

OCCUPATIONAL HEALTH & SAFETY

QUALITY AREA 3 & 7 | ALFRED NUTTALL MEMORIAL KINDERGARTEN



PURPOSE

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of Alfred Nuttall Memorial Kindergarten, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by the approved provider, as the employer of staff, to ensure the health, safety and wellbeing of employees at the service.



POLICY STATEMENT

VALUES

Alfred Nuttall Memorial Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance Alfred Nuttall Memorial Kindergarten places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

Alfred Nuttall Memorial Kindergarten is committed to ensuring that:

- the management group, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers
- systematic identification, assessment and control of hazards is undertaken at the service
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing risk in the service environment
- training is provided to assist staff to identify health and safety hazards which, when addressed, will lead to safer work practices at the service
- it fulfils its obligations under current and future laws (in particular, the Occupational Health and Safety Act 2004), and that all relevant codes of practice are adopted and accepted as a minimum standard.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Alfred Nuttall Memorial Kindergarten, including during offsite excursions and activities.



RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
<p>Providing and maintaining a work environment that is safe and without risks to health (<i>OHS Act: Section 21</i>). This includes ensuring that:</p> <ul style="list-style-type: none"> ● there are safe systems of work ● all plant and equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards ● substances, and plant and equipment, are used, handled, and stored safely ● material safety data sheets are supplied for all chemicals kept and/or used at the service ● there are adequate welfare facilities e.g. first aid and dining facilities etc. ● there is appropriate information, instruction, training and supervision for employees <p>Note: This duty of care is owed to all employees, children, parents/guardians, volunteers, students, contractors and any members of the public who are at the workplace at any time</p>	R	√			
<p>Ensuring there is a systematic risk management approach to the management of workplace hazards. This includes ensuring that:</p> <ul style="list-style-type: none"> ● hazards and risks to health and safety are identified, assessed and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled ● measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly <p>Organising/facilitating regular safety audits of the following:</p> <ul style="list-style-type: none"> ● indoor and outdoor environments ● all equipment, including emergency equipment ● playgrounds and fixed equipment in outdoor environments 	R	√			



<ul style="list-style-type: none"> ● cleaning services ● horticultural maintenance ● pest control 					
Ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful	R	√			
Ensuring the physical environment at the service is safe, secure and free from hazards for everyone at the service <i>(refer to Child Safe Environment and Wellbeing Policy)</i>	R	√	√		√
Ensuring that all equipment and materials used at the service meet relevant safety standards	R	√	√		√
Ensuring that all plant, equipment and furniture are maintained in a safe condition <i>(Regulation 103)</i>	R	√	√		√
Maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent	R	√	√		√
Ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children <i>(refer to Road Safety and Safe Transport Policy)</i>	R	√			
Monitoring the conditions of the workplace and the health of employees <i>(OHS Act: Section 22)</i>	R	√	√		√
Taking care of their own safety and the safety of others who may be affected by their actions	R	√	√		√
Involving children in conversations regarding OHS and incorporating OHS into the curriculum.		√	√		√
Protecting other individuals from risks arising from the service's activities, including holding a fete or a working bee etc., or any activity that is ancillary to the operation of the service e.g. contractors cleaning the premises after hours <i>(OHS Act: Section 23)</i>	R	√	√		√
Providing adequate instruction to staff in safe working procedures, and informing them of known hazards to their health and wellbeing that are associated with the work that they perform at the service	R	√	√		
Developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace	R	√			
Ensuring that OHS accountability is included in all position descriptions	R	√			
Ensuring this policy is available to employees, parents/guardian, students, volunteers, contractors and displayed in a prominent location.	R	√			
Allocating adequate resources to implement this policy	R	√			
Implementing/practising emergency and evacuation procedures <i>(refer to Emergency and Evacuation Policy)</i>	R	√	√		√
Implementing and reviewing this policy in consultation with the nominated supervisor, educators, staff, contractors and parents/guardians	R	√	√	√	√
Identifying and providing appropriate resources, induction and training to assist educators, staff,	R	√			



