

Policy Title:	Workplace Health and Safety Policy and Procedure		
Applies To:	All services		
Last Reviewed:	November 2015	Next review due:	November 2016
NQF Reference:	Regulation 168		

Purpose: We aim to do everything possible to protect the health, safety and welfare of all educators and other people who may be affected by our operation including our children and their families. A safe workplace is more easily achieved with a 'person conducting a business or undertaking' (PCBU) and workers communicate with each other about work health and safety issues and work together to find solutions.

Procedure:

- Blackmans Bay Childrens Services will appoint a sub committee consisting of a Chairperson, Secretary and a member from each of the programs
- This subcommittee is a voluntary committee and open to all employees of the service
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Responsibility of the Sub Committee

- Ensure the Service complies with the Occupational Health and Safety Act and Regulations on a daily basis
- Meetings will be held quarterly
- A report will be provided either verbally and written to the Management Team after each quarterly meeting
- Keep under review the measures taken to ensure health, safety and welfare of persons at the place of work
- Investigate any matter that may be a risk to health and safety at the place of work
- Report to the Management Team or CEO immediately any issue that has arisen that compromises the health and safety of the employees, or any persons who enter the place of work.
- Ensure all employees have access to service policies and are aware of them
- Place a high priority on the safety of employees and those attending the workplace
- Record any actions that are taken with staff document risk assessment and control for all workplace hazards.
- Participate in the development, implementation and review of OH & Spolicies and procedures
- Display any current or changed documentation
- Provide and maintain a safe working environment.

Education and Training

- All employees are offered annual manual handling

- All employees receive an induction into the service with detailed instructions on how to perform their tasks safely
- Keep up to date with OH & S issues and provide this information to employees
- Access any OH & S training as necessary
- Ensure procedures are in place at each service to regularly monitor the safety of equipment, storage, facilities and working areas.

Reporting Process for Injury/incident

- All injuries and incidents where a person was or could have been injured must be reported as soon as possible to the Chair of the Committee.
- Appropriate processes already in place at the service must be followed
- A record of the incident/injury must be kept on the employees file

Reporting Process for Hazards in the Workplace

- Receive regular reports from the Directors of each service on the risk assessment of the workplace and their proposal on suitable ways of removing or minimizing the hazard or risk
- Reports (an overview) must be given every three months in the provided format to the committee
- Each individual service Director must take responsibility for their part in providing a safe workplace.
- It is expected that all reasonable steps be taken at an individual service to minimise or remove any potential hazards or harm for people attending the workplace.
- The Chair of the committee will notify the CEO immediately if a potential hazard or risk cannot be removed immediately.

Links to other policies or documents:

Sources:

Workcover Tasmania, March 2013

Education and Care National Law 2012