

WORK HEALTH AND SAFETY POLICY

Everyone has a right to be safe at work. Our Family Day Care (FDC) Service is committed to supporting educators create and maintain a safe and healthy environment for educator assistants, coordinators, children, families and visitors. We ensure that FDC educators and staff within our organisation, are aware of and meet their legal and ethical responsibilities as clearly documented in current National Regulations and Work Health and Safety laws.

Our *Work, Health and Safety Policy*, procedures and practices ensure that management fulfils its responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees and contractors; employees and contractors meet their health and safety obligations and are safe in their workplace; and the work environment supports quality early education and care.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
82	Tobacco, drug and alcohol-free environment
83	Staff members and family day care educators must not be affected by alcohol or drugs
116	Assessments of family day care residences and approved family day care venues
117	Glass
168	Policies and procedures are required in relation to health and safety
171	Policies and procedures to be kept available

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Anaphylaxis Management Policy Animals and Pet Policy Assessment of Family Day care educators, family day care educator assistants and persons residing at family day care residences Asthma Management Policy Bullying, Discrimination and Harassment Policy Bush Fire Policy Child Protection Policy Child Safe Environment Policy Dealing with infectious Disease Policy Cyber Safety Policy Delivery of children to, and Collection from Education and Care Service Premises Dental Health Policy Diabetes Management Policy Emergency Evacuation Policy Epilepsy Policy	Excursion/Incursion Policy Furniture and Equipment Policy Hand Washing Policy Health and Safety Policy Incident, Illness, Accident and Trauma Policy Immunisation Policy Lockdown Policy Medical Conditions Policy Nappy Change and Toileting Policy Nutrition and Food Safety Policy Physical Environment Policy Pregnancy in Early Childhood Policy Road Safety Policy Safe Storage of Hazardous Substances Policy Sleep and Rest Policy Staffing Arrangements Policy Supervision Policy Sun Safety Policy Tobacco, Drug and Alcohol-Free Policy Water Safety Policy
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PURPOSE

Our FDC Service aims to protect the health, safety and welfare of children, families, FDC educators, educator assistants and visitors adhering to moral and legal obligations outlined in Work Health and Safety (WHS) laws. We go beyond compliance with all relevant legislation and work towards best practice to ensure a safe work environment within our

principal office and also within each approved FDC residence or venue. Our FDC Service is committed to continuous improvement in all areas of workplace health, safety and wellbeing.

SCOPE

This policy applies to children, families, the approved provider, nominated supervisor, coordinator, educators, educator assistants, students, volunteers and visitors of the FDC Service.

IMPLEMENTATION

We believe that the provision of a safe working and learning environment for children, families, educators/educator assistants and visitors is an integral and essential responsibility during the FDC Service operation.

Work Health and Safety regulations require the approved provider to eliminate risks in the workplace or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Our FDC Service has a duty to consult with educators, visitors and families about work health and safety requirements and develop comprehensive policies and procedures to manage physical and psychosocial risks and hazards appropriately and effectively.

All employees and educators contracted to our FDC Service, have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

LEGISLATION

Each state and territory government have its own Work Health and Safety (WHS) laws and a regulator to enforce them. In NSW we are legislated by [Work Health and Safety Act 2011 and Work Health (NSW)] and regulated by [SafeWork NSW].

WORKERS COMPENSATION OBLIGATIONS

Approved providers will ensure the following to facilitate compliance of WH&S Laws and regulations relating to Workers Compensation obligations for employed staff members:

1. Hold workers compensation insurance
2. Provide information relating to how employees can make a claim. This may include displaying a poster relating to injuries at work
 - a. [NSW If you get injured at work poster](#)

3. Provide information to employees regarding a return-to-work program –
 - a. [NSW Return to work program](#)
4. Ensure staff incident reports are completed for all near-miss injuries or injuries, complete an injury register to record near-miss injuries and injuries.
5. Ensure staff injuries are reported to workers compensation insurer and state/territory WorkSafe within 48 hours. See each state or territory for information about injuries or serious incidents which are reportable to WorkSafe
 - a. [SafeWork NSW](#) 13 10 50
6. Support the employee with the following
 - a. Assist with Doctor appointment and certificate of capacity
 - b. Identify suitable duties based on certificate of capacity
 - c. Consider modification of existing duties
 - d. Consider modify of the workplace
7. Assist with participation of workers injury management plan upon return to work in consultation with insurer and medical practitioner, including providing suitable work conditions and alternative suitable employment if pre-injury role is unsuitable.

