

3.2 WORK, HEALTH AND SAFETY

INTRODUCTION

In any Preschool or School, there are an extensive number of risks that can potentially cause harm, injury or illness to an individual. Lindfield Montessori School has a responsibility to look after the safety and health of every person on the premises at all times. Our work health and safety policies and procedures impact on the mental, emotional and physical wellbeing of individuals and are therefore of paramount importance.

Lindfield Montessori School employs a risk management approach to workplace safety which involves identifying, assessing, controlling, minimising or eliminating risks. When assessing risks regarding the children, we acknowledge the need for children to explore risks and to make good judgements about risks, while considering the potential for actual harm to the children.

Insurance

Lindfield Montessori School has Worker's Compensation insurance and public liability insurance as required by law. Public liability insurance covers the children attending Lindfield Montessori School, the general public on the premises of Lindfield Montessori Preschool boundaries, excursions and other extra-curricular activities.

GOALS

Lindfield Montessori School aims to establish clear health and safety management systems that reduce the:

- number of hazards in our environment
- consequences of risks present in our environment
- number of incidents (notifiable and non-notifiable) and injuries
- cost of workers' compensation claims

Our Work Health and Safety policy also aims to:

- establish clear procedures for health and safety concerns
- ensure all staff, families and visitors are aware of their duty of care in relation to themselves and other members of the Lindfield Montessori School community
- promote an awareness of health and safety issues among the Lindfield Montessori School community.

POLICY

Lindfield Montessori School's Health and Safety System considers the requirements of relevant legislation, regulations, and codes of practice, advisory standards, and Australian Standards where they apply.

Lindfield Montessori School consults with government agencies, the unions and other peak bodies to ensure its Health and Safety management system meets the requirements of the Work Health and Safety Act 2011.

Lindfield Montessori School applies 'due diligence' at all times to maintain a safe and healthy work service environment and thereby protect all those involved in the service from any potentially adverse health and safety effects.

Lindfield Montessori School's Work Health and Safety Policy applies to all persons employed or contracted by our service (full time, part time and casual) as well as to all persons on the premises (e.g. parents, students, volunteers, visitors, clients, suppliers, etc.)

RESPONSIBLE PERSONS

As a PCBU (Person Conducting a Business or Undertaking), Lindfield Montessori School has the primary duty of care, to ensure so far as is reasonably practicable, the health and safety of workers and others such as visitors and members of the Public.

The Work Health and Safety Act requires Officers to exercise due diligence to ensure the business complies with its duties. Officers demonstrate due diligence by:

- acquiring safety knowledge and keeping up to date with current information
- developing an understanding of workplace business, health and safety risks
- providing resources to identify and control risks
- receiving, considering and acting on workplace incidents, hazards and risks
- ensuring Work, Health and Safety legal compliance
- auditing and reviewing Work, Health and Safety processes and use of resources

The Officers must also ensure:

- the implementation of systems and procedures that comply with current legislation
- the development and administration of risk management processes
- workplace inspections are undertaken regularly
- consultation of workers during the review of health and safety policies
- documents and records are appropriately stored
- the provision of workplace health and safety training for staff

- the availability of Safety Data Sheets for all hazardous products
- all incidents are documented and responded to appropriately
- the identification of patterns of incidents to prevent further occurrences
- all workers exercise personal responsibility for their own safety and co-operate in preventing harm to others
- that a worker who sustains injury or illness at work is restored to the same physical, economic and social condition in which he/she was before suffering the injury illness in accordance with the Work Health and Safety Act 2011
- programs for workers returning to the workplace are in accordance with medical advice and insurance procedures
- buildings and external areas are always safe
- equipment is always safe
- children are supervised adequately and in accordance with legislative requirements
- emergency procedures are visible at all exit points
- health and safety policies are accessible to all
- policies are adhered to and updated as required.

The Officers of Lindfield Montessori School are the Executive Committee, Nominated Supervisor and the Administration Manager.

Workers and others will:

- take reasonable care of their own health and safety
- take reasonable care that their conduct does not adversely affect others
- comply, as far as they are reasonably able, with instructions
- co-operate with reasonable notified policies and procedures

In addition, staff will:

- take all reasonable practicable steps for the health and safety of others in their care
- report any hazards to the Nominated Supervisor and complete a hazard report form
- become familiar with all health and safety policies and procedures
- receive training and information on health and safety concerns through the staff handbook, policy manual, staff meetings and professional development
- make every effort to ensure the children play in safety by:
 - regularly checking and maintaining equipment
 - regularly inspecting the premises for hazardous objects or equipment
 - educating children in the correct use of equipment and preventing them from using equipment unsuited to their stage of development
 - educate children about health and safety concerns
 - ensuring dangerous potentially hazardous products or equipment are stored out of reach or in a locked area.

- not allowing children to leave the premises without a parent or carer
- encouraging children to develop positive behaviour towards others
- checking files and authorisations to ensure children are only released to authorised persons.
- Not allowing photos of children to be taken without parental permission

Families will:

- Abide by their duty to take all reasonable practicable steps for their own and their children's health and safety whilst on the school premises
- Report any hazards to an educator immediately
- Become familiar with and comply with Lindfield Montessori School's policies and procedures relating to health and safety.

Pregnant Women

Educators and frequent visitors to Lindfield Montessori School who are planning a pregnancy or who are pregnant, are encouraged to inform their health professional that they are in contact with children in order to identify strategies to minimise the risks of contracting the following infections while on the premises:

- **Rubella:** women of childbearing age must be protected from Rubella as it can cause birth defects. Immunity can be identified by a blood test.
- **Cytomegalovirus (CMV):** CMV can be contracted during nappy changing routines, although the risk is low if the mother has had CMV before. Immunity can be identified by a blood test.
- **Chicken Pox:** Pregnant women exposed to Chicken Pox in early pregnancy should contact their doctor. An injection of antibodies can be administered if exposed.
- **Erythema Infectiosum:** Commonly known as Slapped Cheek, it can cause miscarriage or still births in a small percentage of women.

Pregnant educators must also take great care during manual handling of items and children.

CONSULTATION

Lindfield Montessori School consults with and involves all workers in implementing our risk management approach to workplace health and safety. Consultation involves:

- the sharing of health and safety information
- the provision of a reasonable opportunity for workers to express their views, relate their health and safety concerns and contribute to the decision-making process
- consideration of workers' views, and
- informing workers of the outcome in a timely manner

Lindfield Montessori School ensures effective health and safety information, instruction, training and supervision is provided to all staff, to increase their personal understanding of workplace hazards and the need to follow safe work practices, and to facilitate the identification of unsafe workplace practices.

Relevant Legislation	Work, Health and Safety Act 2011 Work, Health and Safety Regulations 2011
Related to NQS QA	7.1
Related Policies	Responsibilities of the Executive Committee Staff Policy First aid Safe and supportive environment Building and premises Incident, injury, trauma and illness Rest and sleep Sun protection Water safety Excursion Nutrition requirements Dental health Child protection Drugs and alcohol Infectious diseases Emergencies and evacuation Managing risks Arrivals and departures Acceptance and Refusal of Authorisations
Sources & Further Reading	

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024