

NSK and NCC OSHC Work Health and Safety Policy

Purpose:	<p>The purpose of this policy is for</p> <p>Policy Statement 2</p> <p>Definitions 2</p> <p>Responsibilities 2</p> <p> Person Conducting a Business or Undertaking..... 3</p> <p> Officers..... 4</p> <p> Workers..... 4</p> <p> Responsibilities of Others at the Service 5</p> <p>Implementation 5</p> <p> Risk management process..... 5</p> <p> Provide information, training, instruction and supervision..... 5</p> <p> Provide for consultation, cooperation and issue resolution 6</p> <p> Compliance and Monitoring..... 7</p> <p>to eliminate risks to the health and safety of Workers and Other Persons so far as is reasonably practicable; or if this is not possible, to minimise the risks to health and safety so far as is reasonable practicable</p>	
Scope:	<p>Next Steps Kindy and Northside Christian College Outside School Hours Care , all Officers, all Workers and Other Persons at the service, including children and parents</p>	
Status:	<p>Approved</p>	<p>Supersedes: NSK Physical Environment (Workplace Safety, Learning and Administration) Policy, NSK Work Health and Safety Policy, NCC OSHC Legal Accountability and OSHC NCC Workplace Health and Safety</p>
Authorised by:	<p>NSK and NCC OSHC Board</p>	<p>Date of Authorisation: 13 Jun 2018</p>
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010, section 167, 174 • Education and Care Services National Regulations 2011: Regulations 168(2)(a), 170, 171, 172, 175, 176, 177, 181, 183, 184 • National Quality Standard : Quality Area 7.3 • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulations 2011 (Qld) 	

Review Date:	Every 2 years	Next Review Date: 2020
Policy Owner:	Albert Brown, Emma Thomas and Rachel Moore	

Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to protecting Workers and Other Persons, such as children and parents, against harm to their health and safety through the elimination or minimisation of risks arising from work. Next Steps Kindy Northside Christian College Outside School Hours Care supports the principle that Workers and Other Persons should be given the highest level of protection against harm to their health and safety from hazards and risks arising from work, as far as is reasonably practicable.

In line with the *Work Health and Safety Act 2011 (Qld)* and the *Work Health and Safety Regulations 2011 (Qld)*, this means that Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable:

- the health and safety of Workers while at work in the service
- that the health and safety of Other Persons is not put at risk from work carried out as part of the conduct of the service

In line with the *Education and Care Services National Law Act 2010* and *Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will notify Australia Children's Education and Care Quality Authority (ACECQA) of any serious incident at the service and of any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service. They will notify ACECQA National Quality Agenda IT System within the appropriate time frame.

Definitions

Definitions relevant to this policy include:

- [Person Conducting a Business or Undertaking](#)
- [Officer](#)
- [Dangerous incident \(WH&S Act 2011\)](#)
- [Due diligence](#)
- [Health and safety representative](#)
- [Reasonably practicable](#)
- [Serious injury or illness \(WH&S Act 2011\)](#)
- [Worker](#)
- [Serious incident \(Education and Care Services National Regulations 2011\)](#)

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care acknowledges that a duty under the legislation cannot be transferred or delegated to another person.

Next Steps Kindy and Northside Christian College Outside School Hours Care also acknowledges that in accordance with the legislation:

1. More than one person can concurrently have the same duty
2. Each duty holder must comply with that duty to the standard required by the legislation even if another duty holder has the same duty
3. If more than one person has a duty for the same matter, each person—
 - a. retains responsibility for their duty in relation to the matter; and
 - b. must discharge their duty to the extent to which they have the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity; and
 - c. must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter

The specific roles and responsibilities of a Person Conducting a Business or Undertaking, Officers, Workers and Other Persons are outlined below.

Person Conducting a Business or Undertaking

In its legal role as a Person Conducting a Business or Undertaking, Next Steps Kindy must undertake its role and responsibilities under the legislation as follows:

1. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable, the health and safety of:
 - a. Workers engaged, or caused to be engaged by the service; and
 - b. Workers whose activities in carrying out work are influenced or directed by the service; while they are at work in the service.
2. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the service.
3. Next Steps Kindy and Northside Christian College Outside School Hours Care will also ensure, so far as is reasonably practicable—
 - a. the provision and maintenance of a work environment without risks to health and safety; and
 - b. the provision and maintenance of safe plant and structures; and
 - c. the provision and maintenance of safe systems of work; and
 - d. the safe use, handling and storage of plant, structures and substances; and
 - e. the provision of adequate facilities for the welfare at work of workers in carrying out work for the service, including ensuring access to those facilities; and
 - f. the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the service; and
 - g. that the health of workers and the conditions at the service are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the service.

4. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable, that the service, the means of entering and exiting the service and anything arising from the service are without risks to the health and safety of any person.
5. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.
6. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure the provision of consultation, cooperation and issue resolution in relation to work health and safety as required under the relevant provisions of the legislation
7. Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure compliance when reporting notifiable incidents under the relevant provisions of the *Work Health and Safety Act 2011* and *Regulations 2011*
8. Next Steps Kindy will notify Australia Children's Education and Care Quality Authority (ACECQA) of any serious incident at the service and of any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service. The will notify ACECQA National Quality Agenda IT System within the appropriate time frame.

