**Staffing - Occupational Health and Safety Administrative Policy**

**Policy Number** 5.2

**Links to QIAS Principles:** QIAS Quality Practices Guide 2005 - Principles 5.3, 5.5, 6.5, 6.6

**Rationale:** The Quality Improvement and Accreditation System (QIAS) Quality Practices Guide requires that, regardless of variations that may occur between states and territories, services provide safe environments for all children/staff/visiting people. The Management and staff have a duty of care to provide safe childcare environments. The service offers advice and support to families to provide a safe home environment for children. Effective risk management methods, along with open, supportive communication, will allow staff and management to work together to minimize safety risks. Regular training in occupational health and safety issues will build team knowledge and assist in improving practice.

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<th>Policy</th>
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<td>Blackmans Bay Childrens Services through its CEO and responsible officers, recognizes its duty of care to staff and is committed to its responsibility of providing a safe and healthy working environment for all staff employed by Blackmans Bay Childrens Services. This will be achieved by complying with the statutory requirements relevant to the organization and developing appropriate procedures as guidelines for all to observe. Blackmans Bay Childrens Services also recognises the need for all levels of staff to play a role by ensuring the requirements of the legislation and policies are met and maintained. Blackmans Bay Childrens Services is further committed in establishing and maintaining a proactive health and safety officer. It will be the responsibility of the Health and Safety Officer to advise, investigate and make appropriate recommendations to the CEO to reduce and where possible eliminate the risk of illness and injury to all concerned.</td>
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**Responsibilities**

**Management:**
The CEO and co-ordinators have a responsibility to ensure employee awareness and compliance to procedures and practices so that duties can be performed in a safe and correct manner. The appropriate CEO and co-ordinators will promptly deal with identified hazards or potential hazards in consultation with the Health and Safety Officer. Management will ensure that the Health and Safety Officer undertakes appropriate training through an accredited Occupational Health and Safety Training provider.

**Employees**
Every employee has a responsibility to comply with all safety procedures and practices and will follow administrative procedures established by this policy to ensure they perform tasks in a safe manner. Employees will take preventative measures to eliminate risk of illness and injury to themselves and others and will report workplace hazards or potential hazards to their co-ordinator.

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This policy encompasses:

1. Sun Protection
2. Immunisation
3. First Aid Officer
4. Smoke Free Working Environment
5. Sharps
6. Rehabilitation and Return to Work

1. Sun Protection

Blackmans Bay Childrens Services is committed in taking an active approach to the prevention of skin cancer amongst its employees. This administrative policy provides a framework for the implementation of a sun protection strategy aimed at reducing the incidence of sun-related skin damage.

It is estimated that two out of every three Australians will be treated for skin cancer during some stage of their lives. Individuals, such as outdoor workers, who are constantly exposed to ultraviolet radiation, are at highest risk of developing skin cancer. Employers have a duty of care to provide and maintain a safe working environment for their employees. Worksafe Australia Guidance Note for the Protection of Workers from Ultraviolet Radiation in Sunlight 1991 states that “Employers should ensure that exposure to solar UC radiation in the workplace is minimised by administrative and procedural measures, and personal protection.”

Clothing and Personal Equipment

Blackmans Bay Childrens Services will ensure all employees will have access to 30+ broad spectrum sunscreen and Cancer Council approved choice of hats. It is recommended that staff wear appropriate sunglasses when outdoors. Refer 2.7 Sun Protection Policy.

Responsibilities:

Management

CEO and co-ordinators will ensure:

- that sun protection objectives are reached by continually and consistently enforcing the appropriate use of sun protection clothing, hats and the use of 30+ broad spectrum sunscreen.
- Adequate instruction and education on sun protection work practice is maintained
- Staff act as role models to the wider community and comply with the Sun Protection Policy as per the Occupational Health and Safety Act.

Staff

Staff are to be aware and acknowledge that it is an essential condition of employment that they wear clothing/personal safety equipment and comply with the Sun Protection Policy as per Occupational Health and Safety Act.

2. Immunisation

Blackmans Bay Childrens Services offers immunisation to staff for:

- Hepatitis A: (a disease spread by faecal-oral route)
- Hepatitis B: (a disease spread by blood or body fluid, penetration of skin, e.g. needle stick injury)
3. **First Aid Officers**

All Blackmans Bay Childrens Services staff are offered HLTFA301B Apply First Aid. This is the accredited first aid course which covers basic first aid, CPR, asthma and anaphylaxis. Blackmans Bay Childrens Services cover the full cost of this course and any required updates. No one person is designated as the first aid officer due to the fact that Blackmans Bay Childrens Services have several senior current first aid trained staff working on a daily basis. Senior trained staff are responsible for the administration of any first aid to children and staff.

Blackmans Bay Childrens Services have a fully stocked first aid kit and every room has a small first aid kit for emergency treatment. First aid kits are taken on excursions and the centre's bus also has a first aid kit.

Medication:  - (Refer Medication Policy 2.5). It is required medication will be administered by a senior current first aid trained staff member. Both staff members must sign the medication consent form and have parents sign when the child is collected.

4. **Smoke Free Working Environment**

Blackmans Bay Childrens Services acknowledges the finding on international research and studies into the dangers of cigarette/tobacco smoke and in particular, the effect passive smoking has on the health of individuals.

Smoking is prohibited in all buildings. Staff failing to adhere to this administrative policy will be subject to disciplinary procedures, which could result in termination of employment.

5. **Sharps**

Sharps are objects or devices that have acute rigid corners, edges or points capable of cutting or penetrating the skin for example, hypodermic needles. As sharps may be contaminated by blood or other infectious substances, it is necessary to follow procedures that significantly reduce the risk of injury.

