

Mandatory – Quality Area 3

Please Note: Brimbank Preschool Association Inc. is referred to as BPA in this document.

PURPOSE

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of services managed by BPA, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by BPA, as the employer of staff, to ensure the health, safety and wellbeing of employees at a service.

POLICY STATEMENT

1. VALUES

BPA has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance BPA places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

BPA is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers
- systematic identification, assessment and control of hazards is undertaken at a service
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing risk in a service environment
- training is provided to assist staff to identify health and safety hazards which, when addressed, will lead to safer work practices at a service
- it fulfils its obligations under current and future laws (in particular, the *Occupational Health and Safety Act 2004*), and that all relevant codes of practice and compliance codes are adopted and accepted as a minimum standard.

2. SCOPE

This policy applies to the Approved Provider (BPA), Nominated Supervisor, Certified Supervisor, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of services managed by BPA.

3. BACKGROUND AND LEGISLATION

Background

Everyone involved in an early childhood education and care service has a role to play in ensuring a service's operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and codes of practice / compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2017* specifies the ways, duties imposed by the OHS Act, must be undertaken and prescribes

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procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters¹.

The legal duties of an **employer** under the OHS Act are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that a service's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the organisation's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

The OHS Act places the responsibility on **employees** for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at a service, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at a service, such as fire extinguishers.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Occupational Health and Safety Act 2004](#)
- [Occupational Health and Safety Regulations 2017](#)
- [Accident Compensation Act 1985](#), incorporating amendments as at 25 April 2020
- [Workplace Injury and Workers Compensation Act 2013](#)
- [Workplace Injury and Workers Compensation Regulations 2014](#)
- *ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use*
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
 - Standard 2.3: Each child is protected
 - Element 2.3.1: Children are adequately supervised at all times
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard, Quality Area 3: Physical Environment*
 - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
 - Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
 - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained
- *National Quality Standard, Quality Area 7: Leadership and Service Management*

¹ WorkSafe Victoria: www.worksafe.vic.gov.au

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- Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children, staff, students, volunteers, contractors and anyone visiting a service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Hazard: An element with the potential to cause death, injury, illness or disease.

Hazard identification: A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

Hazard management: A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of BPA or while engaged in activities endorsed by BPA.

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Material safety data sheet: Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

OHS committee: A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

Risk: The chance (likelihood) that a hazard will cause harm to individuals.

Risk assessment: A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

5. SOURCES AND RELATED POLICIES

Sources

- *Early Childhood Management Manual*, KPV
- [Getting into the Act](#), WorkSafe Victoria, 2005
- [Getting help to improve health and safety](#), WorkSafe Victoria
- [Guide to the OHS Act 2004](#), WorkSafe Victoria

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- [Managing safety in your workplace](#), WorkSafe Victoria
- OHS in Early Childhood Services (KPV): www.ohsinecservices.org.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

Service policies

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Emergency and Evacuation Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*
- *Staffing Policy*

PROCEDURES

The Approved Provider (BPA) is responsible for:

- providing and maintaining a work environment that is safe and without risks to health (OHS Act: Section 21). This includes ensuring that:
 - there are safe systems of work
 - all plant and equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards
 - substances, and plant and equipment, are used, handled, and stored safely
 - material safety data sheets are supplied for all chemicals kept and/or used at a service (refer to *Appendix 7 Chemicals Management, Assessment and Register*)
 - there are adequate welfare facilities e.g. first aid and dining facilities etc.
 - there is appropriate information, instruction, training and supervision for employees(Note: *This duty of care is owed to all employees, children, parents/guardians, volunteers, students, contractors and any members of the public who are at the workplace at any time*)
- ensuring there is a systematic risk management approach (see *Appendix 1 Risk Management*) to the management of workplace hazards. This includes ensuring that:
 - hazards and risks to health and safety are identified, assessed and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled
 - measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly
- ensuring regular safety audits of the following:
 - indoor and outdoor environments
 - all equipment, including emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services
 - horticultural maintenance
 - pest control
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)
- protecting other individuals from risks arising from a service's activities, including holding a fete or a working bee etc., or any activity that is ancillary to the operation of a service e.g. contractors cleaning the premises after hours (OHS Act: Section 23)

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- providing adequate instruction to staff in safe working procedures, and informing them of known hazards to their health and wellbeing that are associated with the work that they perform at a service
- ensuring that all plant, equipment and furniture are maintained in a safe condition
- developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace
- allocating adequate resources to implement this policy
- displaying this policy in a prominent location at a service premises
- ensuring the physical environment at a service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- implementing/practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources, induction and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- ensuring the Nominated Supervisor, educators, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy
- consulting appropriately with employees on OHS matters including:
 - identification of hazards
 - making decisions on how to manage and control health and safety risks
 - making decisions on health and safety procedures
 - the need for establishing an OHS committee and determining membership of the committee
 - proposed changes at a service that may impact on health and safety
 - establishing health and safety committees
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- holding appropriate licenses, registrations and permits, where required by the OHS Act
- attempting to resolve OHS issues with employees or their representatives within a reasonable timeframe
- not discriminating against employees who are involved in health and safety negotiations
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks
- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

The Nominated Supervisor is responsible for:

- ensuring that all educators/staff are aware of this policy, and are supported to implement it at a service
- organising/facilitating regular safety audits of the following:
 - indoor and outdoor environments
 - all equipment, including emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services

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- horticultural maintenance
- pest control
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring the physical environment at a service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- ensuring that all equipment and materials used at a service meet relevant safety standards
- ensuring a service is up to date with current legislation on child restraints in vehicles if transporting children
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

Certified Supervisors and other educators/staff are responsible for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the Approved Provider, including:
 - following OHS rules and guidelines
 - helping to ensure housekeeping is of the standard set out in service policies
 - attending OHS training as required
 - reporting OHS incidents
 - co-operating with OHS investigations
 - encouraging good OHS practices with fellow employees and others attending a service
 - assisting the Approved Provider with tasks relating to OHS, such as conducting OHS inspections during working hours
- not interfering with safety equipment provided by the Approved Provider
- practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- ensuring the physical environment at a service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- ensuring a service is up to date with current legislation on child restraints in vehicles if transporting children
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians.

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Students on placements, volunteers, contractors and parents/guardians at a service are responsible for:

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by a service
- not acting recklessly and/or placing the health and safety of other adults or children at a service at risk.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of BPA's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

- Occupational Health and Safety Procedures - Extended

AUTHORISATION

This policy was adopted by the Approved Provider, Brimbank Preschool Association Inc. on 5th June 2020

REVIEW DATE: 5TH JUNE 2023

PURPOSE

The procedures will provide guidelines to ensure that:

- all people who attend the premises of services managed by BPA, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by BPA, as the employer of staff, to ensure the health, safety and wellbeing of employees at a service.

PROCEDURES

1. RISK MANAGEMENT PROCESS

BPA is committed to the proactive management of hazards associated with its operations. This shall be conducted through the implementation of an effective OHS Risk Management Process.

1.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Occupational Health and Safety Act 2004](#)
- [Occupational Health and Safety Regulations 2017](#)
- AS ISO 31000:2018 Risk Management

The OHS Risk Management processes shall be implemented:

- When there is a new process being developed;
- When OHS issues are raised;
- When investigating an incident occurrence;
- Prior to purchasing new plant or equipment;
- During the design phase; and
- During OHS monitoring and measurement activities.

1.2 Step 1- identify the hazards

A HAZARD is a source or a situation with a potential for harm, injury or ill health, damage to property, damage to the environment, or a combination of these. A RISK is the probability of the hazard causing harm and the consequence of that hazard causing harm.

Hazards can be categorised by the type of outcome, energy exchange process or geographic location, e.g. manual handling hazards, slips and trips, laundry hazards. A risk is the likelihood of a specific consequence occurring.

Hazards associated with BPA's operations shall be identified through a combination of the following processes:

- Annual Workplace inspection *Annual Safety & Emergency Audit Checklist* (Attachment 1) – conducted by a "Workplace Assessor"
- Hazard Reporting (identified by staff between annual audits, using the Risk Assessment Form (Attachment 2)
- Daily inspections (Conducted prior to the children's attendance at the service using the *Safety Checklist for Daily Inspections* (Attachment 3) Incident & Injury Reporting / investigations;
- Procurement – when purchasing new equipment or substances.

1.3 Step 2 – Assess the Risk

Once the hazards have been identified, the sources of risk and areas of impact to be assessed are identified. It is then necessary to undertake the separate analysis of the **likelihood** and full range of **consequences** in relation to the identified risks.

Analyses of risks tend to focus on negative consequences but can also be used to prioritise opportunities or develop innovations. The analysis must consider existing controls that may be in place to manage the risks (i.e. reduce likelihood and/or reduce consequences).

If there is an actual or potential risk, a risk assessment should be conducted. For example, if the risks identified during a workplace inspection, an incident resulting in injury, a near miss or where there is property damage, an assessment should be conducted. Incidents resulting in musculoskeletal injuries and if a manual handling hazard has been identified, a risk assessment will be conducted as per the [Hazardous Manual Handling Compliance Code, Dec 2019](#). See also *Manual Handling Risk Assessment Checklist* (Attachment 4).

1.3.1 Determine Consequences – Of Risk Event

It is important to consider contextual factors in the determining the full range of consequences associated with any particular risk event.

BPA uses the same descriptors as the Standard (AS ISO 31000:2018) to communicate the level of harm associated with an outcome of a particular risk event. The table below (Table 1) shows examples given in the Standard with respect to describing consequences.

| Consequence descriptors | | |
|-------------------------|---------------|---|
| Level | Descriptor | Description (Examples Only) |
| 5 | Catastrophic | Death, Significant financial loss |
| 4 | Major | Extensive injuries, major financial loss |
| 3 | Moderate | Medical treatment required, high financial loss |
| 2 | Minor | First aid treatment, medium financial loss |
| 1 | Insignificant | No injuries, low financial loss |

Table 1: Consequence levels and descriptors

It is important to recognise that there may be a number of direct and indirect consequences arising from any one risk event. The level of harm associated with each consequence must then be determined within all relevant contexts, and a descriptor assigned for each. Using the table below (Table 2 - overleaf) determine what is the likelihood, for example, of a “moderate” consequence (eg strain to back requiring medical treatment) from the hazard (heavy equipment in store) when trying to move such equipment.

1.3.2 Determine Likelihood – Of Risk Being Realised

| Likelihood Descriptors | | |
|------------------------|----------------|--|
| Level | Descriptor | Description |
| A | Almost Certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time, but exceptional |
| E | Rare | May occur in exceptional circumstances |

