are to be documented with a plan outlined to resolve the safety issue, if the safety issue is not resolved and could have serious consequences the educator needs to call the office immediately to advise.

Annual Review process includes a full safety audit conducted by the educator and coordination staff.

### **Relevant Legislation**

National Law

National Regulations

National Quality Standard

Work Health and Safety Act 2011

<http://www.legislation.qld.gov.au/LEGISLTN/current/W/WorkHSA11.pdf>

Work Health and Safety Regulations 2011

<http://www.legislation.qld.gov.au/LEGISLTN/SLS/2011/11SL240.pdf>

### **Key Resources**

CSEAQ Workplace Health and Safety Manual 2001

ourcommunity.com.au (Risk Management)

Volunteering Australia: Running the Risk – Risk Management Tool 2003

[http://www.volunteeringaustralia.org/html/s01\\_home/home.asp](http://www.volunteeringaustralia.org/html/s01_home/home.asp)

<http://www.volunteeringaustralia.org/files/A9V142T7RU/Running%20the%20Risk.pdf>

Commission for Children, Young People and Child Guardian: Working with Children

Kit – Media Release

[www.cypcg.qld.gov.au/pdf/media/WWCKit070704.pdf](http://www.cypcg.qld.gov.au/pdf/media/WWCKit070704.pdf) (7/3/11)

<https://www.education.gov.au/child-care-provider-handbook-0>

### **Related Policies**

[Appendix H Safe Work Practices](#)