contractors, visitors, volunteers and students to implement this policy					
Ensuring the nominated supervisor, educators, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy	R				
Consulting appropriately with employees on OHS matters including: <ul style="list-style-type: none"> ● identification of hazards ● making decisions on how to manage and control health and safety risks ● making decisions on health and safety procedures ● the need for establishing an OHS committee and determining membership of the committee ● proposed changes at the service that may impact on health and safety ● establishing health and safety committees 	R	√			
Notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (<i>OHS Act: Sections 38–39</i>)	R	√			
Holding appropriate licenses, registrations and permits, where required by the OHS Act	R	√			
Attempting to resolve OHS issues with employees or their representatives within a reasonable time frame	R	√			
Not discriminating against employees who are involved in health and safety negotiations	R	√			
Allowing access to an authorised representative of a staff member who is acting within their powers under the OHS Act	R	√			
Producing OHS documentation as required by inspectors and answering any questions that an inspector asks	R	√			
Not obstructing, misleading or intimidating an inspector who is performing their duties.	R	√			
Ensuring that all educators/staff are aware of this policy, and are supported to implement it at the service	R	√			
Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.	R	√	√		√

BACKGROUND AND LEGISLATION



BACKGROUND

Everyone involved in an early childhood education and care service has a role to play in ensuring the service’s operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.



The *Occupational Health and Safety Act 2004 (OHS Act)* sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2017* specifies the ways duties imposed by the *OHS Act* must be undertaken and prescribes procedural/administrative matters to support the *OHS Act*, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters.

The legal duties of an employer under the *OHS Act* are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that the service's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the organisation's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

The *OHS Act* places the responsibility on employees for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at the service, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at the service, such as fire extinguishers

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Accident Compensation Act 1985 (Vic)
- AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- National Quality Standard, Quality Area 3: Physical Environment
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au





DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, etc. refer to the ANMK General Definitions policy support document.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children, educators, staff, students, volunteers, contractors and anyone visiting the service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Hazard: An element with the potential to cause death, injury, illness or disease.

Hazard identification: A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

Hazard management: A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of Alfred Nuttall Memorial Kindergarten or while engaged in activities endorsed by Alfred Nuttall Memorial Kindergarten

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Material safety data sheet: Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

OHS committee: A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

Risk: The chance (likelihood) that a hazard will cause harm to individuals.

Risk assessment: A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable

SOURCES AND RELATED POLICIES



SOURCES

- Early Childhood Management Manual, ELAA
- Risk Assessment and Management Tool, ACECQA: www.acecqa.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au



RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Emergency and Evacuation
- Incident, Injury, Trauma and Illness
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Road Safety and Safe Transport
- Staffing

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



ATTACHMENTS

- Attachment 1: ANMK Staff - Working from Home Guidance Note
- Attachment 2: Procedures specific to Alfred Nuttall Memorial Kindergarten
- Attachment 3: Safety Checklist



AUTHORISATION

This policy was adopted by the approved provider of Alfred Nuttall Memorial Kindergarten on 28 November 2022.

REVIEW DATE: November 2024

ATTACHMENT 1

ANMK Staff - Working from Home Guidance Note

The ANMK Committee President may agree to ANMK staff working from a site other than ANMK if the President is satisfied that this will be a suitable arrangement for ANMK and the staff member.

The following are considerations in the President agreeing to an ANMK staff member working from a site other than ANMK:

- The place where work is proposed to be performed must be suitable for the work to be performed.
- The place where work is proposed to be performed is compliant with ANMK's OH&S Policy and ANMK's obligations to provide a safe environment for staff to work. This includes the place having a suitable work area that is free from hazards and obstacles; a suitable work surface (e.g., office/computer desk), a suitable chair, access to a computer and telephone, adequate lighting, ventilation and heating and cooling, and smoke detectors installed and working properly.
- The request is generally compliant (where relevant) with all other ANMK policies and procedures.
- The proposed arrangement of staff working from home must not adversely affect teamwork (including not placing undue pressure on other staff members), the operations of ANMK or the ability of the employee to undertake required duties/
- Whether it would be more appropriate for a staff member to use a form of leave (for example, leave should be used when a staff member is unwell and cannot perform their usual duties at ANMK) unless the staff member has written notice from a qualified professional recommending work from another site.
- Whether or not the staff member would also have caring duties for another person present at the site (for example a child) at the time the proposed work is to be performed which may impact the staff member's ability to fully undertake their duties.