Table 2: Likelihood levels and descriptors

1.3.3 Qualify the Risk – Risk Rating

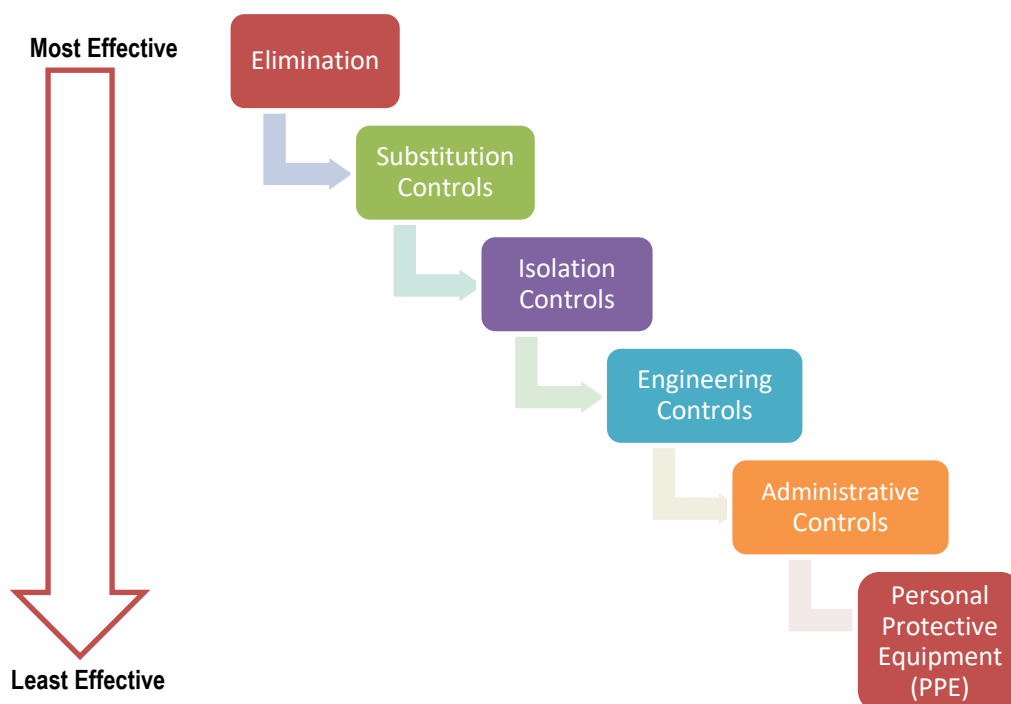
The actual level of risk is effectively a product of both likelihood and consequences, and is expressed using one of four descriptors based on the below table. Using the example above, with a Consequence of “Moderate” (3) in table 1 and the likelihood is “Possible” (C) in Table 2, then the Risk Rating would be “High” in Table 3 below (ie product or intersection of 3C):

| Risk Matrix | | | | | | |
|-------------|----------------|------------------|----------|-------------|----------|-----------------|
| | | Consequence | | | | |
| | | Insignificant(1) | Minor(2) | Moderate(3) | Major(4) | Catastrophic(5) |
| Likelihood | Almost Certain | Moderate | High | High | Extreme | Extreme |
| | Likely | Moderate | Moderate | High | Extreme | Extreme |
| | Possible | Low | Moderate | High | High | Extreme |
| | Unlikely | Low | Low | Moderate | High | High |
| | Rare | Low | Low | Low | Moderate | High |

Table 3: Risk Rating

1.4 Step 3 – Identify and Implement Risk Controls

Once the risk has been assessed, hazards must be controlled using the following Hierarchy of Controls.



1.5.1 **Elimination**

- Elimination is the first and most preferred method of control and should be used wherever possible
- By removing the hazard altogether or changing the process to eliminate the hazard, such as fixing the faulty equipment
- If the hazard cannot be eliminated, then the following control measure shall be implemented to minimise the risk to its lowest possible level. A combination of controls maybe used, such as Administrative and PPE controls together to control an identified risk.

1.5.2 **Substitution Control**

- Substitute the hazardous item or process for one that has less of a risk.
- Substitute the system of work or plant with something safer; or
- Use a different, less dangerous piece of plant or equipment, substance or process.
- Modifying the system of work or plant by making it safer.

1.5.3 **Isolation Control**

- Isolate the hazard by restricting access to the work area

1.5.4 **Engineering Controls**

- Minimise by changing the design, plant or machinery to minimise the risk;
- Install safety switches and guards; or
- Guarding or fall protection

1.5.5 **Administrative Controls**

- Application of administrative measures by
- Implement work and operating policies and procedures;
- Training; and
- Varying work methods and times.

1.5.6 **Short & Long-term Controls**

Risk control measures (corrective actions) shall be prioritised as either short-term or long-term controls.

Short term control measures must be implemented to control the immediate risk by:

- Stopping the work process;
- Isolating the hazard; and
- Fencing or barricading the hazard.

Preventative measures for long-term controls shall take into consideration:

- Changes to a work process;
- Development or review of a procedure; and
- Conduct training

1.5 Step 4 – Monitor & Review Preventative Measures

1.5.1 A continuous improvement process

Hazard identification and risk management is a continuous improvement process. The process of hazard identification, risk assessment and implementing effective preventative measures is an integral part of the BPA's OHS Management System.

BPA recognise that the effectiveness of what you do is just as important as doing it in the first place. Accordingly, this message resonates with the BPA management, Nominated Supervisors and staff as well as our Health & Safety Representatives who are an integral part of our continuous improvement efforts as depicted in the diagram below.

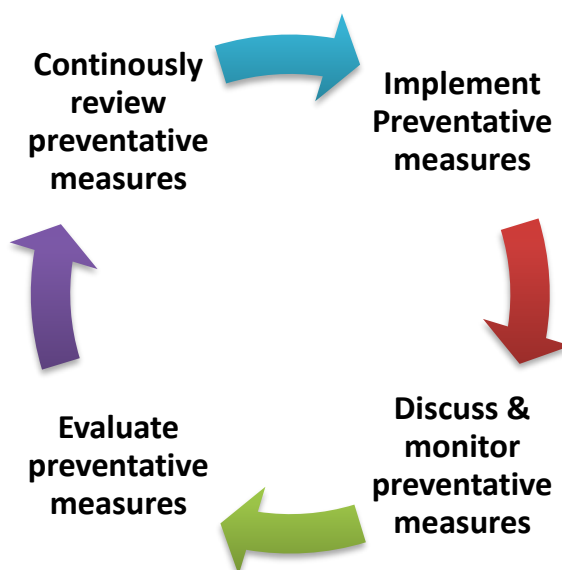


Diagram 1: Preventative Measure Continuous Improvement Process

1.5.2 Preventative Measures: Discuss & Monitor

The preventative measures should be discussed during the implementation phases and continuously. Preventative measure/s shall be tabled for discussion at the BPA Executive Meetings and Staff Meetings. The following questions will assist in determine the success of the implemented preventative measure/s:

Key questions when monitoring preventative measures

Has the preventative measure been successful in eliminating or reducing the risks associated with the hazard?

Did the implementation of the preventative measure create a new hazard?

Are timeframes being met? If not, review and adjust realistic timeframes and where applicable, request the assistance of team leader/ managers to assist with the implementation process.

Has enough training and instruction been provided to those identified to assist with the implementation of the preventative measure/s?

Are others available to assist with the implementation of effective preventative measures?

Note: These questions are to be addressed during the Meetings after preventative measure/s have been implemented.

Next, ensure that review takes place once hazards and their associated risks have been controlled by the effective implementation of preventative measure/s.

1.5.3 Evaluate Preventative Measures

The preventative measures should be evaluated after they have been in place for some time. These measures may, over the short term, have appeared to be very effective. However, over the long term, conditions in the workplace change and the preventative measures may no longer be as effective. In addition, changes in technology and the purchase of new equipment may provide more effective solutions.

1.5.4 Review Preventative Measures

The preventative measures should be reviewed during BPA Executive and Centre Meetings and by relevant OHS Representatives using the following checklist. This checklist can be used as a simple tool to ensure that key elements in the development of preventative measures are addressed:

Key questions when reviewing preventative measures

Were Health and Safety Representatives and/or Staff involved in the process?

Were timeframes met?

Were immediate steps taken to control risks where immediate risks to health and safety existed?

Did the preventative measure/s focus on the source of the hazard and not on the person?

Did the controls significantly reduce the risk to workers and others? One simple way to check this is to review Vivian's injury statistics.

Were legal requirements met?

Did you consider immediate, short, medium and long term timeframes?

Are the actions, timeframes and the effectiveness of the preventative measures regularly tabled as an agenda item in the Vivian's meetings?

1.5.5 Timelines and Responsibilities of Implementing and Reviewing Preventative Measures

Prioritisation of and timelines to implementation of preventative (control) measures, should be based on the risk rating (as determined in table 3) for the particular hazard identified.

Review of hazards identified should also be determined by the risk rating. The person responsible for the hazard, its management, implementation and review is likewise based on the risk rating level. The table below outlines implementation timelines, hazard reviews and responsibilities relative to risk rating level.

| Risk Rating Level | Timeline to Implementation | Time to Review Hazard | Responsibility |
|-------------------|----------------------------|-----------------------|--------------------------|
| Extreme | Within 1 week | Weekly | CEO/Operations Executive |
| High | Up to 4 weeks | Monthly | Operations Executive |
| Moderate | Up to 12 weeks | Quarterly | Nominated Supervisor |
| Low | +12 weeks (and/or monitor) | Yearly | Nominated Supervisor |

Table 4: Implementation responsibilities and timelines with respect to Hazard Rating

1.5.6 Risk Register

A Risk Register is a tool to identify, record, and analyse all known OHS hazards and risks associated with BPA's operations. BPA's OHS Risk Register is maintained by risk items individually by the BPA Executive

BPA's Risk Register can be found via the BPA's OHS Management System documents.

All unacceptable and undesirable risk should be recorded in the Risk Register as well as communicated via written notification to the appropriate worker(s) and work area.

A risk or issue is uploaded onto the BPA's Risk Register once one of the following is satisfied:

- Once the BPA Executive and HSR reviews a submitted Hazard, Incident & Injury Report form which clearly identifies a potential hazards and risk associated that is undesirable or unacceptable;
- Upon the final acceptance of Reports conducted at BPA centres;
- Upon completion of an inspection report reviewed by a BPA that identifies undesirable or unacceptable hazards;
- Upon completion of a risk assessment form reviewed by the BPA Executive that identifies potential hazards and associated risks;
- When an existing preventative measure is modified or changed upon review.

1.6 Hazard Assessment Schedule

The Workplace Assessor will:

- Conduct an annual workplace inspection using the *Annual Safety & Emergency Audit Checklist* (Attachment 1).
- In performing the annual workplace inspections :
 - Provides an opportunity for staff to raise any issues/matters of concern;
 - Checks the results of previous assessments and what has been done previously in relation to hazards that have been identified;
 - Conducts the assessment using the *Annual Safety & Emergency Audit Checklist*;
 - Following the workplace inspection, the attached *Annual Safety & Emergency Audit Checklist* form, will be completed where any hazard is identified. The Approved Provider will receive a copy of the completed inspection setting out the specific actions required at the workplace.

- For hazards identified, where further investigation is required, a risk assessment should be conducted using the Risk Assessment form (Attachment 2)

If a manual handling hazard has been identified, a risk assessment will be conducted as per the [Hazardous Manual Handling Compliance Code, Dec 2019](#). See also *Manual Handling Risk Assessment Checklist* (Attachment 4).

If assessing risks associated with chemicals, refer to the Hazardous Substances and Dangerous Goods Management (Section 4) in this Manual and Attachment 5 *Hazardous Substances / Dangerous Goods Risk Assessment and Substances Register*.

1.7 Staff at each workplace are to:

- Conduct a daily inspection of the premises prior to the children's attendance at the service using the *Safety Checklist for Daily Inspections* (Attachment 3).
- If the daily inspection identifies any problem, staff at the workplace are to correct the problem. If this is not possible, put in place temporary measures to ensure the children's safety and contact the Executive Officer who will assist in obtaining a more permanent solution.
- If hazards are identified outside of the above activities and the problem cannot be corrected, put in place temporary measures, if possible to ensure everyone's safety. Contact the Executive Officer who will assist in obtaining a more permanent solution. In this instance, use the Risk Assessment form (Attachment 2) to record the identified hazards, assess for risk and develop control measures and an implementation plan.
- Follow OH&S procedures and act in a healthy and safe manner at all times.
- As required under the Act, all staff must take reasonable care for their own health and safety, and the health and safety of staff for which they are responsible.
- Participate in OH&S training as appropriate.