THE APPROVED PROVIDER, NOMINATED SUPERVISOR AND COORDINATORS ARE COMMITTED TO:

- providing all employees and contractors with a safe and healthy work and learning environment so far as reasonably practicable
- ensuring the health and safety of children in attendance at any approved FDC residence or approved venue so far as reasonably practicable
- ensuring the FDC residence or approved venue is tobacco, alcohol and drug free
- ensuring the health and safety of visitors, including contract workers and volunteers, whilst at the FDC Service, FDC residence or approved venue so far as reasonably practicable
- providing and maintaining an environment free of risks or hazards to health and safety so far as reasonably practicable
- ensuring the provision of adequate facilities to protect all persons from risks to their health and safety including access to toilets, provision of hand hygiene resources (soap and water, alcohol-based hand sanitiser, paper towel) and Personal Protection Equipment (disposable gloves, masks, glasses)
- ensuring all employees are aware of the risks of Cytomegalovirus (CMV) exposure during pregnancy and encourage female employees of childbearing age to speak with their health professional

- implementing a proactive process of risk management facilitating continuous improvement
- the identification, assessment and management of psychological and psychosocial hazards through detailed risk assessments
- ongoing consultation, collaboration and communication with all staff throughout the risk assessment process
- implementing a strategic approach to health and safety by using measurable objectives to monitor performance
- meaningful consultation with employees regarding work, health and safety issues
- providing an effective and accessible safety management procedure for all employees to guide safe working and learning throughout the workplace
- ensuring Safety Data Sheets (SDS) are provided for all hazardous chemicals used at the Service
- supporting and promoting the health and wellbeing of all educators and employees
- promoting dignity and respect within our Family Day Care Service and taking action to prevent and respond to bullying in the workplace
- providing return to work programs to facilitate safe and sustainable return to work for employees
- providing staff and engaged FDC educators with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment
- implementing a thorough induction and orientation program for new staff and engaged FDC educators
- notifying the regulatory authority within 24 hours of any incident, situation or event that has occurred and presented imminent or severe risk to the health, safety and/or wellbeing of any person present at the FDC Service/ residence or approved venue or if an ambulance was called in response to the incident/situation (not as a precaution)
- investigating and managing any incident or accident to prevent further reoccurrence
- providing a program of continuous improvement through engaging with industry and new technology and reviewing and updating policies and procedures
- ensuring a clear process is in place regarding raising complaints and grievances related to bullying, discrimination and harassment
- ensuring complaints or grievances are treated seriously and immediate action is taken in a timely manner
- implementing safety management systems / procedures
- keep up to date about current health risks and implement risk minimisation measures to reduce the risk of transmission of viruses such as coronavirus (COVID-19)
- maintain accurate records of all WHS issues and maintenance.

FDC EDUCATORS AND EDUCATOR ASSISTANTS MUST ENSURE:

- the health and safety of children, families and visitors of the FDC Service is paramount
- policies and procedures are being followed and adhered to at all times
- that they observe, implement and fulfil the responsibilities under the current Work Health and Safety Act and National Regulations
- they participate in the review of WHS policies
- they take practical steps and responsibility for their own health and safety and of others affected by their actions at work
- work, health, and safety audits are conducted frequently to ensure the FDC residence/venue is maintaining a safe environment for children, families, staff and visitors
- appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve work health and safety compliance
- they know the location of fire extinguishers, blankets or other safety devices and know how to use them
- identified risks are assessed and controlled
- management is notified of any incidents and accidents in the workplace as soon as practicable so notification can be made to the Regulatory Authority within required time frames
- workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and appropriate action is taken to prevent further incidents from occurring
- correct record keeping procedures for incidents and accidents in the WHS Reporting folder are followed
- compliance with any reasonable instruction or lawful direction, including wearing personal protective equipment (PPE) as required
- areas identified for improvement are included in the Quality Improvement Plan (QIP)
- they participate in training and consultation with the support of management
- they follow the correct manual handling procedures
- that work areas are safe, and they will help reduce accidents to themselves and others
- all safety checklists are implemented as required on a regular basis
- children's equipment is regularly checked for safety
- that children are supervised at all times
- all dangerous chemicals are stored appropriately
- children are kept out of kitchen areas
- all power points have safety plugs

