Occupational Health and Safety Policy

Our aim is to ensure that all individuals who access our Centre and its grounds are given the highest possible levels of Occupational Health and Safety.

- Consultation with staff is needed when considering any matters that affect their health and safety.
- Hazards at The Peter Toms Early Learning Centre are identified and then judged as to how serious they are.

When using and storing dangerous materials, equipment and chemicals, we:

- Choose the least hazardous material for the job.
- Make sure all dangerous materials, equipment and chemicals are stored in their original bottles with intact labels. We do not transfer chemicals to another container and do not reuse containers once they’re empty.
- If original containers do not have child-proof lids, they are stored in a locked cupboard.
- Storage areas that children cannot access are available for the following:
  - Cleaning materials
  - Poisonous substances
  - Tools
  - Toiletries
  - Medicine
  - First Aid Kit
  - Sharp objects, e.g. knives, which could be hazardous to children.
- Any substances that need refrigeration are stored in a labelled child-proof container in a separate compartment or fridge that is not accessible by the children.
- Follow the manufacturer’s instructions for use, storage and first aid when possible.
- Keep a checklist of what hazardous materials are used and check regularly.
- When disposing of substances, do so in accordance with manufacturer’s guidelines. When unsure, contact the Bayside Council for guidelines.
- Wear appropriate protective clothing when using dangerous substance such as gloves during cleaning.
- Seek medical treatment immediately if poisoning, swallowing, inhalation, skin or eye exposure occurs.
- Make sure that our equipment is always maintained to a high level and are used according to safety guidelines.
- Properly train employees about hazards and workplace safety practices.
The Peter Toms Early Learning Centre implements this OH&S management system to reduce:

- The number of hazards in the Centre.
- The number of accidents and injuries.
- The cost of worker’s compensation.
- The consequences of risk in the environment.

The Peter Toms Early Learning Centre OH&S policies apply to all persons employed, including casual, full-time and part-time as well as anyone else visiting the site including clients, suppliers, tradesmen, volunteers and students. We will also take into account the requirements of applicable legislation, regulations, advisory standards and Australian standards when applicable. The Peter Toms Early Learning Centre will also consult with government agencies, unions and other industry regulators to ensure that OH&S management meets the requirements of the OH&S act. Finally, we will diligently maintain a safe and healthy environment and work to protect all those who use it.

The Peter Toms Early Learning Centre OH&S POLICY will be:

- Introduced to new employees at induction.
- Discussed with students, visitors and volunteers.
- Discussed as required during staff meetings to ensure all are updated.

The Peter Toms Early Learning Centre OH&S PRACTICES:

- Written information on OH&S issues is available to all staff. Posters will alert staff to OH&S information as well as be addressed at all staff meetings.
- Clear guidelines will be available for staff to report OH&S issues to the Director, such as an incident reporting form and maintenance reporting procedure.
- The Peter Toms Early Learning Centre has a procedure for regularly reporting OH&S issues for staff, children and visitors to the Centre. These issues are addressed and rectified without undue delay.
- At least one member of staff has a current first aid certificate at all times.
- Emergency numbers and first aid charts are displayed.
- Drills for emergencies are discussed with children and practiced.
- All educators respond to signs of child’s illness and these observations are recorded in an illness behaviour register. Parents/guardians are notified of these signs.
- The Peter Toms Early Learning Centre has a process for developing and handling a child’s individual health needs.
- Educators prepare and consume hot food/drink away from the children.
- The Peter Toms Early Learning Centre provides staff with immunisation information for adults who frequently work with children.
• The Peter Toms Early Learning Centre encourages all staff to complete First Aid and CPR training and to keep it current. Reminder posters for staff will be present to remind them of this.
• Emergency drill records will be kept and evaluated in order to improve efficiency and will also be evaluated as per fire safety standards.
• Brighton Grammar School has an OH&S representative who monitors staff practices, informs staff about training opportunities and recommends to management improvements that could be made to practices and the environment.
• Our Centre endeavours to provide families with information about OH&S issues, in a variety of languages if requested.
• Staff will undertake professional development related to OH&S and will ensure that effective OH&S information, instruction, training and supervision is provided.
• The Peter Toms Early Learning Centre is committed to providing injured employees effective rehabilitation and return to work programs so they can return to their full working abilities.

Legislative Requirements
Victoria
Occupational Health and Safety Act 2004

Who is affected by this policy?
Children, families, staff and visitors

Sources

Review
Review will be conducted by:
• The Peter Toms Early Learning Centre staff
• Families

Policy date created: 14th July 2012