1.8 Post assessment actions

On completion of the annual inspection of the workplace, and when a potential hazard is reported, the Workplace Assessor will:

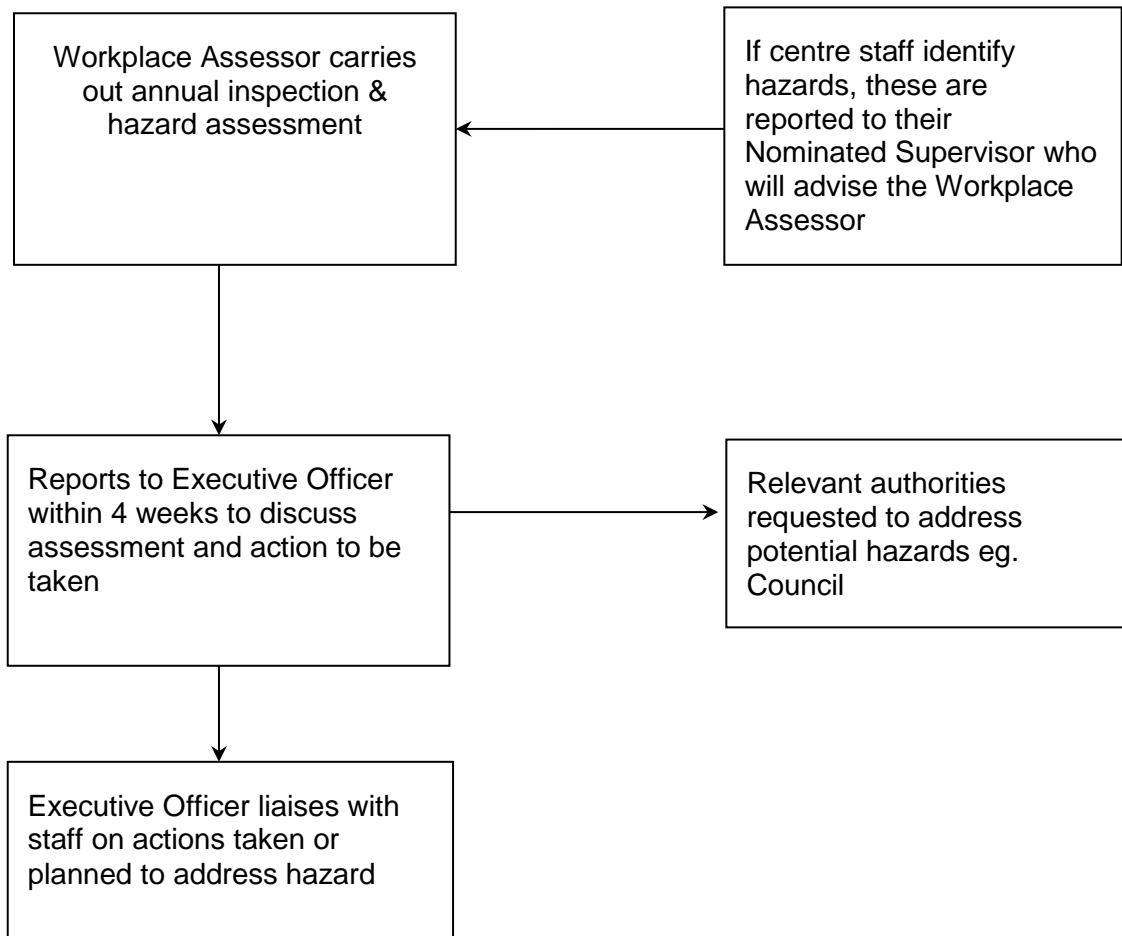
- Prepare a report
- Submits and discusses the findings of the assessment with the Executive Officer as appropriate;
- Where incidents of non-conformance are shown, discusses these with the Executive Officer for follow up with the relevant organisational personnel and requests any actions to be taken to the relevant organisation personnel for example, Council if they own the premises;
- Request that the Executive Officer follow up specific actions to relevant authorities to address potential hazards, and if there is any unreasonable delay or failure to carry out the specific action on the part of the relevant authority the Executive Officer will raise this with the CEO as appropriate.
- A report on Hazard Assessments will be completed within four weeks excluding the holidays.

For hazards identified and assessment is required the following occurs, the Workplace Assessor will:

- Prepare the Risk Assessment form;
- Review the Assessment;
- Submits and discusses the findings of the assessment with the Executive Officer as appropriate;
- Where incidents of non-conformance are shown, discusses these with the Executive Officer for follow up with the relevant organisational personnel and requests any actions to be taken to the relevant organisation personnel for example, Council if they own the premises;
- Request that the Executive Officer follow up specific actions to relevant authorities to address potential hazards, and if there is any unreasonable delay or failure to carry out the specific action on the part of the relevant authority the Executive Officer will raise this with the CEO as appropriate.

A report on Hazard Assessments will be completed within four weeks excluding the holidays.

1.9 Organisational Flow Chart



2. INJURY/INCIDENT AND INVESTIGATION

BPA is committed to the proactive management of hazards associated with its operations. This shall be conducted through the implementation of an effective OHS Risk Management Process.

2.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Occupational Health and Safety Act 2004](#) – Part 5 Duties Relating to Incidents, Sections 37-39
- [Guide to Incident Notification Worksafe 2008](#)

2.2 Injury/Incident Register Forms

The Advisory Officer responsible for each workplace will ensure that Incident/Injury Register forms are present in the workplace and that staff are aware of the location of the forms.

2.3 Notification Procedures and Investigation

The procedure for the notification and investigation has been divided into:

- Incident/injuries not classified as serious.
- Incident/injuries that seriously affect the persons involved.

(1) Incidental/Injuries not classified as serious

Notification

All injuries and incidents where a person was or could have been injured must be reported. The staff member/adult affected completes an Incident/Injury Register located at the workplace and the staff member provides a copy to their Advisory Officer within two working days who completes and signs BPA acknowledgment section. The original is placed on the employee's personal file. Two copies are made; one is marketed for filing in the 'Workplace Incident/Injury Register File', and the other marked 'Employee Copy' and returned to the employee.

If the person requires immediate medical attention:

- The staff member in charge at the service contacts the Executive Officer immediately after the incident/injury occurs.
- The Executive Officer contacts the CEO immediately after receiving notification.

Investigation and Implementation

On receipt of an Injury/Incident Report the Executive Officer shall arrange for an investigation of the incident/injury in conjunction with the centre staff within a period of two weeks (excluding periods when the service is closed). This will include a hazard assessment of the equipment/activity involved when the incident/injury occurred and the completion of the Risk Assessment Form, if appropriate, including identification of hazards, assessment of risk and provision of Corrective Actions. The Executive Officer will provide the Executive Committee with a report of the investigation and the action proposed or requested at their next meeting.

The Executive Officer will oversee the implementation of any proposed action or requests.

(2) Accidents or incidents that seriously affect persons involved

Notification

Any workplace incident/injury that seriously affects the safety of staff or others in the workplace must be reported to the Executive Officer immediately. As soon as possible after the incident/injury occurs, the staff member/adult affected, if able, completes an Incident/Injury Register form located at the workplace and a staff member provides a copy to the Executive Officer. The same procedure undertaken as listed in (1).

Accidents relating to children are to be recorded on an Incident, injury, trauma and illness record form in compliance with the *Education & Care Services National Law 2010 and Education & Care Services National Regulations 2011*.

The Executive Officer will immediately report the matter to the CEO after being notified of a serious accident.

Notified to WorkCover

Under Occupational Health and Safety legislation, the service is responsible for advising the Victorian WorkCover Authority of serious incidents/injuries.

Notification is required:

- Where an incident at a workplace or equipment site results in death or serious injury,
- Of dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity.

As outlined in the definition for serious injury/incident.

First Deadline

It is necessary to notify WorkCover immediately. The Executive Officer will make telephone contact with WorkCover on 132 360 immediately after an incident is reported. Please note the notification requirements to the CEO and the Executive Committee under 2.2.

Second Deadline

The Executive Officer will then complete the Victorian WorkCover Authority Incident Notification Form and ensure that it is sent to the nearest WorkCover Authority Office within 48 hours. This completed form must be signed off by the CEO or in his/her absence the Public Officer, prior to sending it to the WorkCover Authority Office.

Notification to Other Authorities

DEECD

If deemed to be a reportable incident under the *Education and Care Services National Regulations 2011* [Regulation 12, 87], the Executive Officer after consultation with the CEO will advise DEECD of the incident/injury as soon as practicable after it occurs.

Incident Investigation

On receipt of an Injury/Incident Report the Executive Officer shall arrange for an investigation to commence within 24 hours of the incident/injury and be completed within one operational day for the centre.

Appropriate statements will be obtained from all relevant persons, such as those involved in or witness to the issues under investigation. The objective is to develop a profile of the incident and identify any inconsistencies in an attempt to clearly understand the matters involved in the particular incident or event. Wherever possible, the aim is to confirm facts or details with other persons who may have been involved, as well as to clearly identify any factors contributing to the workplace incident.

Review any other relevant information, for example, prior incidents and circumstances leading to the incident.

It is important to note that the principles of natural justice apply throughout the process. When an interview is arranged, each person will be given the opportunity to have a support person or witness present wherever possible. At the conclusion of the meeting it is necessary to read back to the person being interviewed the notes taken as part of the investigation, and have them confirm them as a true record of the discussions. The opportunity will be provided for all persons to write down their own record of any particular incident or matter, with follow-up questions or clarifications also subsequently recorded.

The report of the investigation is to be completed within one working day of the investigation being completed and forwarded to the CEO.

It is particularly important to clarify wherever possible, any differences in the "versions" of information provided so that, as far as possible, a concise picture of events/issues is obtained.

Summary of key tasks in the interview of staff or other persons materially involved in an incident or issue:

- a) Explain at the outset that this is a formal interview in accordance with the services procedures.

- b) Explain they may have a witness present.
- c) Ask about the incident:
 - Provide each person with an opportunity to document their own version of the incident and event.
 - Present any specific “allegations’ for responses.
 - Present all details one by one and record the answers.
 - Ask any other relevant questions arising from the statements by other persons, particularly if any conflict or are a contradiction. Give the opportunity to review earlier “version/s” of events outlined during the interview.

Post Investigation Actions

Following completion of the investigation of an accident or incident that seriously affected the persons involved, a report is prepared by the Executive Officer for the Executive Committee. The investigation and report would normally be completed within two working days. The report will also propose any relevant recommendations or actions.

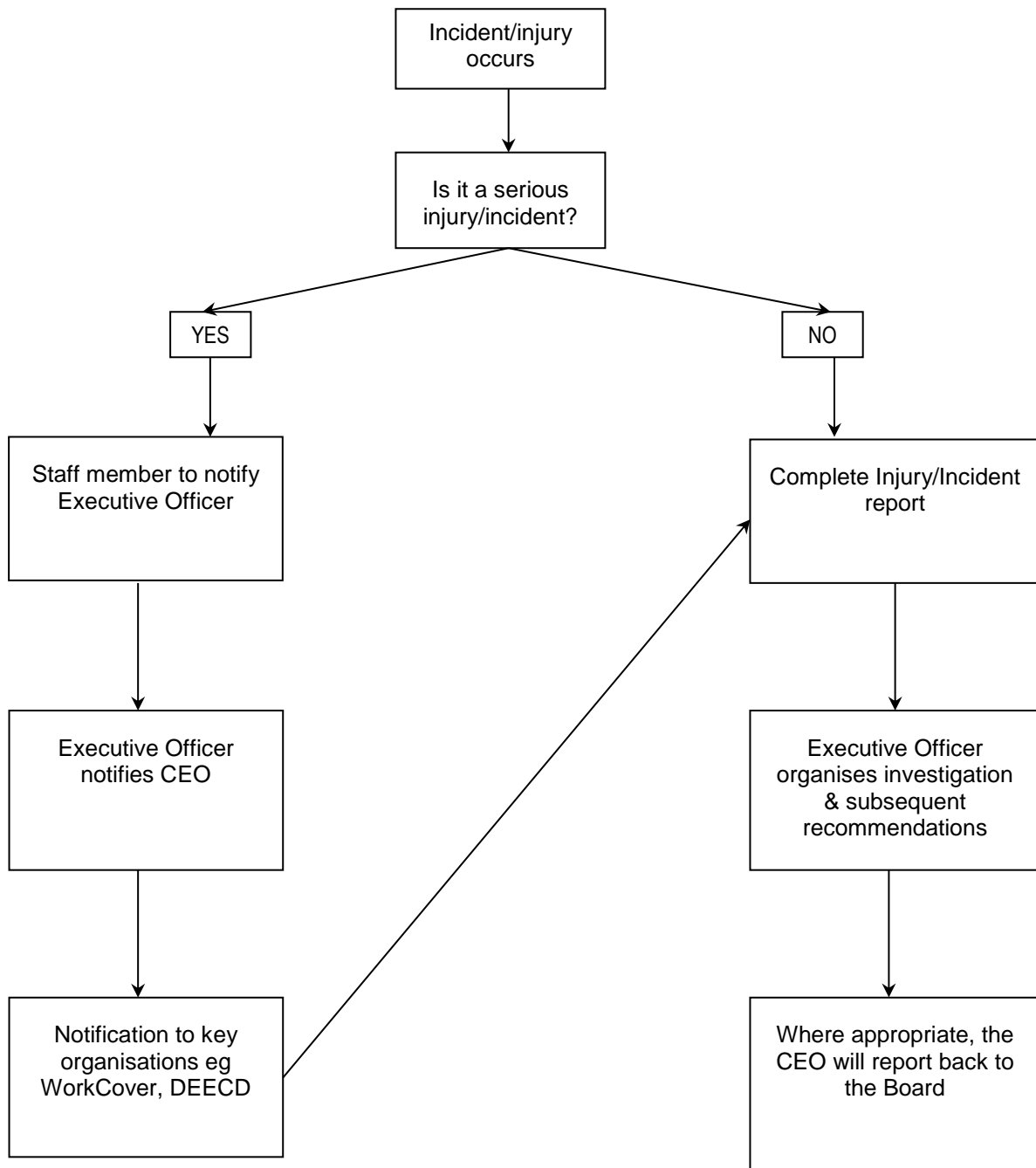
The Executive Committee meeting will be convened as a priority to receive the advisory report and recommendations. This meeting must be held within two working days of the receipt of the Injury/Incident Report. An appropriate Action Plan will be determined with relevant timelines.