- no hot drinks are around children
- gates are closed and locked after entry/exit
- all spills are cleaned up immediately (to prevent slipping), following the correct cleaning procedure
- reports and/or concerns about work health and safety are reviewed and responded to
- current work health and safety knowledge is maintained

FAMILIES AND VISITORS WILL:

- take reasonable care of their own health and safety whilst visiting the FDC Service; including the safety and health of their own children not enrolled in the service
- report any health and safety issues to the FDC educator and/or management
- participate in consultation in WHS issues affecting them
- take reasonable care to ensure they don't affect the health and safety of other people (e.g: Health Declaration for infectious diseases)
- comply to FDC Service policies and procedures in relation to WHS including actions to reduce the risk of transmission of infectious diseases or illnesses such as physical distancing (if recommended by Australian Government Department of Health) personal hygiene practices and exclusion if children and visitors if unwell
- comply to Service policies related to the use of tobacco, alcohol and drugs at all times
- provide Working with Children Check details as required (visitors/contractors)
- ensure they are never left alone with children.

DUTY OF CARE AND POSITIVE DUTY OBLIGATIONS

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

- provision of adequate supervision
- ensuring grounds, premises and equipment are safe for children's use
- implementing strategies to prevent bullying and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a child who is injured or becomes ill whilst being educated and cared for by the FDC educator/educator assistant

The approved provider and nominated supervisor will ensure all practical steps are taken to ensure the health and safety of all FDC educators, staff, children, their families, and any other people impacted by the FDC Service operations. This includes ascertaining and eliminating or minimising all realistically foreseeable hazards and providing suitable training

and instruction for FDC educators and other employees to ensure health and safety. FDC educators, staff, and volunteers will also take reasonable care for their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people. FDC educators, families, volunteers and visitors are notified that smoking on or within our FDC residence and venue, including car parks, is strictly prohibited. A FDC educator must not consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair the educator's capacity to supervise or provide education and care to children.

HAZARD IDENTIFICATION

A hazard is a source of potential harm or a situation that could cause or lead to harm to people or property. Workplace hazards can be physical, chemical, biological, mechanical or psychological.

Potential Hazard	What does this include?	Example	Potential accident
Physical	Floors, stairs, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pulling, pushing), noise, heat and cold, radiation, poor lighting, ventilation, glass	Children's beds placed in an open area, wet bathroom floors, lifting children for nappy changes.	Trips, slips and falls, Manual handling injury (soft tissue/back injury)
Mechanical and/or Electrical	Electricity, machinery, equipment, washers and dryers, kitchen appliances, motor vehicles.	Lint accumulation in dryers can be a combustion hazard. Frayed power cords or unplugged power points are an electrical hazard.	Fire, electric shock, electrocution

Chemical	Includes substances such as acids or poisons, cleaning agents, dusts and fumes.	Cleaning chemicals, Medication	Fire, explosion, poisoning
Biological	Includes bacteria, viruses, mould, mildew, insects, vermin and animals.	Sick staff or children attending the Service, Contaminated food, mice infestation.	Cross-infection, food poisoning.
Psychological and Psychosocial	Workplace stressors.	Bullying, children's needs exceed skill or confidence of educators, insufficient management support.	High stress levels (staff and children), compromised care practices, failure to be inclusive.