AGREEMENT TO WORK FROM ANOTHER SITE

The President may decide to not agree to a request to work from a site other than ANMK if the President forms the view that the arrangement would be unsuitable after taking into account the above considerations.

Before agreeing to any request for a staff member to working from a site other than ANMK, the President may consult with other staff members and the ANMK Committee.

The President may agree to an arrangement for a staff member to work from another site other than ANMK for a single instance or for specific period of time.

The President may revoke any agreement for a staff member to work from a site other than ANMK if the President, after discussion with the staff member, forms the view that the arrangement is unsuitable for the employee or ANMK or is otherwise adversely affecting the operations of ANMK.

REQUESTS TO WORK FROM ANOTHER SITE

For any request to work from a site other than ANMK, staff should submit a request in writing (via email) to the President outlining the request. This should include:

- A description of the proposed work site and work area including a self-assessment of compliance of the site against ANMK's OH&S policy. The request should either note that the staff member believes the site is compliant with ANMK's OH&S policy or should note any areas of concern or potential non-compliance.



- A description of the equipment and services that the staff member will use to work at the proposed work site. This should include information about any desk, chair, computer, telephone, internet connection, lighting, heating and cooling and any other equipment or services that will be used to enable the staff member to safely and effectively perform their duties from the proposed work site.
- Note: ANMK will not be responsible for providing equipment to enable a staff member work from a location other than ANMK (staff may be eligible for a tax deduction for any equipment purchased to enable working from home – staff should seek relevant advice on this from a qualified professional)
- The specific time and day (or times and days) covered by the request
- The period of time covered by the request (e.g. one day on one occasion or an arrangement for a longer period (e.g. one day per week for a month or term))

ONCE AN ARRANGEMENT IS APPROVED

- Where an employee is scheduled to work from a site other than ANMK and the employee is unable to perform work due to family responsibilities, illness or another reason, the employee is required to notify ANMK in the same manner the employee would notify ANMK if they were scheduled to work from ANMK.
- When working from a site other than ANMK, employees are responsible for maintaining confidentiality and security of personal and sensitive information. The employee must take steps to prevent any family, friends or other people accessing sensitive or personal information related to the employee's role with ANMK.



ATTACHMENT 2

PROCEDURES SPECIFIC TO ALFRED NUTTALL MEMORIAL KINDERGARTEN

Safety

The kindergarten aims to ensure a safe environment for all children, families, staff and visitors. Staff are familiar with general safety expectations and enforce these appropriately.

Staff are to hold current first aid certificates.

1. In the interests of health and safety, the kindergarten is a tobacco, alcohol and drug free environment.
2. Emergency evacuation exits are to be kept clear at all times.
3. Kindergarten children are not permitted in the kitchen at any time.
4. Children are to be supervised at all times, inside and outside. During kindergarten sessions, staff are responsible for the health and safety of each child.
5. Fire drills will be practised to ensure efficient evacuation procedure.
6. Children will be instructed in road safety measures and supervised adequately when away from the kindergarten (eg excursion). Committee and staff promote road and pedestrian safety education.
7. Fire extinguishers are to be checked annually by Council and staff are to be familiar with the purpose and use of extinguishers.
8. A safety monitor of all equipment and the building is carried out regularly by the Nominated Supervisor of the kindergarten.
9. After the commencement of the session the front door will be closed.
10. Storage facilities which are secure and inaccessible to children are provided for cleaning materials, medicines, tools, toiletries and first aid equipment.

Non Smoking Policy

Alfred Nuttall Memorial Kindergarten aims to provide its employees, children and other users of the service with a healthy work environment. Smoking is therefore not permitted anywhere within the service, playgrounds or anywhere else on the premises. The non-smoking policy is an integral part of our health and safety policies. Non-smoking signs will be displayed at the front of the Kindergarten.

For information, advice and support on creating a smoke-free workplace contact:

- Quit Victoria on 13 78 48 or go to www.quit.org.au
 - The Department of Human Service's Tobacco Information Line on 1300 136 775 or go to www.health.vic.gov.au/tobaccoreforms/workplaces.