Staff involved in the injury/incident investigation will be advised as soon as possible of:

- Results of the investigation.
- The Action Plan.

The Action Plan is to be implemented within designated timelines and the Manager/Executive Officer will be responsible for ensuring that the plan is implemented.

2.3 Organisational Flow Chart for Injury/Incident and Investigation



3. MANAGING MENTAL HEALTH IN THE WORKPLACE

BPA is committed to ensure the mental health and wellbeing of all of its employees and contractors. It is our duty to provide a safe and healthy working environment, including providing a positive environment for everyone's mental health

3.1 Legislation and standards and references

Relevant legislation and standards include but are not limited to:

- [Occupational Health and Safety Act 2004](#)
- [Occupational Health and Safety Regulations 2017](#)
- *Work-related psychological health and safety. A systematic approach to meeting your duties*, SafeWork Australia, January 2019
- *Taking Action: A best practice framework for the management of psychological claims in the Australian workers' compensation sector*, SafeWork Australia, December 2017
- Occupational violence and aggression: Safety basics, Worksafe Victoria
<https://www.worksafe.vic.gov.au/occupational-violence-and-aggression-safety-basics>
- Guide for Preventing and Responding to Workplace Bullying, Safe Work Australia,
- *What is Bullying*, Fair Work Commission website <https://www.fwc.gov.au/anti-bullying-benchbook/what-is-workplace-bullying>
- *Workplace Bullying*, Victorian WorkSafe Website <http://www.worksafe.vic.gov.au/pages/safety-and-prevention/health-and-safety-topics/workplace-bullying>
- Guide for managing the risk of fatigue at work, SafeWork Australia, Nov 2013
- Fatigue management - a worker's guide, SafeWork Australia, Nov 2013
- BPA's Code of Conduct Policy

3.2 Mental Health

BPA recognises that mental health can come from a range of sources, both at home and in the community and at the workplace.

This policy and procedures concentrates on the factors below, all of which can either emanate from the workplace or could exacerbate existing conditions:

- Work-related Stress
- Workplace Bullying
- Workplace Violence

3.2.1 Stress

There are a range of hazards in the workplace that can lead to stress, including, but not limited to:

- high job demand
- low job demand
- poor support
- poor workplace relationships
- low role clarity
- poor organisational change management
- poor organisational justice
- poor environmental conditions
- remote or isolated work, and
- violent or traumatic events.

When stress is very high and / or prolonged, it can lead to work-related psychological or physical injury. Work-related stress may lead to depression and anxiety in the long term.

Prevention

BPA will ensure, as far as practicable, that the workplace and its operations are such that these types of situations do not arise. BPA ensures that work-loads are kept as manageable as possible and all staff and contractors are aware of their roles and expectations. Staff are kept informed of changes in the workplace and are involved in changes and developments to the business. BPA ensures that:

- There is a focus on managing work-related psychosocial risk and prevention of work-related mental health conditions.
- It communicates a clear message to staff that it values their health and wellbeing.
- It is taking positive steps towards complying with health and safety laws in relation to psychological health.

Early intervention

If a staff member has been identified as becoming stressed, anxious or depressed or reports the same, management should offer staff assistance, where they can obtain support and treatment if needed. The source of the condition could be outside of work or caused or exacerbated by work. The worker may be entitled to a workers' compensation claim, which would be treated as per other claims / injuries as described in the Occupational Rehabilitation Procedures (section 5) in this manual. The earlier a worker is identified as experiencing work-related stress; the sooner steps can be taken to prevent a work-related mental health condition developing or an existing condition worsening. In addition, there are other support mechanisms in place that a worker can access if they wish and these include:

- [Lifeline](#)
- [beyondblue](#)
- [Black Dog Institute](#)
- [sane](#)

Managing work-related stress claims

Work-related stress, depression and anxiety claims will essentially be treated as per any other claim as outlined in Section 5 Occupational Rehabilitation Procedures, in this manual. There are, of course, some differences, but BPA recognise that such conditions must be carefully managed. BPA recognises the complexity and unique challenges with psychological injuries, and ensuring an injured worker is empowered and supported throughout the claims process.

BPA is committed to providing evidence-based guidance to better support staff with a work related mental health condition or who are at risk of developing one. The use of BPA support programmes and similar support networks, as well as engaging suitably qualified professionals, provides the staff member with the best opportunity for success. BPA has some internal resources (eg mental health first aid trained personnel) but recognises that it does not have the required internal resources (management and staff) who can adequately manage these conditions / claims, due to their complexity. Support can be provided, with the assistance of professionals in this area.

Recovery and Return to Work

Recovery and return to work (*RTW*) relates to supporting workers to come back or stay at work after experiencing a work-related mental health condition. It is important employers ensure workers return to a safe environment where psychological hazards are identified and controlled.

3.2.2 Workplace Bullying

Workplace Bullying is defined by SafeWork Australia as "repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety." That is because it could "affect the mental and physical health of workers". Bullying can be physical, psychological or even "indirect", such as deliberately excluding a worker from work-related activities.

Fair Work Commission states that a worker is bullied at work if an individual or group of individuals "repeatedly behaves unreasonably towards the worker, or a group of workers of which the worker is a member and that behaviour creates a risk to health and safety." (789FD Fair Work Act 2009)

Examples of Workplace Bullying include:

- abusive or offensive language or comments
- making vexatious allegations against a worker
- spreading rude or inaccurate rumours about someone
- aggressive and intimidating behaviour
- belittling or humiliating comments
- practical jokes or initiation
- unjustified criticism or complaints.

Bullying can be in the form of any of the following:

intimidation, coercion, threats, humiliation, shouting, sarcasm, victimisation, terrorising, singling-out, malicious pranks, physical abuse, verbal abuse, emotional abuse, belittling, bad faith, harassment, conspiracy to harm, ganging-up, isolation, freezing-out, ostracism, innuendo, rumour-mongering, disrespect, mobbing, mocking, victim-blaming and discrimination.

It is not bullying if it is "reasonable management action" carried out in a reasonable manner.

Management action includes:

- performance appraisals
- ongoing meetings to address underperformance
- counselling or disciplining a worker for misconduct
- modifying a worker's duties including by transferring or re-deploying the worker
- investigating alleged misconduct
- denying a worker a benefit in relation to their employment, or
- refusing an employee permission to return to work due to a medical condition. [*Fair Work Act, 2009 s.789FD(2)*]

Even if the above matters are raised, an informal, spontaneous conversation between a manager and a worker may not be considered management action. To be considered management action, the action is more than just "day-to-day operational instructions that are part and parcel of the work performed".

Implications and effects of Workplace Bullying

Workplace bullying can seriously harm a person's mental health. Depression, psychological distress and emotional exhaustion are common outcomes for bullied workers. This can result in workers taking sick leave and being less productive, which damage productivity.

If the organisation fails to take steps to manage the risk of workplace bullying, this can result in a breach of WHS laws.

Managing Workplace Bullying - Policy and Procedure

To both manage and make an effort to prevent Workplace Bullying, BPA will:

- Regularly consulting with workers, managers and safety champions to find out if bullying is occurring or if there are factors likely to increase the risk of workplace bullying.
- Set the standard of workplace behaviour, via BPA's *Code of Conduct Policy* and the workplace bullying policy within this section.
- Design and manage safe systems of work that clearly define jobs and provide workers with the resources, information and training they need to carry out their work safely, so there is no doubt about expectations and standards.
- Report workplace bullying with response procedures to be followed, as outlined below.
- Develop productive and respectful workplace relationships through good management practices and effective communication.
- Provide information and training on workplace bullying policies and procedures, available support and assistance, and how to prevent and respond to workplace bullying.
- Prioritise measures that foster and protect the psychological health of employees.

If a staff member experience Workplace Bullying, they should:

- Check bullying policy and reporting procedure above.
- If they feel safe and comfortable doing this, calmly tell the other person that they object to their behaviour and ask them to stop it. The other party may not realise the effect their behaviour is having on the staff member or others, and staff member's feedback may give the "offending party" the opportunity to change their actions.
- If the bullying continues, the staff member should seek advice / assistance from another person (eg manager or another senior executive if the nominated supervisor or manager is the person who is bullying the staff member) to help work out if the behaviour is in fact workplace bullying, as early as possible. BPA cannot address the problem if they don't know about it!

3.2.3 Workplace Violence

Violence at work is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. It could be from parents or children, the public or even co-workers.

Workplace violence and aggression can come in many forms, including:

- eye rolling and sneering
- yelling, swearing, calling names
- standing over someone
- spitting, shoving, tripping, grabbing, hitting, punching
- threats of violence, threats with weapons
- sexual assault

Managing Workplace Violence - Policy and Procedure

BPA will ensure that it provides and maintains a working environment in which activities do not endanger other people, such as Children, parents, visitors, staff and the public (in this instance, preventing and managing violence and aggression).

BPA will:

- Identify violence and aggression hazards in your work and assess the risks.
- Consult with employees to implement controls to eliminate or reduce the risk of violence.
- Promote a culture that does not accept violence and aggression.
- Encourage reporting and act on these reports.
- Investigate incidents and review existing controls.
- Support staff development in de-escalation and processes for early intervention and management.
- Allocate resources to prevention and management (where required).
- Support employees who have been exposed to violence in the workplace.

BPA encourages employees to:

- Identify and report all incidents of violence and aggression. This ensures we know about it and can take steps to better prevent and manage it in the future.
- Work with your manager on managing risks of violence and aggression. For example, participate in any training and follow work procedures.
- Follow the work procedures that have been put in place to reduce the risk of occupational violence and aggression incidents occurring.
- If you are affected by occupational violence and aggression, seek support from your manager or your workplace and /or the BPA Executive.

4. HAZARDOUS SUBSTANCES AND DANGEROUS GOODS MANAGEMENT

The purpose of this procedure is to provide clarity on how to manage substances entering and existing on the premises to ensure the safety of those handling and storing these substances and for those entering or in close proximity of the premises. The procedures also provide instructions around replacing dangerous or hazardous substances with non-dangerous / non-hazardous substances and management of substances in an emergency.

4.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Occupational Health and Safety Act 2004](#) – Section 73 - Resolution of health and safety issues
- [Occupational Health and Safety Regulations 2017](#)- Part 2.2 - Issue resolution procedures
- Dangerous Goods Act, 1985
- Dangerous Goods (Storage & Handling) Regulations, 2012
- Hazardous Substances Compliance code, 2019

4.2 Definitions

Substances Any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour'. This is not limited to hazardous substances or dangerous goods. (OHS Act 2004)

Hazardous substance A substance that has the potential to harm human health.

