

Policy

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Section	Work Health and Safety
Topic	Work Health and Safety
Distribution	Staff, Board and Volunteers
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Review Date	

Intent

Silverlea Early Childhood Services is committed to ensuring, as far as is reasonably practicable, the health, safety, and welfare of the working environment for its staff, volunteers, contractors, and visitors to its premises.

Definitions

Person Conducting Business or Undertaking (PCBU)

A person conducting a business or undertaking (PCBU) is a legal term under WHS legislation for individuals, businesses or organisations that are conducting business. A person who performs work for a PCBU is considered a worker.

Worker

A worker is anyone who carries out work for Silverlea Early Childhood Services Inc including employees, volunteers, contractors (including agency staff and visiting practitioners and therapists), subcontractors, the employees of contractors and subcontractors, students and trainees.

Officer

An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities.

Workplace

Workplace is any place where a worker goes or is likely to be while work is carried out for a business or undertaking, including any off-site locations which may include other organisations, client homes, conference or function centres, and any locations where training, events, retreats or similar activities are held.

Site

Site includes any plant, substance, structure or thing associated with a notifiable incident.

Notifiable Incidents

Notifiable incidents are:

- the death of a person
- a 'serious injury or illness', or
- a dangerous incident arising out of work carried out by a business, undertaking or a workplace.

Serious Illness or Injury

Serious illness or injury is when the person requires:

- Immediate treatment as an in-patient in hospital (overnight stay)
- Immediate treatment for:
 - Amputation of any part of a body
 - Serious head, eye or burn injuries
 - Separation of skin from the underlying tissue e.g. Degloving or scalping
 - Spinal injury
 - Loss of bodily function
 - Serious laceration or
- Medical treatment within 48 hours of exposure to a substance.

Dangerous Incident

A dangerous incident is an incident in the workplace that exposes a worker or any person to a serious risk to the person's health or safety from an immediate or imminent exposure to:

- Uncontrolled escape, spillage or leakage of a substance
- Uncontrolled implosion, explosion or fire
- Uncontrolled escape of gas or steam
- Uncontrolled escape of a pressurised substance
- Electric shock
- Fall or release from a height of any plant, substance or thing
- Collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use by the Regulations
- Collapse or partial collapse of a structure.

Reasonably practicable:

Deciding what is 'reasonably practicable' to protect people from harm requires taking into account and weighing up all relevant matters, including:

- The likelihood of the hazard or risk concerned occurring; then
- The degree of harm that might result from the hazard or risk; then
- Knowledge about the hazard or risk, and ways of eliminating or minimising the risk; then
- The availability and suitability of ways to eliminate or minimise the risk; then
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. The degree of control an agency has over the hazard/risk will also impact on what is considered reasonably practicable.

Duty of Care

Duty of care is a responsibility that requires duty holders to ensure, while at work in the business or undertaking, the health and safety of workers engaged, or caused to be engaged by the person, and workers whose activities in carrying out the work are influenced or directed by the person, so far as is reasonably practicable, by eliminating risks to health and safety. If this is not reasonably practicable, risks must be minimised so far as is reasonably practicable.

Due Diligence

Due diligence requires an officer (which includes company directors) to take reasonable steps to ensure the business complies with its work health and safety obligations.

Implementation

Silverlea Early Childhood Services Inc supports the rights of all persons covered by this policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

Silverlea Early Childhood Services Inc is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

Silverlea Early Childhood Services Inc will comply with relevant legislation, standards, funding requirements and sector policy.

Silverlea Early Childhood Services Inc is committed to preventing injury and illness from occurring while also improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development of procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Silverlea Early Childhood Services Inc will use a prevention based approach utilising risk management principles to ensure a commitment to developing and maintaining a positive safety culture.

Silverlea Early Childhood Services Inc will consult with workers through a range of forums as a key strategy for eliminating, or if not reasonably practicable, minimising risks and for continuous improvement purposes.

Silverlea will consult, co-operate and co-ordinate activities with other organisations, as far as possible, where there is a shared duty of care concerning the same workplace health and safety matter.

Silverlea Early Childhood Services Inc will monitor and review WHS issues at all levels and report to the Board any incidents, action plans and other relevant information.

Silverlea Early Childhood Services Inc, as far as reasonably practicable, is committed to providing adequate training, information, instruction, supervision and resources to achieve the statements within this policy.

Silverlea Early Childhood Services Inc will use due diligence to understand the nature of the work and associated hazards and ensuring that appropriate resources are allocated to control any risk.

Silverlea Early Childhood Services Inc will ensure the relevancy and effectiveness of this policy by ensuring its review at least every two (2) years or when there is a significant change such as organisational, policy or legislative change, and distributing it to all stakeholders.

Breach of this policy

Any breach of this policy may result in counselling and / or disciplinary actions, which in the case of employees may lead to dismissal, or in the case of volunteers, may lead to the cessation of their engagement. In the case of a contractor, it may lead to the cancellation of services being provided by that contractor.

Supporting Documents, Legislation and References

- Work Health and Safety Act (WHS Act) 2011
- Work Health and Safety (WHS) Regulation 2011
- National Standards for Disability Services
- NSW Disability Services Standards
- Privacy Act 1988
- Silverlea Early Childhood Services Inc Code of Conduct
- Silverlea Early Childhood Services Inc Complaints Policy and Complaints Form
- Silverlea Early Childhood Services Inc Keeping Records Policy
- Silverlea Early Childhood Services Inc Work Health and Safety Procedure
- Silverlea Early Childhood Services Inc Incident and Injury Procedure
- Silverlea Early Childhood Services Inc Incident and Injury Report Form
- Silverlea Early Childhood Services Inc Injury Management Policy and Procedure
- Silverlea Early Childhood Services Inc Fire Regulation Policy and Procedure

Information Management

All records relating to this policy must be retained in accordance with the Silverlea Early Childhood Services Inc Keeping Records Policy.

Changes to this policy

Silverlea Early Childhood Services Inc has the discretion to update this policy at any time. When we do, we will revise the updated date on page one. We encourage you to check this page frequently for

any changes to stay informed. You acknowledge and agree that it is your responsibility to review this policy periodically and become aware of modifications.

Amendments

This policy can be amended by the Chief Executive Officer or Board.

Authorisation

This policy is authorised and signed by the Board.

NAME

POSITION

SIGNATURE

DATE

Your acceptance of this policy

You signify you have read and understood and accept this *policy and any accompanying procedures* by providing your signature in the panel below. If you do not agree with this policy, do not sign.

Read and Understood

NAME

SIGNATURE

DATE