Drug and Alcohol Free Environment Policy

Alfred Nuttall Memorial Kindergarten is a drug and alcohol free environment. Educators, staff and volunteers must not consume alcohol while caring for children or be affected by alcohol or drugs which may impair their capacity to provide education and care to children. Events at the Kindergarten for children with their families will be alcohol free events.

Pest Control

Staff members, educators, parents and volunteers are required to notify the Nominated Supervisor or Approved Provider if they observe any pest (mice, rats, spiders, cockroaches, ants) at the Kindergarten. The Nominated Supervisor or Approved Provider will contact the Children's Services or Facilities Department at the City of Darebin so that the matter can be attended to. The City of Darebin also liaises with the Kindergarten on a regular basis to determine if there have been any concerns with pest control. Treatment of pests at the Kindergarten will need to be



done with the consideration of the health and safety of children, families and staff and using environmentally friendly methods.

Hot Drinks

Scalds and burns from hot liquids are a common cause of hospital admission in 0 to 4 year olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (refer to *Sources: Kidsafe fact sheet*). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age.

Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

The Approved Provider, Nominated Supervisor and all staff are responsible for:

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office
- ensuring that hot drinks are not consumed in, or taken into or through, children's rooms, outdoor areas or any other area where children are in attendance or participating in the program
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- educating service users about the prevention of burns and scalds by providing relevant information (refer to *Sources: Burns and scalds – children and Kidsafe fact sheet*), including appropriate first aid for scalds
- implementing safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
 - offering alternative drinks for adults e.g. juice, water or iced coffee
 - safely locating urns, kettles and power cords out of reach of children
 - preparing and consuming hot drinks in an area inaccessible to children
 - ensuring a person with current approved first aid qualifications is in attendance for social events held outside operational hours.

Dog Safety

To ensure children and adult safety and confidence in the Kindergarten environment, this policy outlines expectations and requirements when dogs are brought to Kindergarten:

- Dogs are to be kept on a leash and under control at all times
- Dogs are not to be brought inside the kindergarten front gate
- Dogs can be secured in the driveway area to the east side of the kindergarten's front garden
- Any faeces deposited by a dog in this area must be disposed of by the dog's owner
- Aggressive or nervous dogs should not be brought to Kindergarten

Safe Use of Chemicals

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The Kindergarten is committed to maximising the safety of staff, volunteers and parents who may handle chemicals at the centre and to minimise negative environmental effects of chemicals used at the centre. While considering effectiveness and cost, the Kindergarten aims to use environmentally safe products.

1. Cleaning chemicals used will be those identified on the list endorsed by the committee for use at the centre.
2. All chemicals will be safely stored
3. All chemicals will be handled in such a way as to minimise risk or spread of that chemical
4. Procedures will be developed to ensure that there are no indoor or outdoor environmental risks from chemical use
5. Up to date poisons information will be kept on site
6. All chemicals will be stored out of the reach of children and in a clearly labelled container
7. No chemical will be stored in a container that was previously used for food or drink and vice versa
8. If the original container is unsuitable, chemicals will be stored in a container recommended by the manufacturer and labelled with the relevant information such as Name, Toxicity Level, Expiry Date, Recommended emergency procedures
9. All chemicals will be disposed of in accordance with guidelines attained from our local government authority
10. All chemicals will be used following the manufacturer's instructions for mixing, strength and application.
11. Safety instructions will be particularly adhered to, for instance, bleach and chlorine will be added to water not vice versa
12. Chemicals will not be mixed except where instructed by the manufacturer
13. Gloves should be worn when handling chemicals or hands washed afterwards, particularly before tending to children.
14. Material Data Safety sheets will be available for chemicals in use.

Chemicals List:

Dishwashing Powder – dishwasher
Dishwasher Rinse Aid – dishwasher
Dishwashing Liquid – dishwashing, playroom
Multi Purpose Cleaner – hard surface cleaning – greasy/difficult cleaning
Cream Cleanser
Disinfectant – hard surfaces, bathrooms, floors
Glass Cleaner
Hand Wash
Bleach – Blood Spills
Mineral Turpentine – Cleaning Paint
Linseed Oil – Oiling wooden equipment
Whiteboard Cleaner

Maintenance Procedures

ANMK is responsible for providing a safe, compliant and effective learning environment for children, teachers, families and all visitors.

