6.3 OSHC WORKPLACE HEALTH AND SAFETY POLICY

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Workplace Health and Safety Policy</th>
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<tbody>
<tr>
<td>Scope:</td>
<td>Applies to all staff, students and volunteers at OSHC</td>
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<tr>
<td>Policy Type:</td>
<td>Public</td>
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<tr>
<td>Policy Location:</td>
<td>College Intranet and College Website</td>
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<tr>
<td>Version:</td>
<td>1.00</td>
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<td>Supersedes:</td>
<td>All previous versions</td>
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<tr>
<td>Authorised By:</td>
<td>Head of Fairholme Junior School</td>
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<tr>
<td>Reviewed:</td>
<td>7/05/2013</td>
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<td>Next Review Date:</td>
<td>7/05/2015</td>
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<tr>
<td>Policy Owner:</td>
<td>Deputy Head of Fairholme Junior School</td>
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For the protection of children, staff, management and Fairholme College OSHC as a whole, Fairholme College will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the Workplace Health and Safety Act, Qld. See also Policy 7.1 for specific obligations relating to Emergency equipment and facilities. Fairholme College OSHC promotes health and safety awareness for all people involved in Fairholme College OSHC. Policies and procedures are developed and monitored to reflect safe work practices.

RELEVANT LAWS AND OTHER PROVISIONS
The laws and other provisions affecting this policy include:
- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *NQS Area: 2.3.2, 2.3.3; 3.1.1, 3.1.2; 3.2.1, 4.2.1; 7.1.1, 7.1.2; 7.2.1, 7.2.2; 7.3.1, 7.3.2, 7.3.5.*

PROCEDURES
The Co-ordinator shall be responsible to act as the Health and Safety Representative for the service, or to ensure that there is, at all times, an Staff or other appropriate person in relation to the Service who is designated in this position, and who shall report directly to the Co-ordinator.
If the Co-ordinator or another team member of the Service is acting in the role of Health and Safety Representative, the Co-ordinator shall ensure that person has adequate time, education/training and resources to ensure that she/he is able to fulfill the role as required by the legislation.
The Health and Safety Representative shall:
- maintain, in a safe and accessible place, up-to-date, all records and materials required by the legislation and shall be required to provide them to the Co-ordinator on request;
- regularly check the website or other resources of the Queensland Department of Justice and Attorney General at [http://www.deir.qld.gov.au/workplace](http://www.deir.qld.gov.au/workplace);
- monitor Staff practices and ensure up to date information is distributed;
- make recommendations to management on how to improve current systems;
- ensure stairs and walkways are kept clear of furniture, equipment and clutter;
• ensure equipment is arranged with consideration to its purpose and in relation to other areas of play space.

The Staff Handbook and orientation/induction processes shall contain up-to-date information on the legislative requirements for workplace health and safety (Qld only – other States must identify equivalent Occupational Health and Safety Requirements).

**Dangerous Substances**
The Co-ordinator must ensure that:

• all poisons, disinfectants, corrosive substances and other poisonous and dangerous substances and items are marked in their original containers, kept out of reach of children and placed in a child proof storage facility.

• Unused or unnecessary substances are disposed of in a safe manner.

• All hazardous substances have a MSDS (Material Safety Data Sheet) obtained from the manufacturer which will be kept close to the storage of the product. All hazardous substances are recorded in a register, including a copy of the relevant MSDS. A MSDS is to be completed immediately when handling or using a new hazardous substance.

• Storage of medications and service first aid kit/s, are locked and accessible to Staffs but not to children.

**Maintenance**
The Co-ordinator will be responsible to ensure that the Service has adequate heating, ventilation and lighting at all times.

The Co-ordinator will ensure that Staffs remove from use and have repaired or replaced as soon as possible, all equipment that is faulty or broken.

Regular periodic inspections of the service building and surrounding areas will be conducted using environmental checklists and identifying areas such as car parks, gardens and pathways etc.

Regular periodic inspections of all playground equipment will be conducted by Fairholme College staff

Prior to use each day, Staffs will check all outdoor equipment to ensure it is safe for use, free from items which may cause injury, and is free from splinters and spiders.

Hazards identified from these safety checklists (see Appendix D) will be brought to the Co-ordinators attention by the Staff.

The Co-ordinator will complete a hazard report form (see Appendix D) and forward it to the relevant authority (school and/or management committee).
Sandpits will be raked prior to use to check for any animal faeces and any potentially dangerous objects.

Facilities and equipment which are assessed to have potential for injury will not be used or action will be taken to allow safe usage. An entry detailing the problem will be entered into the team communication book and all Staffs will be instructed on any restrictions necessary on use of equipment or areas.

The Facilities Manager shall ensure that an approved earth leakage device is installed and operational. Staffs will be aware of the location of the power board and how to access the circuits used by the Service.

In regards to electrical equipment, the Facilities Manager will be responsible to ensure that:
- Specified electrical equipment is inspected, tested and tagged by a competent person at prescribed intervals and immediately withdrawn from use if it is not safe to use; OR
- Specified electrical equipment is connected to a type 1 or 2 safety switch. The safety switch must be tested at prescribed intervals and withdrawn from use if not working properly.
- Staff will be instructed in the safe use and storage of electrical equipment associated with their work.

The Facilities Manager shall ensure that all fire safety equipment (extinguishers and blankets) are maintained in accordance with the Building Fire Safety Regulation 2008.

Manual Handling
Management will ensure that all team members have adequate training in relation to lifting and manual handling techniques used at the service. Staffs must use lifting equipment (eg hoist) if available.

The Facilities Manager will ensure that appropriate lifting and manual handling techniques are practiced by Staffs and/or volunteers. Staffs must inform the Co-ordinator if they have any medical or health issues that may place them at risk of injury when lifting or moving people/objects. Information regarding appropriate lifting and manual handling techniques will be made accessible to Staffs through the orientation and induction process.

Sharps/Dangerous Objects
‘Sharps’ refers to any object that can pierce or penetrate the skin easily, including needles and/or broken glass.

As part of the service daily safety checklists, Staffs may be required to dispose of needles/sharp hazards that are found in playground and sandpit areas as well as clean up broken glass that may be contaminated with blood.
The Co-ordinator will put together a sharps disposal kit consisting of disposable gloves, appropriate tongs and a strong puncture proof plastic container with a screw top lid.

For the collection and disposal of needles and/or dangerous objects:
- Place the container (with lid off) on the ground near the hazard;
- Use gloved hand or tongs to pick up the needle/syringe by the barrel at the end away from the needle. For other dangerous objects, take care when picking them up;
- Place the needle/syringe sharp end first into the container. Do not hold the container while you do this. For other dangerous objects, carefully place them into the container. Replace the lid and seal tightly;
- Dispose of the container by putting in the wheelie bin or taking it to a public sharps disposal bin.

If you are injured by a used needle:
- Wash with running water and soap as soon as possible;
- Apply a sterile waterproof dressing such as a bandaid;
- Seek medical advice from your doctor, local health centre or Hospital.
- Follow the safe disposal procedures as above and take the needle or syringe with you to the doctor.