Dangerous good A substance that is classified on the basis of immediate physical or chemical effect (as defined in the Dangerous Goods Act)

4.2 Hazardous Substances and Dangerous Goods Procedures

- All substances on site should be recorded on the *Substances Register* (see Attachment 5B) when they enter the Centre, with the required information on the form completed. The Nominated Supervisor should complete this template in consultation with relevant staff whenever there are chemicals stored or to be used that may need review.
- All substances that could foreseeably cause injury or illness need to be assessed using the *Hazardous Substances / Dangerous Goods Risk Assessment* (Attachment 5A).
- While following the procedures for assessing risks, as outlined in the Risk Management Process outlined above (Section 1) of these Procedures, further methods should be considered when identifying tasks involving use of chemicals/substances are:
 - Consulting the Safety Data Sheets (SDS's)
 - Looking at injury records to identify tasks where chemical use is occurring.
 - Consulting with the staff and health and safety representatives about tasks that involve use of chemicals.
 - Observing the tasks, recording the observations and what we know about how tasks involving chemicals.
- When assessing hazardous Substances / Dangerous Goods the Nominated Supervisor, in consultation with staff, must use the *Hazardous Substances / Dangerous Goods Risk Assessment* (Attachment 5) to reduce the risk of chemical related injuries, whenever:
 - If a new chemical comes on site
 - There is a proposed alteration to objects or to systems of work that include change in the place where tasks using chemicals (or related to chemical storage) are undertaken
 - Before a chemical is used for another purpose
 - New or additional information available to BPA
 - Chemical related injury/illness in a workplace
 - After notifiable incident to Worksafe Victoria (Part 5 of the Act)
 - For any other reason, if risk control measures not adequate

- Request from HSR (reasonable grounds).
- Ensure that corrective actions are tracked, where required, in Centre monthly meetings.
- Where the Nominated Supervisor is not sure of what to do, contact the Executive Officer and follow guidance in Issue Resolution Procedure, if required.
- All Substances that are Hazardous Substances and / or Dangerous Goods must have a SDS.
- The *Substances Register* and SDS's should be kept together in a central location, easy for locate in an emergency.
- Ensure Emergency Services are provided with the *Substances Register* and SDS's when called for in an emergency.
- Ensure the *Substances Register* (every 2 years or when substances enter / exit premises) and SDS's (every 5 years or when such substances enter / exit premises) are updated regularly.

5. ISSUE RESOLUTION

The purpose of this procedure aims to achieve fast and effective resolution to all health and safety issues, as and when they arise. It is the responsibility of management to resolve issues in the workplace. This procedure is applicable to all of BPA's employees / contractors

5.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

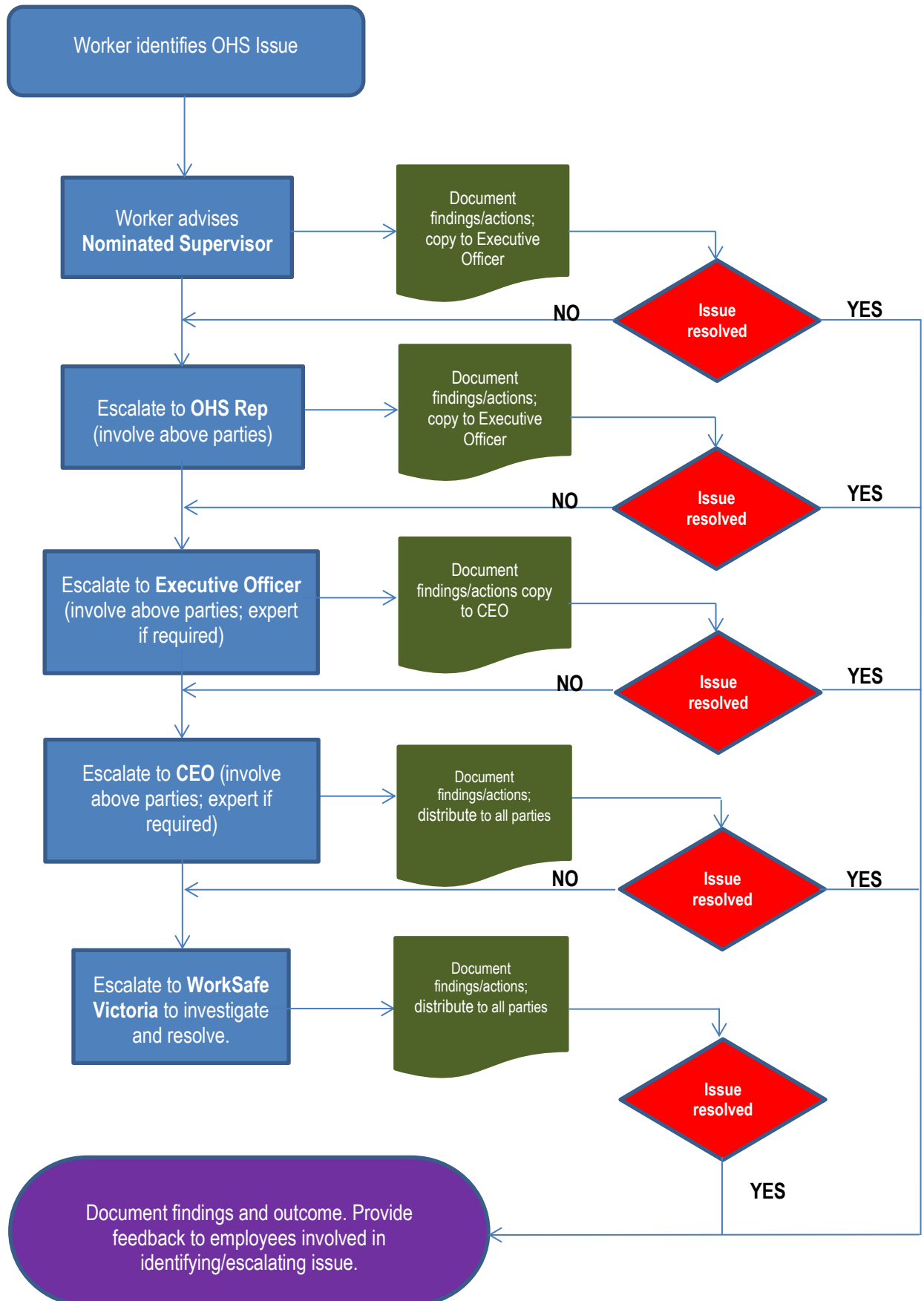
- [Occupational Health and Safety Act 2004](#) – Section 73 - Resolution of health and safety issues
- [Occupational Health and Safety Regulations 2017](#)- Part 2.2 - Issue resolution procedures

5.2 Issue Resolution Procedures

- Where an employee/contractor identifies a health and safety issue, they should raise it with their Nominated Supervisor, and try to resolve it immediately. If so, record that the issue is resolved and provide feedback to worker and Executive Officer.
- If the issue cannot be resolved above, involve the OHS Representative and Nominated Supervisor and complete Incident/Injury Register in consultation with the worker and OHS Representative. Provide copy to Executive Officer. Ensure all actions carried out.
- If the matter is not satisfactorily resolved, it needs to be escalated to the Executive Officer. The Executive Officer should investigate and liaise with the Nominated Supervisor, worker and OHS Representative. Record findings and copy in CEO and feedback to all parties. Ensure all actions carried out.
- Should it not be resolved by the above, then the matter needs to be escalated to the CEO. The CEO would liaise with all parties above and determine to resolve the issue. Record findings and feedback to all parties. Ensure all actions carried out.
- If the issue cannot be rectified immediately, then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved. It may be necessary to call in expert advice.
- Where an issue concerns work which involves an immediate threat to the health and safety of any person, in consultation between the CEO, Executive Officer, Nominated Supervisor and the relevant employee/contractor, the work will cease. Where an issue or immediate threat remains unresolved, a request may be made for the assistance of a WorkSafe inspector. The Inspector may issue an improvement notice or prohibition notice.
- The issue and agreed outcomes should be formalised using the Incident/Injury Register form. A Risk Assessment may also be required.
- Solutions should be recorded as well as communicated to relevant employees/contractors for their information.

A flowchart of the Issue Resolution Procedure is overleaf.

Issue Resolution



6. OCCUPATIONAL REHABILITATION PROCEDURES

6.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Accident Compensation Act 1985](#), incorporating amendments as at 25 April 2020
- [Workplace Injury and Workers Compensation Act 2013](#)
- [Workplace Injury and Workers Compensation Regulations 2014](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)

6.2 Background

BPA employs staff at various workplaces including early childhood services. BPA is committed to providing a safe and healthy environment at each workplace. Where these are early childhood service locations, the maintenance and upkeep of buildings are managed by external bodies such as local councils and some responsibility may also be exercised by Committees.

- BPA is committed, as the manager of various early childhood services, to liaise with various external organisations that have a role in the maintenance and upkeep of the workplace, including local councils, Committees of Management, Department of Education and Early Childhood Development (DEECD), regulatory bodies and funding organisations.
- BPA will investigate the causes of any industrial accidents in line with the Occupational Health and Safety Procedures Section 2 Injury/Incident Reporting and Investigation, and take remedial action to prevent re-occurrence. Where necessary BPA will liaise with external organisations about any modifications or changes that may be necessary to the workplace.
- All early childhood service locations, and other workplace locations, must operate in accordance with all regulatory requirements.

These occupational rehabilitation procedures will be amended as necessary following consultation with employees. The staff are encouraged to communicate regularly on all aspects of these procedures. This can occur directly to their Advisory Officer or to the Executive Officer.

6.3 Return to Work Procedures

- Every endeavour will be made to provide employees with a safe and healthy work environment. Should illness or injury occur, BPA will provide support to the injured person during their recovery and return to work. If possible, employees will be encouraged to remain at work on limited or alternate duties, taking into account BPA's responsibilities in providing early childhood programs.
- BPA will consider suitable alternative employment and Return to Work Plans within its context as the manager of a range of children's services which must meet minimum regulatory requirements:
 - for the care and education of children (refer *Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011*).
 - Under the *Accident Compensation Act, 1985; Workplace Injury and Workers' Compensation Act, 2013 and Workplace Injury and Workers' Compensation Regulations, 2014*.
- Occupational rehabilitation services will be offered where necessary to assist in preparing employees for the earliest return to their full duties. Where possible, BPA will consider suitable alternative employment within other areas.
- The occupational rehabilitation process will commence as soon as possible after an injury consistent with the capability of the employee and medical judgement.
- As part of the occupational rehabilitation program, suitable duties will be provided wherever possible for any injured worker complementary to any injury, taking into account BPAs regulatory responsibilities.
- Injured workers are encouraged to return to work as soon as possible, subject to medical opinion. This is normal practice and expectation.

Employees should advise their doctor that their employer has a return to work policy and it is likely that the doctor will be contacted by the Return to Work Co-ordinator to assist them in returning to the job.

Workers retain the right to:

- Choice of treating doctor
- Access to the services of an interpreter, and
- Retain employment, for twelve months after the injury that was responsible for their indisposition, unless they are permanently unfit to return to their job.

Our Workers' Compensation Policy is with:

XChanging

The local Office can be contacted at:

Level 10, 390 La Trobe Street Melbourne VIC 3000

Email: info@au.xchanging.com

Phone: (03) 9947 3000 / 1800 801 070

Our Return to Work Coordinator is:

Rhonda Finnegan (Ph: 9312 3689)

Anita Burich (Ph: 9312 3689)

For more information contact:

| Organisation | Phone | Fax | Email | Website |
|-------------------|--------------------------------|--------------|--|--|
| WorkSafe Victoria | (03) 9641 1444 1800 136 089 | 1300 654 151 | info@workcover.vic.gov.au | www.workcover.vic.gov.au |

For information on Interpreters contact:

| Organisation | Phone | Fax | Email | Website |
|--|--------------------------------|----------------|--|--|
| Translating and Interpreting Service (TIS) | 131 450 | 1300 654 151 | | |
| Victorian Interpreter Service (VITS) | (03) 9280 1955 | (03) 9280 1970 | vits@vits.com.au | www.vits.com.au |
| Central Health Interpreting Service (CHIS) | (03) 9370 1222 1300 655 150 | (03) 9375 4460 | chisadm@chis.org.au | www.chis.org.au |

6.4 Nominated Return to Work Co-Ordinators

The Executive Officer responsible for each early childhood work location is the Return to Work Co-Ordinator for the purpose of this set of procedures. The CEO is the Return to Work Co-Ordinator for the administration offices.