Officers

In their legal role as Officers, Next Steps Kindy and Northside Christian College Outside School Hours Care's Approved Provider, Nominated Supervisor, and Senior Executive Team must undertake their role and responsibilities under the legislation as follows:

1. If Next Steps Kindy and Northside Christian College Outside School Hours Care has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the service complies with that duty or obligation.
2. Due diligence includes taking reasonable steps—
 - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of Next Steps Kindy and Northside Christian College Outside School Hours Care and generally of the hazards and risks associated with those operations; and
 - c. to ensure that Next Steps Kindy and Northside Christian College Outside School Hours Care has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the service; and
 - d. to ensure that Next Steps Kindy and Northside Christian College Outside School Hours Care has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that Next Steps Kindy and Northside Christian College Outside School Hours Care has, and implements, processes for complying with any duty or obligation of the service under the legislation; and
 - f. to verify the provision and use of the resources and processes mentioned above.

Workers

In their legal role as Workers, all employees of Next Steps Kindy and Northside Christian College Outside School Hours Care, including the Nominated Supervisor, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the service, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by Next Steps Kindy and Northside Christian College Outside School Hours Care to allow compliance with the legislation; and
4. assist in the identification and mitigation of hazards; and
5. co-operate with any reasonable policy or procedure of Next Steps Kindy and Northside Christian College Outside School Hours Care relating to health or safety at the service, that has been notified to Workers.

Responsibilities of Others at the Service

In their legal role as Other Persons at the service, children, parents and visitors, must undertake their role and responsibilities under the legislation as follows:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by Next Steps Kindy and Northside Christian College Outside School Hours Care.

Implementation

In practice, Next Steps Kindy and Northside Christian College Outside School Hours Care's commitment to protecting Workers and Other Persons against harm to their health and safety means that it will implement the following measures:

- A risk management process
- Provide information, training, instruction and supervision
- Provide a process for consultation, cooperation and issue resolution

Risk management process

Next Steps Kindy and Northside Christian College Outside School Hours Care's Risk Management Policy provides further guidance on the process and approach to managing risks at the service.

Provide information, training, instruction and supervision

In accordance with the legislation, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that appropriate information, training, instruction and supervision is provided to Workers to enable them to perform their work without risk to their health or safety, as far as is reasonably practicable. This information, training, instruction and supervision will be suitable and adequate, having regard to:

- The nature of the work carried out by the Worker; and
- The nature of the risks associated with the work at the time the information, training, instruction or supervision is provided; and
- The control measures implemented.

Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

Next Steps Kindy and Northside Christian College Outside School Hours Care's Risk Management Policy provides further guidance on the information, training, instruction and supervision provided to Workers at the service.

Provide for consultation, cooperation and issue resolution

Next Steps Kindy and Northside Christian College Outside School Hours Care acknowledges its duty to consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking, who are or are likely to be, directly affected by a matter relating to work health or safety. Where more than one person has a duty for the same matter, each person, must, so far as is reasonably practicable, consult, cooperate and coordinate activities with all other persons who have a duty in relation to the same matter

Next Steps Kindy and Northside Christian College Outside School Hours Care will consult with Workers in relation to the following health and safety matters in accordance with the legislation:

- a. when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the service;
- b. when making decisions about ways to eliminate or minimise those risks;
- c. when making decisions about the adequacy of facilities for the welfare of Workers;
- d. when proposing changes that may affect the health or safety of Workers;
- e. when making decisions about the procedures for—
 - i. consulting with Workers; or
 - ii. resolving work health or safety issues at the workplace; or
 - iii. monitoring the health of Workers; or
 - iv. monitoring the conditions at any workplace under the management or control of Next Steps Kindy and Northside Christian College Outside School Hours Care; or
 - v. providing information and training for Workers; or
- a. when carrying out any other activity prescribed under the relevant legislation.

When consulting with Workers, Next Steps Kindy and Northside Christian College Outside School Hours Care's will ensure that:

- a. that relevant information about the matter is shared with Workers; and
- b. that Workers be given a reasonable opportunity—
 - i. to express their views and to raise work health or safety issues in relation to the matter; and

- ii. to contribute to the decision-making process relating to the matter; and
- c. that the views of Workers are taken into account by Next Steps Kindy and Northside Christian College Outside School Hours Care;
- d. that the Workers consulted are advised of the outcome of the consultation in a timely way; and
- e. that records of the consultation process and outcome are kept

Next Steps Kindy and Northside Christian College Outside School Hours Care's Dispute Resolution Policy and Procedures provide further guidance on resolving work health and safety issues.

Compliance and Monitoring

In line with the legislation and its duties Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to monitoring the health of workers and the conditions at the service.

Next Steps Kindy and Northside Christian College Outside School Hours Care has implemented an NSK Incident, Injury and Trauma Record and NCC OSHC Incident, Hazard Report which requires Workers and Other Persons to report any hazards or incidents resulting in potential or actual harm to health and safety. Next Steps Kindy and Northside Christian College Outside School Hours Care will regularly monitor, collate and report on hazards and incidents in accordance with the legislation.

Next Steps Kindy and Northside Christian College Outside School Hours Care is also committed to reporting notifiable incidents to [Workplace Health and Safety Queensland](#) in accordance with the legislation. Notifiable incidents include the death, serious injury or illness of a person or a dangerous incident, arising out of the conduct of the service. Refer to Northside Christian College's Injury, Hazard, Incident Response Flow Chart.

Next Steps Kindy and Northside Christian College Outside School Hours Care will notify the Australia Children's Education and Care Quality Authority (ACECQA) of any serious incident at the service and of any circumstance arising at the service that poses a risk to the health, safety or wellbeing of a child or children attending the service. The will notify [ACECQA National Quality Agenda IT System](#) within the appropriate time frame.

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection to the Nominated Supervisor, employees and families
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service