Building/Maintenance

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The City of Darebin is responsible for all major and minor buildings works including land, fences, buildings, fixtures and fittings. Annual inspections are conducted each year to determine projects for the following year's budget. Urgent and regular maintenance requirements are reported to the Nominated Supervisor or Approved Provider who will then contact Children's Services or the Facilities Department at the City of Darebin.

The Approved Provider is responsible for all furniture, equipment and garden purchases and maintenance. The Approved Provider oversees and administers the development and maintenance of the Kindergarten facilities and grounds and must obtain three quotes for all major works for committee decision making.

The Approved Provider and Nominated Supervisor shall ensure that appropriate procedures are in place for:

- Planning and management of all Kindergarten facility development and maintenance, including care of grounds.
- Meeting all regulatory and compliance requirements
- Obtaining approvals from the Council and DET as required.
- Kindergarten site health and safety issues related to facility development and maintenance

All design work will take into consideration the requirements of:

- Teaching and learning - in particular the contribution to providing positive learning outcomes for children, whilst also acknowledging the needs/aspirations of the families/educators at the Kindergarten.
- Legislative and regulatory compliance - in particular Health and Safety.
- Cost, practicality and achievability
- Long term appropriateness of the solution

Unless work is urgent, it is preferable that work is to be done outside of child contact session time. If work must be done during these times, suitable safety considerations and OHS requirements must be in place.

Schedule of service responsibilities:

- Maintaining lawns and ground
- Window cleaning
- Playground equipment maintenance and replacement
- Carrying out any repairs to equipment and furniture
- Cleaning of the premises, fixtures and fittings

Schedule of council responsibilities:

- Carrying out any repairs to the building
- Cleaning out gutters and drains
- Cleaning roof
- Maintaining and replacing window and door catches
- Plumbing and electrical work eg blocked toilets, changing light bulbs etc
- Fence repairs
- Maintaining and replacing bark chips and sand
- Re-glazing windows following breakages
- Capital Works

Garden/Working Bees



Lawn mowing and general maintenance of the garden is the responsibility of the Approved Provider. Working Bees will be held once per term. Families must sign up to one working bee during the year. Dates of working bees for the year are advertised to families before allocation. If they cannot attend a working bee, families can swap to another working bee or jobs to be done at home or at another time will be advertised in the newsletter when available. Two weeks prior to the date of the working bee, families will be sent a reminder note via email. An RSVP will be required before the rostered day. A parent will be rostered on as the coordinator for the working bee if the Nominated Supervisor cannot attend. Committee Members will be exempt from attendance at working bees.

Insurance

The Kindergarten Management Committee is responsible for maintaining and updating insurance policies regarding work cover, fire (contents), voluntary workers off premises, burglary, loss of money, plate glass and accidental damage.

The City of Darebin is responsible for the insurance of lands and buildings, permanent fixtures and fittings.

The Department of Education and Training is responsible for the insurance for public liability, professional indemnity, director's and officer's liability and personal accident insurance for volunteers.

Cleaning procedures

The Kindergarten contracts a cleaner who cleans on a bi-weekly basis, once mid-week and once over the weekend. The duties include:

- Vacuum all carpets including the office
- Clean toilets and sinks in both the children's and adult's toilets
- Arrange furniture and clean tables
- Sweep floors and clear for cleaning
- Mop all floors
- Clear leaves, sand and tanbark off artificial grass
- Clear sandpit decking
- Clear paths in playground
- Clear under mats at front door and back steps

Equipment/Areas to be cleaned regularly includes:

Tables – cleaned before and after snack time.

Toilets, basins and surrounding floors are cleaned and disinfected after each session and the bathroom floor mopped at the end of the day

Floors – daily sweep. Bi-weekly mop.

Microwave – wipe clean after each use.

Fridge – Wipe spillages immediately. Clean thoroughly at the end of term.

Cupboards – Wipe spillages immediately. Remove all articles and clean thoroughly at the end of year.

Oven. – wipe clean after each use. Clean thoroughly at the end of term.

Benches, sink and trolley – wiped down after use.