6.5 Accident Report

In the event of a workplace injury, incidents will be reported in the accident book (Incident/Injury Register).

6.6 WorkCover Claim

Where an employee completes a WorkCover claim form, BPA will complete and submit claim forms to the insurer, XChanging. This will occur within 10 days of the employee submitting a claim, in accordance with the Accident Compensation Act 1985.

6.7 Return to Work Plan

From the time that BPA Children Services receives a Worker's Injury Claim Form or the initial WorkSafe Certificate of Capacity, we will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker. As part of the return to work planning process, the Return to Work Co-ordinator may need to prepare a draft Return to Work Plan. This return to work plan will take into account:

- Capacity of BPA to offer suitable alternative employment within that workplace.
- Capacity of BPA to offer suitable alternative employment within other workplaces.
- Any replacement staff implications or costs arising from the return to work plan.

Any return to work plan must ensure that all regulatory requirements contained in the:

- *Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011 and the Accident Compensation Act, 1985; and*
- *Workplace Injury and Workers' Compensation Act, 2013 and Workplace Injury and Workers' Compensation Regulations, 2014 are met in full.*

The Return to Work Co-ordinator will consult, as appropriate with the employee, the insurer - XChanging, and the employee's doctor.

The draft Return to Work Plan will be submitted to the CEO within 7 days (1 week). The CEO will determine the availability and suitability of the Return to Work Plan taking into account the budgetary implications and the effects on future WorkCover provisions.

A final Return to Work Plan and suitable employment offer will be approved by the CEO or Executive Officer and submitted to the WorkCover Insurer.

In determining the availability of a Return to Work Plan every endeavour will be made by BPA to provide employees with a safe and healthy work environment. Employees will endeavour in all instances to act responsibly and act in ways that do not endanger either themselves or any other persons in attendance at the workplace. However, no Return to Work Plan will be endorsed or approved by BPA unless all necessary regulatory requirements are met.

In the event of dispute over any aspect of the return to work plan, immediate action will be taken to resolve the situation through effective and constructive discussion with all parties to the return to work plan. If resolution is not then possible, we will attempt to resolve return to work issues in accordance with the relevant procedure specified in the Return to Work Direction No.1 of 2010 (Ministerial Direction) (The Return to Work Issue Resolution Procedure), which is available from the WorkSafe website.

Suitable employment and duties under a return to work plan will be provided wherever possible and in accordance with medical advice.

Full consultation and discussion will take place with all concerned.

Progress will be regularly monitored.

Employees will be advised in writing of the proposed job and wages.

Suitable employment, and consideration of retraining opportunities, can only be considered where the minimum regulatory requirements can be met for the operation of children's services.

BPA, through the Return to Work Co-ordinator, will monitor and review the Return to Work Plan of the employee and adjust this plan to reflect changes in the employee's condition and capacity for work.

Management will facilitate reasonable access to the workplace by any approved provider who may be involved in occupational rehabilitation at this workplace so as to enable familiarity with the workplace. Management will ensure ready access to any injured worker's nominated approved provider at all stages of the return to work plan, including the initial workplace assessment.

When an injury or illness is notified, the Return to Work Co-ordinator will be responsible for ensuring that the injured person gets the necessary first aid and if required, medical treatment as soon as possible.

6.8 Responsibilities of Employees

Employees who sustain a work related injury must:

As soon as practicable, complete the Incident/Injury Register, notify their Advisory Officer, and follow the procedure set out below:

- The staff member completes the Incident/Injury Register form located at each workplace.
- The staff member will fax a copy of the Incident/Injury Register form to the Executive Officer. The staff member then mails the original Incident/Injury Register form to the Executive Officer.
- The Executive Officer completes and signs the Employer Acknowledgment section of the Incident/Injury Register form.
- The original is placed in the Employee's Personnel File. Two copies are returned to the centre location, one marked for filing in the 'Workplace Incident/Injury Register File', the other marked 'Employee Copy'.

If a WorkCover Claim is to be made by the employee, the employee will:

- Notify their Executive Officer as soon as possible.
- Complete and lodge their WorkCover Claim form attaching all relevant certificates/documents.
- Advise the Return to Work Co-ordinator (Executive Officer) of the likely duration of any absence.
- Make themselves available to develop a Return to Work Plan with the Return to Work Co-ordinator.
- Consult as appropriate with their treating doctor and/or specialist in the development of a Return to Work Plan.
- Assist with the development of a Return to Work Plan that meets all regulatory requirements (refer *Education and Care Services National Law 2010 and Education and Care Services National Regulations 2011*).
- Inform the Return to Work Co-ordinator as soon as practicable, after commencement of the Return to Work Plan, of any changes to their medical condition and/or capacity to work.
- Access rehabilitation services or treatment approved by the insurer - XChanging.

6.9 Rights of the Injured Worker:

- To be provided with return to work information and be consulted about how that information is to be made available
- To the extent that it is reasonable for **BPA Children's Services** to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation.
- To be consulted by **BPA Children's Services** about planning their return to work.
- To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work.
- To the extent that it is reasonable for **BPA Children's Services** to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

6.10 Obligations of Injured Worker:

- In co-operation with **BPA Children's Services** and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In co-operation with **BPA Children's Services** and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of **BPA Children's Services** and/or the Agent.
- To actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If the injured worker does not comply with one or more of the above obligations, their weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in WorkSafe's *Return to Work Obligations – Information for workers* fact sheet available from **worksafe.vic.gov.au** or via the WorkSafe Advisory Service ph: (free-call) 1800 136 089 or (03) 9641 1444.

6.11 Where employees / injured workers can get help

Our Return to Work Coordinator

Name: Rhonda Finnegan

Email: accounts@bpachildrengservices.com

Phone: 9312 3689

Postal Address: PO Box 215, Sunshine 3020

Our Authorised Agent

Name: Xchanging

Phone: (03) 9947 3000 / 1800 801 070

Web: <https://www.dxc.com/au/en/cp/xchanging-workers-compensation>

Postal Address: Level 10, 390 La Trobe Street Melbourne VIC 3000

WorkSafe

Phone: free call 1800 136 089

Email: info@worksafe.vic.gov.au

Web: worksafe.vic.gov.au

6.12 Employer's Return to Work Obligations

| Return to work obligations | How we will meet our obligations |
|--|--|
| <p>Make return to work information available and consult about how the information is made available</p> | <p>BPA Children's Services will make return to work information available to its workers about:</p> <ul style="list-style-type: none"> (a) the obligations of BPA Children's Services under the legislation and how the employer is meeting the obligations; (b) the rights and obligations of workers under the legislation and how workers can obtain further information about their rights and obligations; (c) the name and contact details of the authorised Agent selected by BPA; (d) the name and contact details of the Return to Work Coordinator, if applicable; and (e) the procedure for resolving return to work issues in the workplace - <p>by providing workers with this document after consulting with them about how the information will be provided to them.</p> |
| <p>Provide employment</p> | <p>To the extent that it is reasonable to do so, BPA Children's Services will provide suitable employment to an injured worker if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work.</p> <p>To the extent that it is reasonable to do so, BPA Children's Services will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a <i>WorkSafe Certificate of Capacity</i> or a <i>Worker's Injury Claim Form</i> in which weekly payments are claimed is received from the worker or from when the WorkSafe Agent notifies us of receipt of same (whichever is the earliest).</p> |
| <p>Plan return to work</p> | <p>From the time that BPA Children's Services receives a <i>Worker's Injury Claim Form</i> in which weekly payments are claimed or the initial <i>WorkSafe Certificate of Capacity</i> from the worker or the WorkSafe Agent notifies us of receipt of same (whichever is earlier), BPA Children's Services will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker.</p> <p>As part of that planning, BPA Children's Services will:</p> <ul style="list-style-type: none"> • obtain relevant information about the injured worker's capacity for work; • consider reasonable workplace support, aids or modifications to assist the worker's return to work • assess and propose options for suitable employment or pre-injury employment; • engage in consultation about the return to work of the worker; and • provide the worker with clear, accurate and current details of their return to work arrangements; and • monitor the worker's progress- <p>as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.</p> |
| <p>Consult about the return to work of a worker</p> | <p>BPA Children's Services will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work.</p> <p>BPA Children's Services will consult with the parties listed above by:</p> <ul style="list-style-type: none"> • sharing information about the worker's return to work • providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and • taking those views into account. |

| | |
|---|---|
| | <p>BPA Children's Services will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.</p> |
| Nominate and appoint a Return to Work Coordinator | <p>BPA Children's Services has nominated and appointed at all times a Return to Work Co-Ordinator who has an appropriate level of seniority and is competent to assist BPA Children's Services meet our obligations under Victorian Workers' Compensation legislation.</p> |
| Cooperate with labour hire employers | <p>If BPA Children's Services hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the worker's return to work.</p> |
| Resolution of return to work issues | <p>BPA Children's Services will attempt to resolve return to work issues in accordance with the relevant procedure specified in the Return to Work Direction No.1 of 2010 (Ministerial Direction) (<i>The Return to Work Issue Resolution Procedure</i>), which is available from the WorkSafe website.</p> |

7. KEY RESPONSIBILITIES AND AUTHORITIES

BPA is responsible for:

- Implementation of these procedures
- Approving changes to the procedures after consultation with staff
- Ensuring the Management staff fulfill their responsibilities.

The Staff are responsible for:

- Complying with these procedures
- Daily inspections of the premises
- Notifying the Nominated Supervisor if they identify any hazard.

8. RESOURCES AND SUPPORT TRAINING

- All staff will be given training/direction in BPA OHS Policies and Procedures, centre emergency response procedures, manual handling and infectious control on commencement;
- Management, in consultation with all staff, will review the staff's training needs in relation to OHS, including but not limited to, emergency response procedures, manual handling and infectious control on an annual basis and make a recommendation to the BPA Executive Committee.

9. VICTORIAN WORKCOVER AUTHORITY PUBLICATIONS

The Victorian WorkCover Authority produces a number of publications on issues related to OH&S and regularly updates these. These include:

- [Hazardous Manual Handling Compliance Code, Dec 2019;](#)
- [A handbook for workplaces: 12 ways to make small business safe, October 2010;](#)
- [Hazardous manual handling health and safety guide;](#)
- [Hazardous manual handling: Review and revision of risk control measures, 2017](#)
- [Officewise, 2006.](#)

EVALUATION

In order to assess whether the values and purposes of the procedures have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the procedures regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to the procedures
- keep the procedures up to date with current legislation, research, policy and best practice
- revise the procedures as part of BPA's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to the procedures (Regulation 172(2)).

ATTACHMENTS

- Attachment 1 – BPA Emergency & Safety Audit Checklist
- Attachment 2 – Risk Assessment Form
- Attachment 3 – Daily Inspection Safety Checklist
- Attachment 4 – Manual Handling Risk Assessment Form
- Attachment 5 – Hazardous Substances / Dangerous Goods Assessment (A) and Substances Register (B)

APPENDICES

These appendices are attached for reference:


- Appendix 1 - Manual Handling Techniques – Plan S.M.A.R.T. Principles
- Appendix 2 - Techniques for Safe Lifting
- Appendix 3 - Office Ergonomics and Exercises Flyer
- Appendix 4 - Quick Workstation Checklist

AUTHORISATION

This procedure was adopted by the Approved Provider, Brimbank Preschool Association Inc. on 5th June 2020.