Source: ACECQA: *How to- Work Health and Safety in Education and Care Services*

RISK MANAGEMENT

Risk Management is part of our FDC Service's commitment to Work Health and Safety (WHS) to ensure that clear processes are in place for the identification of hazards, assessment of risks and implementation of control measures so far as reasonably practicable. Risk management plans include risk identification and risk assessment. The approved provider will conduct an assessment (including a risk assessment) of each residence and approved FDC venue at least annually. Plans are reviewed regularly to ensure that they are effective in controlling risks.

Our FDC Service will comply with WHS legislation and ensure all staff and visitors are aware of the potential hazards and risks and are provided with the necessary information and strategies to undertake to help keep them safe and healthy.

Risk Management is a systematic and methodical examination of potential risks and hazards within our working and learning environment. The process of risk assessment assist to:

- identify hazards
- assess who or what might be harmed and how

- evaluate the risks and deciding on appropriate control measures
- record findings
- review the effectiveness of existing control measures regularly and update when necessary, assessments regularly
- consult and communicate with all stakeholders- staff, families, visitors and community members.

Assessments of FDC residence or venue will consider:

- the suitability of the residence or venue according to the number, ages and abilities of children attending, or likely to attend
- suitability of nappy change arrangements
- existence of any water hazards, water features or swimming pool at or near the residence or venue
- the risk posed by any animals at the residence or venue
- the use of glass within the residence or venue as per Reg. 117

Risk assessments are routinely conducted for emergencies including evacuation, lockdown, excursions and management of natural disasters such as bush fire, flood, cyclone and earthquake. (*see relevant policies for specific risk assessments*)

Additionally, risk assessments can be undertaken when presented with a hazard such as the potential health risk associated with exposure to coronavirus- COVID-19 and implement control measures to manage those risks. Risk Assessments can be effectively used to meet WH&S obligations to identify and reduce hazards within the workplace, including, but not limited to, sexual harassment and psychosocial hazards.

HAZARD REDUCTION

FDC educators have a responsibility to take a risk management approach to all activities and plan for the safety of themselves and children. This may include:

- always working with safety in mind
- being aware of any hazards and report them immediately
- keeping hallways and doors completely clear as an object could become a hazard in an emergency evacuation situation
- using resources appropriately
- opening doors slowly
- not standing on furniture (chairs or tables)
- walking, not running within the FDC residence (particularly up and down stairs)
- adhering to sun protection guidelines

- ensuring personal safety by wearing PPE, implementing hand hygiene procedures
- following behaviour guidance plans to ensure personal safety and that of other children

HAZARDOUS MATERIALS

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. Our FDC Service requires educators to adopt a risk management strategy that enables practices that minimise the risk of harm, injury, or illness caused by any hazardous material.

As far as is reasonably practical, our FDC Service and educators will:

- use the least hazardous chemical, product, or equipment for the task without jeopardising hygiene
- ensure that FDC educators, staff, contractors, students, and visitors are protected from both short- and long-term health effects of hazardous substances and processes
- ensure all FDC educators, staff, contractors, visitors, and students have access to Safety Data Sheets (SDS) and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances.
- ensure that non-toxic plants are planted in FDC residences and venues, and regular garden and grounds maintenance will be undertaken.

CLEANING

FDC educators and educator assistants must:

- adhere to the cleaning schedules and procedures including hand washing, use of gloves, colour coded mops/cloths
- follow manufacturer's directions for cleaning products and chemicals (see Safety Data Sheets- SDS)
- ensure a register of all hazardous chemicals, substances and equipment is used at the FDC residence or venue. The register should include where they are stored, their use, any risks, first aid instructions and the current SDS.
- chemicals are never mixed together
- chemicals and cleaning products are stored in original containers provided by the manufacturer
- all items are clearly labelled
- wash hands immediately if any chemical is spilled
- in the event of a chemical spill, isolate the area from children and clean as soon as practicable
- wash hands thoroughly after using any chemical or disinfectant

- ensure containers are disposed of correctly following local council guidelines and not reused under any circumstances
- seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred.
- **Poisons Information Line 13 11 26 or call an ambulance on 000**
- ensure emergency, medical and first aid procedures are carried out according to service policies and procedures.

