



# Work Health Safety

## POLICY STATEMENT

Abbotsford Community Centre is committed to providing a healthy and safe environment for work and care. The existence of this environment is vital to the successful functioning of our school. Promotion and maintenance of a safe work environment is a responsibility shared by all. Abbotsford Community Centre will ensure the environment is a safe and secure place for both staff and students (Quality Area 2, 3, 7)

## AIMS

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Work Health and Safety issued within the Centre.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

## IMPLEMENTATION

- Work Health and Safety is a shared responsibility of the Centre and all staff.
- Centre management will communicate open and freely with all staff. This will include the establishment of a maintenance register will be implemented where all staff can access and add health and safety issues, as well as
- WHS matters will regularly form part of general staff meeting as well as monthly committee meetings.
- A dedicated member of staff will conduct regular (at least monthly) 'walk through' safety audits and inspections using the appropriate checklists, reporting on, and updating issues raised in the register, as well as identifying other issues to act on.
- The Responsible Person will assign an educator to conduct a daily risk assessment.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the safety audits, inspections, initiatives or programs can be fully investigated, planned and implemented as appropriate.
- Issues relating to WHS, for example building works being conducted will be communicated to all staff via staff meetings, the 15-minute meetings, TEAMS etc...
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel and first aid equipment will be met, and where possible exceeded.
- All accidents, incidents, and near misses will be investigated and reported to the Centre executive as well as to the management committee and any other authorities as appropriate.



- A formal process of reporting, recording and investigating incidents will be well known, adhered to and maintained. All employees may raise WHS concerns directly with the Centre executive or management committee at any time.
- WorkCover and rehabilitation issues are to be referred to the Director or Staff and Operations Manager as appropriate.
- The Director will seek advice from Abbotsford Public School, Department of Education, ACECQA, or the management committee regarding any areas of concern.
- The Director will report any structural concerns or risks directly to Abbotsford Public School Principal and the management committee.
- All rooms will display the Fire drill and Lockdown Procedures and drills will be once per session per Term, including in Vacation Care.

## CONSIDERATIONS

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
R77, 90, 162, 168, 175,	Standards 2.1, 2.2, 3.1, 7.1, 7.2  Elements 2.1.2, 2.2.2, 3.1.1, 3.1.2, 7.1.2, 7.1.3, 7.2.1	<ul style="list-style-type: none"> <li>• Emergency Evacuations</li> <li>• Management of Incident, Illness, Injury and Trauma</li> <li>• Administration of first Aid</li> </ul>	<ul style="list-style-type: none"> <li>- Parent Handbook</li> <li>- Risk Assessments</li> <li>- Staff Handbook</li> <li>- Maintenance Register</li> </ul>

## ENDORSEMENT BY THE SERVICE

Approval date: Aug 2022 \_\_\_\_\_

Date for Review: Nov 2023 \_\_\_\_\_