**Procedure to follow if you find a potentially contaminated sharp**

- If unsure, or any doubt exists, on what to do, do not touch the sharp. Contact OH&S officer for advice
- Put on a pair of disposable gloves
- If picking up a needle with a syringe attached, pick it up by holding the stem of the syringe and pointing the needle away from the body
- Carefully pick up the sharp and dispose of in the receptacle provided in the service
- Do not attempt to recap a needle or attach or detach a needle from a syringe
- Please notice the OH&S officer if you find a sharp so that the Department of Community and Health Services can be notified
6. Rehabilitation and Return to Work (Following work-related injury or illness)

Where there has been a work-related injury or illness, to manage the process of rehabilitation to ensure the early and safe return to meaningful and productive work by:

- ensuring that a return to work as soon as possible is a normal expectation
- ensuring early access to rehabilitation services for all who need them
- consulting with employees and, where applicable, an employee’s representative, to ensure that the rehabilitation program operates smoothly and effectively
- informing employees of their rights in relation to workers compensation claim, including the choice of doctor

The objectives of Blackmans Bay Childrens Services Rehabilitation Program are to:

- assist with an early and safe return to meaningful and productive work following illness or injury
- establish that rehabilitation is the usual course of action and should begin at the time when treatment first started
- integrate the injured or ill person successfully back into the workplace, and will include these essential components
  - All employees will be encouraged to return to full employment as soon as practicable following injury or illness
  - Where possible, employees will be returned to their usual work or some alternate work within their capacity
  - Restricted hours of work may be available for those employees who are unable to perform a full days duties
  - Where no suitable work can be found Blackmans Bay Childrens Services will provide for early referral to a rehabilitation unit
  - The injured or ill person always retains the right to receive treatment for whosoever they wish
  - No person will be returned to a job, which will potentially aggravate the work-related injury of condition.
  - Adequate training for such alternative duties will be given and safe working practices followed

Procedures of Occupational Rehabilitation

Notification: Work related injury or illness shall be reported through completion of the appropriate forms. (Accident report forms and Workers Compensation Claim Forms)

Recovery and Return to Work: The Insurance Company will arrange for a suitable person (e.g. occupational physician, medical officer of health, rehabilitation co-ordinator, physiotherapist) to assist the worker in the turn to work process, following consultation with the treating doctor.
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Consultation: Consultation will take place between the employer, the injured worker and the rehabilitation co-ordinator when developing a return to work plan.

Disputes: Rehabilitation disputes which cannot be resolved by mediation in the workplace, may be referred to the Rehabilitation and Compensation Tribunal.

Confidentiality The confidentiality of the rehabilitation records shall be maintained.

Rehabilitation Procedures

Accident Procedures
In the case of a serious accident at work, the injured employee should not be moved unless in immediate danger. Staff who witness or are in attendance at the accident should contact their immediate Supervisor and a first aid person. If in doubt as to the seriousness of the injury, the Tasmanian Ambulance Service must be notified immediately. A debriefing session will be provided to all staff who:

- witnessed a critical accident
- were part of the rescue or recovery
- were normally part of the team but were absent at the time; or
- who were involved in communicating and co-ordinating action following the incident

The debriefing session will be arranged as soon as practicable after the event.

Claim Forms
Any employee who is injured at work must complete an accident form and a workers compensation form as soon as possible. These forms are available from the main office at Ocean View. Near misses or very minor injuries can be reported on incident/accident forms. Failure to report an accident or incident immediately could result in the rejection of a claim.

The injured staff member must advise the CEO of the injury as soon as possible after the accident.

Return to Work
Blackmans Bay Childrens Services will hold the same job open for the injured worker for a period of 12 months, except if the job no longer exists or where it is not reasonably practicable to make that employment available.

The Insurance Company will prepare a return to work plan for any employee who is incapacitated for more than 14 days. This plan will be completed in consultation with the injured worker and within five days of the 14 day limit being reached.
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A programme for graduated return to work will be established to meet the individual needs of the injured employee:

- Blackmans Bay Childrens Services rehabilitation provider will liaise with the treating medical practitioner and therapists to establish a suitable rehabilitation programme with short and long term goals.
- It will be ensured that employees and their supervisors understand any work restrictions and physical limitations and to whom problems should be reported
- Appropriate training will be provided for any alternative duties that are unfamiliar to the employee

Alternative Duties

Blackmans Bay Childrens Services will provide suitable alternative duties for a period of up to 12 months where there is reasonable expectations that the injured employee will thereafter be able to return to their former or equivalent occupation, except where it is not reasonably practical to provide such work, or no such meaningful work exists. Specific tasks will be allocated on a short term basis and duties will incorporate regular upgrading of activities together with a timetable for monitoring progress.

The duties will be meaningful and contribute to production and task variety. Alternative duties will take into consideration the workers skills, experience, age and status. The treating doctor, injured staff member and other relevant persons will be part of the decision making process for identifying alternative duties. If alternative duties do not result I the expected goal, then other options will be explored including redeployment or re-training.

Counselling

All injured employees will be counseled on their return to work. This counseling will include a review of causes of the accident or injury and the preventative actions that are necessary to prevent a re-occurrence. This will be undertaken by the rehabilitation provider.

Developed in consultation with Staff, Families and Board of Directors

References:
Workplace Health and Safety Act 1995
Workplace Health and Safety Regulations 1998
www.wst.tas.gov.au

Reviewed: January 2010 Next Review: January 2013

Review:
This policy will be updated when:
- Changes are made to regulations or legislation
- We become aware of information indicating that best practice requires us to make alterations to our existing policy
- As part of the services normal policy review cycle of three years