SLIPS TRIPS AND FALLS

Children must be adequately supervised at all times. Identifying potential hazards such as sustaining an injury from play equipment or slipping on a wet surface should be considered through the risk assessment process. Establishing appropriate control measures for FDC educators and children, assist in managing the possible risk.

FDC educators and educator assistants should:

- wear covered shoes with slip resistant soles and heels
- be alert for any object that could be a trip hazard
- pick up any objects sticking up from the floor or ground, so as not to cause injury
- ensure warning signs alerting others of wet and slippery floors are used
- immediately clean any spills to avoid slips and falls
- notify the coordinator/nominated supervisor if a slip or fall is witnessed, whether it is a work colleague or visitor
- ensure the appropriate paperwork is completed (including notification to the Regulatory Authority if required).

MAINTENANCE OF FIRE EQUIPMENT

All fire equipment at our Service will be maintained as per the Australian Workplace Safety Standards. External agencies will be employed to conduct the maintenance of the fire equipment. Fire extinguishers will be inspected every six months.

PSYCHOSOCIAL HAZARDS

Our FDC Service is committed to identifying, assessing and managing psychosocial hazards as far as reasonably practicable. Our FDC Service will comply with WH&S regulations, including the [Code of Practice on Managing Psychosocial Hazards at Work](#). Management will take reasonable steps to eliminate psychological and physical harm to employees through identification, reducing, managing and responding appropriately to matters of psychosocial hazards occurring in the workplace environment

BACK CARE AND MANUAL HANDLING

Our FDC Service refers to the [Safe Work Australia / Manual Handling](#) as part of our commitment to ensure a best practice approach.

FDC educators/educator assistants are at risk of work-related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult sized furniture.

Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.

Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee. Manual handling injuries also include overuse injuries or, because of falling during manual handling, bruising or laceration.

RECOMMENDATIONS:

- Due to the physical demands of working with children, it is sensible to do warm-up exercises for three to five minutes before starting work particularly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- provide FDC educators and staff with annual training in Manual Handling and Back Care
- make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled
- make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities
- identify, assess and control all risks associated with manual handling in each workplace
- clearly mark any equipment which requires more than one person to lift or move it.

PREVENTING MANUAL HANDLING INJURIES

- Eliminate or reduce the amount of manual handling
- Reduce the amount of bending, forward reaching, and twisting, in all tasks
- Reduce worker fatigue

- Keep all equipment in good working order
- Keep the workplace environment safe

TO HELP PREVENT MANUAL HANDLING INJURIES

- Kneel rather than bend down
- Sit down with the children rather than bend over
- Sit in an appropriately sized chair or on the floor
- Carry children only when necessary
- The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back. At the same time, hold the child facing you, as close to your body as possible
- *Adults should try to avoid carrying a child on their hip because this can strain the back*
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture
- Minimise the need to reach above shoulder level
- If necessary, use a step ladder
- Avoid extended reaching forward
- For example, leaning into low equipment boxes
- Share the load if the equipment is heavy, long or awkward
- To lift a child out of a cot, it is vital to put the side down of the cot first, lean against the cot and raise the child as close as possible to your body. Do not stretch over and lift.
- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift
- Remember these needs when buying furniture and equipment or upgrading facilities
- Use equipment and furniture that can be moved around as safely and easily as possible
- To complete lengthy writing tasks, e.g., program planning, sit at an appropriate adult sized chair at an adult sized table
- Larger children to climb up steps/ladder provided to change table.

AVOID TWISTING WHEN LIFTING

Many injuries result from twisting while lifting. To avoid this:

- move equipment when children are not around
- rearrange storage so that it is easier and safer to replace and remove items
- lift only within the limits of your strength
- use beds and equipment that are easy to move
- make sure you can see where you are going when carrying equipment or children
- be especially careful when lifting a child with special needs.

AVOID ACCIDENTS WITH CAREFUL 'HOUSEKEEPING'

'Good housekeeping' means fewer accidents. Check that:

- the floors and other walking surfaces are uncluttered, even and non-slip
- the workplace is tidy
- there is adequate space to perform each task
- equipment is maintained regularly
- lighting is adequate.