REVIEW DATE: 5th JUNE 2021

ATTACHMENT 1 BPA EMERGENCY & SAFETY AUDIT CHECK LIST

| 3 = Satisfactory | 7 = Unsatisfactory / needs attention |
|--|---|
|  <h2 style="margin: 0;">ANNUAL SAFETY & EMERGENCY AUDIT CHECK LIST</h2> | |
| Centre: _____ Room: _____ Date of Inspection: ____/____/____ | |
| Inspected by: _____ | |
| <p>1. <u>Emergency Plans & Records</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily safety audits conducted and recorded. <input type="checkbox"/> Emergency procedures in place. <input type="checkbox"/> Evacuation procedures are displayed and appropriate size (A3). <input type="checkbox"/> Exit signs visible and clear of obstruction. <input type="checkbox"/> Exit doors open easily from inside. <input type="checkbox"/> Emergency evacuation drills conducted every 3 months as per the Education and Care Services National Regulations, 2010 <input type="checkbox"/> Emergency evacuation drill last conducted _____ <p>Action: _____</p> | <p>4. <u>Equipment, Floors & Windows</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Even surface and in good repair. <input type="checkbox"/> Surface free from slipping, tripping hazards. <input type="checkbox"/> Surface likely to become excessively slippery when wet. <input type="checkbox"/> Aisles, walkways clear of obstruction and of adequate width. <input type="checkbox"/> Windows clean, admitting plenty of daylight. <input type="checkbox"/> No cracked or broken panes. <input type="checkbox"/> Furniture and play equipment in good repair. <p>Action: _____</p> |
| <p>2. <u>Covid-19 Management & Preparedness</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All who enter centre have temperature checked and instructed to use hand sanitiser <input type="checkbox"/> All practicing good hygiene including washing hands with soap and water for 20 seconds <input type="checkbox"/> All equipment and surfaces cleaned before/ after each session. <input type="checkbox"/> Social distancing (1.5 metres) maintained as far as practicable. <input type="checkbox"/> Sick are advised to stay home. <p>Action: _____</p> | <p>5. <u>Electrical</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guards around heaters. <input type="checkbox"/> Unused equipment properly stored. <input type="checkbox"/> No broken plugs, sockets or switches. <input type="checkbox"/> No frayed or defective leads. <input type="checkbox"/> No temporary leads on floor. <input type="checkbox"/> Power outlet covers in place. <input type="checkbox"/> No power outlets using more than one double adaptor. <input type="checkbox"/> Last test and tag conducted _____ <p>Action: _____</p> |
| <p>3. <u>Fire Equipment & Systems</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Extinguishers accessible and locations marked clearly and correctly. <input type="checkbox"/> All gauges showing fully charged. <input type="checkbox"/> Extinguishers tested _____ <input type="checkbox"/> Smoke alarms tested _____ <input type="checkbox"/> Fire hose reel in good condition. <input type="checkbox"/> Fire hose nozzle attached to locking mechanism. <input type="checkbox"/> Fire equipment inspected regularly (6 monthly). <p>Action: _____</p> | <p>6. <u>Kitchen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Work space clean and clear of clutter. <input type="checkbox"/> Tea towels/combustible materials are away from stove or hot surfaces. <input type="checkbox"/> Stove clean of cooking oils and fats. <input type="checkbox"/> Ventilating fan in good working order. <input type="checkbox"/> Sufficient air space around appliances to prevent overheating. <input type="checkbox"/> Appliances not in use switched off at power point. <input type="checkbox"/> Extinguisher / fire blanket unobstructed. <input type="checkbox"/> Chemicals stored in locked cupboard. <p>Action: _____</p> |

| ANNUAL SAFETY & EMERGENCY AUDIT CHECK LIST (Contd) | | |
|--|------|-------|
| Centre | Room | Date: |
| 7. <u>First Aid</u> | | |
| <input type="checkbox"/> Cabinet location clearly marked. | | |
| <input type="checkbox"/> Cabinet fully stocked, meets the Education and Care Services National Regulations, 2010 | | |
| <input type="checkbox"/> Provision of disposable gloves. | | |
| <input type="checkbox"/> Emergency telephone numbers displayed near centre telephone. | | |
| <input type="checkbox"/> EpiPen administration procedures conducted and documented once a month (using practice pen). | | |
| <input type="checkbox"/> Action plans (including photo) for children with medical conditions displayed. | | |
| <i>Action:</i> _____ | | |
| 8. <u>Staff Amenities</u> | | |
| <input type="checkbox"/> Washrooms and toilets clean and in good repair. | | |
| <i>Action:</i> _____ | | |
| 9. <u>Storage - Internal</u> | | |
| <input type="checkbox"/> Storage designed to minimise lifting. | | |
| <input type="checkbox"/> Shelves free of clutter. | | |
| <input type="checkbox"/> Floors clear of obstacles and rubbish. | | |
| <input type="checkbox"/> Dangerous materials or equipment stored in locked cupboard. | | |
| <input type="checkbox"/> All unused papers, boxes and other combustible items kept to a minimum. | | |
| <i>Action:</i> _____ | | |
| 10. <u>Storage - External</u> | | |
| <input type="checkbox"/> Storage shed floor free of obstacles and rubbish. | | |
| <input type="checkbox"/> Heavy equipment (e.g. planks, trestles) stored to enable staff to lift safely. | | |
| <i>Action:</i> _____ | | |
| 11. <u>External Areas</u> | | |
| <input type="checkbox"/> Fencing is secure and unscalable (no breaches in fence or materials left adjacent that could assist children to scale fence). | | |
| <input type="checkbox"/> Paving and paths have an even surface and are in good repair. | | |
| <input type="checkbox"/> Surface of paving and paths free of slipping hazards, e.g. sand. | | |
| <input type="checkbox"/> Soft fall and grass areas free of hazards. | | |
| <input type="checkbox"/> Equipment and materials in good repair and free of hazards. | | |
| <i>Action:</i> _____ | | |



OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Attachment 2 Risk Assessment Form

| Centre Name and Location: | | | | | | RA No | |
|--|--|---|--|--|--|----------------|------|
| Risk Assessment completed by: | | | | | | Date | |
| Describe the Activity | | | | | | | |
| Hazard <i>What has the potential to cause harm?</i> | Description of Risk <i>What would happen if the hazard was to cause harm?</i> | What are you already doing to control the hazard? <i>What preventative measures have been taken to control the hazard (Current Controls)</i> | Current risk rating [C+L=Rating] See Matrix overleaf | What further action / preventative measures are necessary? <i>Apply the Hierarchy of Controls and check for indicative times and level of responsible person for implementation(see final page)</i> | Residual risk rating [C+L=Rating] | Implementation | |
| | | | | | | Who | When |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES



RISK ASSESSMENT FORM

Determining the Risk Ratings & Guidelines for Implementing Controls

STEP 1

What's the consequence of hazard causing harm?

| Consequence descriptors | | |
|-------------------------|---------------|---|
| Level | Descriptor | Description (Examples Only) |
| 5 | Catastrophic | Death, Significant financial loss |
| 4 | Major | Extensive injuries, major financial loss |
| 3 | Moderate | Medical treatment required, high financial loss |
| 2 | Minor | First aid treatment, medium financial loss |
| 1 | Insignificant | No injuries, low financial loss |

STEP 2

What is the likelihood that the particular hazard identified will cause harm?

| Likelihood Descriptors | | |
|------------------------|----------------|--|
| Level | Descriptor | Description |
| A | Almost Certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time, but exceptional |
| E | Rare | May occur in exceptional circumstances |

STEP 3

What's the RISK RATING? (Intersection of Consequence & Likelihood)

RISK ASSESSMENT RATING – Use this table to determine a risk rating
 1) What is the CONSEQUENCE of this hazard causing harm?
 2) What is the LIKELIHOOD of this occurring?

| Likelihood (L) | Consequences (C) | | | | |
|--------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A - Almost Certain | Moderate | High | High | Extreme | Extreme |
| B - Likely | Moderate | Moderate | High | Extreme | Extreme |
| C - Possible | Low | Moderate | High | High | Extreme |
| D - Unlikely | Low | Low | Moderate | High | High |
| E - Rare | Low | Low | Low | Moderate | High |

STEP 4

When deciding on Further Control Measures, make choices based on the Hierarchy of controls

HIERARCHY OF CONTROLS
 Start at the top and work down

| | |
|------------------------|---|
| <p>Most Effective</p> | Elimination Eg. Discontinue use of product, equipment, cease work process |
| | Substitution Eg. Replace with a similar item that does the same job but with a lower hazard level |
| | Isolation Eg. Put a barrier between the person and the hazard |
| | Engineering controls Eg. Change the process, equipment or tools so the risk is reduced |
| | Administration controls Eg. Guidelines, procedures, rosters, training etc to minimise the risk |
| <p>Least Effective</p> | Personal protective equipment Eg. Equipment worn to provide a temporary barrier – gloves, glasses |

STEP 5

Implementation of controls / actions by whom and when?

GUIDELINES FOR ACTION BASED ON RISK RATING

| RATING | Action required | Responsible person |
|----------|----------------------------------|--------------------------|
| Extreme | Immediate action within one week | CEO/Operations Executive |
| High | + one week – 4 weeks | Operations Executive |
| Moderate | + 4 weeks – 3 months | Nominated Supervisor |
| Low | + 3 months | Nominated Supervisor |

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

ATTACHMENT 3 DAILY INSPECTION SAFETY CHECKLIST

SAFETY CHECKLIST FOR DAILY INSPECTION

[Centre Name]

Date: _____

PERSON CONDUCTING INSPECTION: _____

The following items need to be checked daily prior to the children's attendance at the service. This will include physically walking around the perimeter of the playground fencing. [Some services will need to modify their checklists in order to cater for the particular needs of their service]

1. Playground Security

- Fencing is secure and unscaleable. [No breaches in the fence or materials left adjacent that would assist children to scale the fence].
- Gates are secure and cannot be operated by children.
- Playground free of syringes and other material that may have been left in the playground overnight, with special attention given to the area adjacent to the perimeter fence, enclosed areas and sandpit, if left uncovered.
- Sandpit checked if uncovered or covering breached to ensure free of animal faeces.
- Paths and paving surfaces free of slipping hazards [e.g. sand].
- Soft-fall and grassed area free from hazards.
- Tyres and other equipment with recessed areas free of snakes and spiders.

2. Indoor

- Exits clear.
- Heaters guarded.
- No hazardous materials left within reach of children.

3. Comments / Concerns

ATTACHMENT 4: Hazardous Manual Handling Risk Assessment

Hazardous Manual Handling Risk Assessment (includes the following):

Hazardous Manual Handling Identification Sheet

Discomfort Survey

Risk assessment and control worksheet

Hazardous manual handling identification sheet

Workarea: _____

Management representative: _____

Health and safety representative and employee(s) taking part: _____

Date: _____

Complete the table to identify whether the work involves hazardous manual handling.

| Work | Repetitive or sustained application of force | Sustained awkward posture | Repetitive movement | Application of high force | Exposure to sustained vibration | Handling of live people or animals | Unstable or unbalanced loads or loads that are difficult to | For known risks are suitable control measures available now? | If yes, provide details |
|------|--|---------------------------|--------------------------|---------------------------|---------------------------------|------------------------------------|---|--|-------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | YES/ NO | |

If you ticked any of the boxes, the work involves hazardous manual handling. You should do a risk assessment for any hazardous manual handling, unless you are already aware of the MSD risk(s) and known risk control measures available and suitable for your workplace. If there is a suitable risk control measure available now, it can be implemented straightaway.

Discomfort survey

A discomfort survey can help identify work involving hazardous manual handling and work that may require risk control measures, or a review of existing control measures.

This survey sheet may help employers identify and record instances where employees experience discomfort that persists, re-occurs the next day, or persists after rostered days off.

Name (optional): _____

Date: _____

Job work location: _____

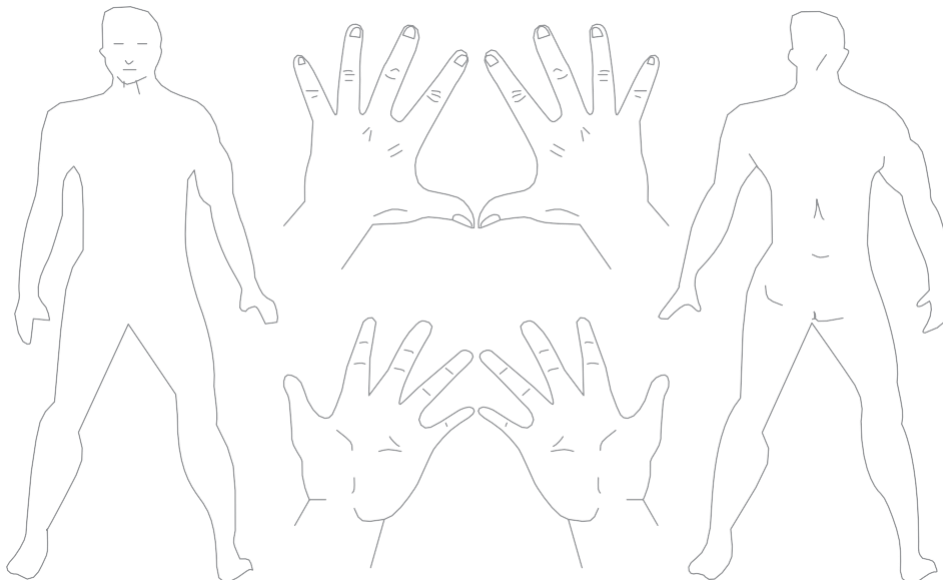
Manual work involved: _____

Time on this job: Less than 3 months 3 months to 1 year 1 to 5 years

Supervisor: _____

I. Do you suffer from swelling, numbness, tingling, 'pins and needles', stiffness or aches or pains in any part of the body?