Rubbish bins in the locker and kitchen areas are emptied daily and rubbish bins in the playroom are emptied twice weekly. Rubbish bins are washed regularly

Any animal, bird or livestock kept on the premises is maintained in a clean and healthy condition



ATTACHMENT 3 Safety Checklist

Service:

Date:

Inspected by:

Hazard	Yes	No	Comments
1. Floors			
Surface is even and in good repair			
Surface is free from tripping and slipping hazards (e.g. oil, water, sand)			
Surface is safe (e.g. not likely to become excessively slippery when wet)			
2. Kitchen and work benches			
Work bench space is adequate and at a comfortable working height			
Kitchen and workbench space is clean and free of clutter			
Equipment not in use is properly stored away			
Lighting is satisfactory			
A door or gate restricts child access to the kitchen			
Ventilation fan is in good working order			
Kitchen appliances are clean and in good working order			
3. Emergency evacuation			
Staff have knowledge of fire drills and emergency evacuation procedures			
Fire drills instructions are displayed prominently in the service			
Regular fire drills are conducted			



Extinguishers are in place, recently serviced and clearly marked for type of fire			
Exit signs are posted and clear of obstructions			
Exit doors are easily opened from the inside			
4. Security and lighting			
Security lighting is installed in the building			
There is natural good lighting			
There is no direct or reflective glare			
Light fittings are clean and in good repair			
Emergency lighting is readily available and operational (e.g. torch)			
5. Windows			
Windows are clean, admitting plenty of daylight			
Windows have no broken panes			
6. Steps and landings			
All surfaces are safe			
There is adequate protective railing which is in good condition			
7. Ladders and steps			
Ladders and steps are stored in a safe place			
Ladders and steps are free from defects (e.g. broken or missing rungs)			
They conform to Australian standards			
They are used appropriately to access equipment stored above shoulder height			
8. Chemical and hazardous substances			
All chemicals are clearly labelled			



All hazardous chemicals are in a locked cupboard			
Material Safety Data Sheets (MSDS) are provided for all hazardous substances			
9. Storage (internal and external)			
Storage is designed to minimise lifting problems			
Materials are stored securely			
Shelves are free of dust and rubbish			
Floors are clear of rubbish or obstacles			
Dangerous material or equipment is stored out of reach from children			
10. Manual handling and ergonomics			
Trolleys or other devices are used to move heavy objects			
Heavy equipment (such as planks and trestles) is stored in a way that enables it to be lifted safely			
Adult sized chairs are provided and used by staff			
Workstations are set up with the chair at the correct height			
Workstations are set up with phone, mouse and documents within easy reach and screen adjusted properly			
Work practices avoid the need to sit or stand for long periods of time			
11. Electrical			
There are guards stored around heaters			
Equipment not in use is properly stored			
Electrical equipment has been checked and tagged			
Use of extension leads, double adaptors and power boards are kept to a minimum			
Plugs, sockets and switches are in good repair			



Leads are free of defects and fraying			
are free from temporary leads			
are power covers in place			
12. Internal environment			
Hand-washing facilities and toilets are clean and in good repair			
There is adequate ventilation around the printer and photocopier			
13. First aid and infection control			
Staff have current approved first aid qualifications and training			
First aid cabinet is clearly marked and accessible to staff			
Cabinet is fully stocked and meets Australian Standards (refer to administration of first aid policy)			
Disposable gloves are provided			
Infection control procedures are in place			
Current emergency telephone numbers are displayed			
Check the AED to ensure it is functioning correctly and that the defibrillation pads have not expired			
14. External areas			
Fencing is secure, unscalable and of a height prescribed by the building code of Australia			
Child proof locks are fitted to gates			
Paving and paths have an even surface and are in good repair			
Paving and path surface are free from any slipping hazards			
Soft fall and grass areas are free from hazards			



Equipment and materials used are in good repair and free from hazards			
15. Equipment			
Furniture and play equipment are in good repair (no protruding bolts, nails, splinters)			
Impact- absorbing material is placed under equipment where fall height could exceed 0.5 meters			
Guardrails are provided for play equipment over 1 metre			
16. Sun protection			
There is an adequate supply of SPF 30+ broad spectrum, water resistant sunscreen provided for use by staff and children			
There is a sun protection policy in place, which requires staff and children, and others who work in the sun to use sunscreen and an appropriate sunhat			