HOW TO LIFT SAFELY

1. Place your feet in a stride position
2. Keep your breastbone as elevated as possible
3. Bend your knees
4. Brace your stomach muscles
5. Hold the object close to your centre of gravity, i.e. around your navel
6. Move your feet not your spine
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own

HOW TO ASSESS THE CORRECT STORAGE AND SHELVING HEIGHT

Correct storage and shelving height are important to prevent slips, falls and strains.

- The best height range for handling loads is around waist level
- The acceptable height for lifting is any point between the individual's knuckle and shoulder
- Seldom-used objects can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching)
- Avoid storing objects at a level between an individual's knuckles and the floor
- Mechanical aids such as ladders and trolleys should be used where possible to avoid lifting

RISKY PLAY/ ADVENTUROUS PLAY

FDC educators/educator assistants will provide an environment that encourages children to effectively learn in play which involves supporting them to take risks. No play space is risk free. It is important for children's development to become adventurous and participate in opportunities to explore and test their own capabilities, manage risk, and to grow as capable, resourceful, and resilient people.

FDC educators will assess the risks to children's safety and develop guidelines to encourage children to test their abilities within a safe environment.

When we find children exploring risky play, educators will supervise and assist when appropriate.

SPECIFIC RESOURCES FOR STATE/TERRITORIES

NSW: SafeWork NSW administers the Work Health and Safety legislation, and has several codes of practice on specific work safety issues which are available online at <https://www.safework.nsw.gov.au/>

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Work Health and Safety Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Work Health and Safety Audit Work Health and Safety Officer Job Description	Work Health and Safety Manual
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SOURCES

Australian Children's Education & Care Quality Authority. (2014).
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NSW Government. Safe Work. [Early childhood education and care](#). (2021)
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[Western Australian Education and Care Services National Regulations](#)
Work Health and Safety Act 2011 (Cth).
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REVIEW

POLICY REVIEWED BY	Katie Griffiths		Nominated Supervisor	June 2024
POLICY REVIEWED	JUNE 2024	NEXT REVIEW DATE	JUNE 2025	
VERSION NUMBER	V7.06.24			
MODIFICATIONS	<ul style="list-style-type: none">• annual policy maintenance• minor edits• information re: CMV added to ensure all staff and women of childbearing age are aware of risks• links for each state/territory checked for currency			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE	
JUNE 2023	<ul style="list-style-type: none">• sources checked for currency• minor edits throughout policy• links fixed to state/territory Safe Work agencies• additional information added regarding sexual harassment and psychosocial hazards• additional information relating to visitors not being left alone added• additional section added for Continuous Improvement• link to Western Australian Education and Care Services National Regulations added in 'Sources'		JUNE 2024	
JUNE 2022	<ul style="list-style-type: none">• policy maintenance - no major changes to policy• additional related policies added- name change of one policy• minor formatting edits within text• hyperlinks checked and repaired as required		JUNE 2023	
JUNE 2021	<ul style="list-style-type: none">• additional regulations added• minor changes- reference to risk assessment of FDC residence/venue• information related to regulation 83 and 182 Drugs, alcohol and tobacco added• sources/resources checked for currency		JUNE 2022	
JUNE 2020	<ul style="list-style-type: none">• Introduction changed• Additional related policies added• Legislation section added• Additional points added to responsibilities of families and visitors• Hazard identification table inserted• Risk management/ assessment added• COVID-19 risks reflected in policy		JUNE 2021	

	<ul style="list-style-type: none"> • Slips, trips and falls, cleaning and electrical equipment sections added • Back care and manual handling extended • Resource links and sources checked for currency 	
JUNE 2019	<ul style="list-style-type: none"> • Grammar, punctuation and spelling edited. • Additional information added to points. • Sources checked for currency. • Related policies added. • Related policies alphabetised and made into two columns. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. 	JUNE 2020
SEPTEMBER 2018	<ul style="list-style-type: none"> • New policy created to comply with Regulations and Health and Safety Requirements 	JUNE 2019