Indicate on the diagrams where the problem occurs.



Discomfort survey

2. Rate the level of discomfort/pain on a scale of 1 to 5

1 2 3 4 5
Just noticeable / Moderate / Unbearable

3. During the last week, how often did you experience discomfort or pain?

1 2 3 4 5
Never 1-2 times 3-4 times 4-5 times Several times per day

4. What do you think caused the problem?

5. Proposed control/idea? (optional)

Risk assessment and control worksheet

Location of work:

Description of work involving hazardous manual handling:

Date of assessment: Management rep:

Health and safety rep (taking part):

Employee rep (taking part):

Others (consultants etc):

Reason for assessment

Existing Task

New Task

Risk assessment and control worksheet

Step 1 – Does the work involve any repetitive or sustained forces, sustained awkward postures or repetitive movements?

As a guide:

- repetitive means the movement or force is performed more than twice a minute, and
- sustained means the posture or force is held for more than 30 seconds at a time

| Postures/movements/forces | Yes | When? | Why? (sources of risk) <small>(eg workplace layout, workplace environment, systems of work, things used)</small> | If any boxes are ticked, what are possible risk control measures? |
|--|--------------------------|-------|--|--|
| Back | | | | |
| Bending or twisting the back forwards or sideways (more than 20°) | <input type="checkbox"/> | | | |
| Visibly bending the back backwards (more than 5°) | <input type="checkbox"/> | | | |
| Head/Neck | | | | |
| Bending the head forwards or sideways (more than 20°) or twisting the neck (more than 20°) | <input type="checkbox"/> | | | |
| Visibly bending the head backwards (more than 5°) | <input type="checkbox"/> | | | |
| Arms/Hands | | | | |
| Working with one or both hands above shoulder height | <input type="checkbox"/> | | | |
| Reaching forwards or sideways more than 30cm from the body | <input type="checkbox"/> | | | |
| Reaching behind the body | <input type="checkbox"/> | | | |
| Excessive bending of the wrist | <input type="checkbox"/> | | | |
| Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms | <input type="checkbox"/> | | | |
| Working with the fingers close together or far apart | <input type="checkbox"/> | | | |

Risk assessment and control worksheet

Step 1 (cont.) – Does the work involve any repetitive or sustained forces, sustained awkward postures or repetitive movements?

| Postures/movements/forces | Yes | When? | Why? (sources of risk) <small>(eg workplace layout, workplace environment, systems of work, things used)</small> | If any boxes are ticked, what are possible risk control measures? |
|---|--------------------------|-------|--|---|
| Legs | | | | |
| Squatting, kneeling, crawling, lying, semi-lying or jumping | <input type="checkbox"/> | | | |
| Standing with most of the body's weight on one leg | <input type="checkbox"/> | | | |
| Forces | | | | |
| Lifting or lowering | <input type="checkbox"/> | | | |
| Carrying with one hand or one side of the body | <input type="checkbox"/> | | | |
| Exerting force with one hand or one side of the body | <input type="checkbox"/> | | | |
| Pushing, pulling or dragging | <input type="checkbox"/> | | | |
| Very fast movements | <input type="checkbox"/> | | | |
| Applying uneven, fast or jerky forces | <input type="checkbox"/> | | | |
| Holding, supporting or restraining any object, live person/animal or tool | <input type="checkbox"/> | | | |
| Exerting force while in an awkward posture | <input type="checkbox"/> | | | |

Step 2 – Does the work involve long duration?

| Duration | Yes | Comments |
|--|--------------------------|----------|
| More than two hours over the whole shift | <input type="checkbox"/> | |
| Continually for more than 30 minutes at a time | <input type="checkbox"/> | |

Risk assessment and control worksheet

Step 3 – Does the work involve high force?

| High force | Yes | When? | Why? (eg workplace layout, workplace environment, systems of work, things used) | If any boxes are ticked, what are possible risk control measures? |
|---|--------------------------|-------|--|---|
| Lifting, lowering or carrying heavy loads | <input type="checkbox"/> | | | |
| Potentially applying a sudden or unexpected force including: <ul style="list-style-type: none"> • handling a live person or animal <input type="checkbox"/> • applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling, or <input type="checkbox"/> • pushing or pulling objects that are hard to move or stop (for example, a trolley) <input type="checkbox"/> | | | | |
| Exerting high force while in a bent, twisted or awkward posture including: <ul style="list-style-type: none"> • supporting items with hands above shoulder height <input type="checkbox"/> • moving items when legs are in an awkward posture, working with fingers pinched together or held wide apart, or <input type="checkbox"/> • using a finger grip, pinch grip or an open handed grip or exerting force at the limit of the grip span <input type="checkbox"/> | | | | |
| Needing to use two hands to operate a tool designed for one hand | <input type="checkbox"/> | | | |
| Exerting force at the limit of the grip span | <input type="checkbox"/> | | | |
| Exerting force with the non-preferred hand | <input type="checkbox"/> | | | |

Risk assessment and control worksheet

Step 3 (cont.) – Does the work involve high force?

| High force | Yes | When? | Why? (eg workplace layout, workplace environment, systems of work, things used) | If any boxes are ticked, what are possible risk control measures? |
|--|--------------------------|-------|---|--|
| Using a finger-grip, pinch-grip or open-handed grip to handle a heavy or large load | <input type="checkbox"/> | | | |
| It can only be done for short periods of time because of the physical effort required | <input type="checkbox"/> | | | |
| It is physically very strenuous, or difficult to do because of the physical effort required | <input type="checkbox"/> | | | |
| Pain or significant discomfort occurs during or after it because of the physical effort required | <input type="checkbox"/> | | | |
| Two or more people are assigned to do it because of the physical effort required | <input type="checkbox"/> | | | |
| Prolonged lifting or carrying of heavy loads | <input type="checkbox"/> | | | |
| Using high grip forces or awkward postures when using power tools | <input type="checkbox"/> | | | |

Risk assessment and control worksheet

Step 4 – Are environmental factors increasing the risk?

| Environmental factor | Yes | If any boxes are ticked, what are possible risk control measures? |
|--|--------------------------|---|
| Frequent use of powered hand tools or use for long periods | <input type="checkbox"/> | |
| Driving for long periods | <input type="checkbox"/> | |
| Driving on rough roads | <input type="checkbox"/> | |
| Use of machines or tools where the manufacturer's handbook warns of vibration (eg tools should be selected with the least amount of vibration) | <input type="checkbox"/> | |
| Being jolted or continuously shaken | <input type="checkbox"/> | |
| Use of a vehicle or tool not suitable for the environment or task | <input type="checkbox"/> | |
| Cold (eg cool rooms, freezers) | <input type="checkbox"/> | |
| Heat (eg radiant heat, foundries, kitchens) | <input type="checkbox"/> | |
| Humidity | <input type="checkbox"/> | |
| Weather (eg rain, wind, high temperatures) | <input type="checkbox"/> | |
| Slippery and uneven floor surfaces/gradient | <input type="checkbox"/> | |
| Obstructions | <input type="checkbox"/> | |
| Poor lighting | <input type="checkbox"/> | |
| Wearing protective clothing while working in hot conditions | <input type="checkbox"/> | |
| Wearing thick clothing while working in cold conditions (eg gloves) | <input type="checkbox"/> | |
| Handling very cold or frozen objects | <input type="checkbox"/> | |
| Organisational factors (see breakout box below paragraph 55 on page 22) | <input type="checkbox"/> | |

Step 5 – Is there a risk of MSD associated with the hazardous manual handling?

Did you answer yes in steps 1 and 2? There is a risk of MSD, risk control measures are required.

Did you answer yes in step 3? There is a risk of MSD, risk control measures are required (note this is regardless of whether you also answered yes to step one and two).

Did you answer yes in step 4? There may be a risk of MSD or an existing risk may increase, investigate further.

Risk assessment and control worksheet

Step 6 – Identifying risk control measure options and investigating risk control measures

| Hierarchy of control | Risk control measure option | Investigation into risk control measures | Risk control measure to be implemented |
|--|-----------------------------|--|--|
| Eliminate the risk so far as reasonably practicable | | | |
| Reduce the risk so far as reasonably practicable by: <ul style="list-style-type: none"> altering the workplace layout altering the environmental conditions altering the systems of work changing the things used in the hazardous manual handling using mechanical aids any combination of the above. | | | |
| Reduce the risk so far as is reasonably practicable by providing information, instruction or training. | | | |

Step 7 – Implementing risk control measures

Work:

Date

prepared:

Refer:

When _____ will _____ these _____ controls _____ be

implemented?:

Short-term (immediately to within a few weeks)

| Action required | Person responsible | Completion date | Review date | Completed date |
|-----------------|--------------------|-----------------|-------------|----------------|
| | | | | |

Medium-term (within a few weeks to a couple of months)

Risk assessment and control worksheet

| Action required | Person responsible | Completion date | Review date | Completed date |
|--|--------------------|-----------------|-------------|----------------|
| Long-term (within several months) | | | | |
| Action required | Person responsible | Completion date | Review date | Completed date |

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

ATTACHMENT 5A Hazardous Substances / Dangerous Goods Assessment

Job/activity description: **Work area description:**

| Chemical substance/ goods | Description of use (list tasks carried out and equipment used) | Routes of exposure (inhalation, ingestion, eye/skin contact, injection) | Current safety measures/risk controls | Is there a risk to health? | | Risk Rating (with Controls in place - Use matrix from Risk Assessment Form) | Actions/comments (include by whom and when) |
|------------------------------|--|---|---|----------------------------|--------------|--|---|
| | | | | Yes/No/ Not sure | Give reasons | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Reported health effects/impacts/incidents:

Comments:

Assessors (Nominated Supervisor
or management representative)

.....
Name and signature Date

.....
Name and signature Date

Authorised by (Executive Officer)

.....
Name and signature Date

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

ATTACHMENT 5B Substances Register

| Organisation | | | Brimbank Preschool Association | | | | | | | | | | | | | |
|----------------------------------|-----------|-----|--------------------------------|----------------------|-----------------------|-------------------------|-------------------------------|----------|-------------------|----------------------------|------|------------|-------------|-----|--------------------------------|------------------|
| Centre | | | | | | | | | | | | | | | | |
| Person compiling register | | | | | | Date Compiled | | | | Date to next review | | | | | | |
| Sub ID | Substance | MID | No. of Containers | Total Amount in kg/l | Location of substance | Is product Hazardous? # | Is product dangerous goods? # | | Sub. Risk Class # | SDS | | RENEW MSDS | Risk Assess | | HazChem Code (if applicable) # | Actions Comments |
| | | | | | | Y/N | Y/N | DG Class | | Y/N | Date | | Date | Y/N | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

All hazardous substances/dangerous goods must have an up to date MSDS no more than five years old. The MSDS should state that the product is hazardous or, in the case of dangerous goods, it should provide the proper shipping name, UN Number, class label and subsidiary risk.

KEY:

Sub ID Substance ID (within centre)

MID Manufacturer ID (see table below)

Amount Maximum quantity held in the container (not the actual amount) in kilograms or litres. For gas cylinders, use the water volume of the cylinder in litres

Location. Building, room number, (location in room)

See Safety Data Sheet of specific substance for these items

| MID | Manufacturer or Supplier | Address | Emergency Contact Number |
|-----|--------------------------|---------|--------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |