

HEALTH AND SAFETY

Happy Haven OSHC has a responsibility of providing a healthy and safe environment for children so that they can explore, discover and learn. We are committed to maintaining a safe and healthy environment through comprehensive policies and procedures and managing risks and hazards appropriately and effectively.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational programs
74	Documenting of child assessments or evaluations for delivery of educational program
75	Information about the educational program to be kept available

76	Information about educational program to be given to parents
80	Weekly menu
82	Tobacco, drug and alcohol-free environment
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises
102	Authorisation for excursions
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements—indoor
108	Space requirements—outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
113	Outdoor space—natural environment
114	Outdoor space—shade
115	Premises designed to facilitate supervision
156	Relationships in groups
158	Children’s attendance records to be kept by approved provider
168	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

RELATED POLICIES

<p>Administration of Medication Policy Arrival and Departure Policy Child Protection Policy Clothing Policy Control of Infectious Diseases Policy Emergency Evacuation Policy Lockdown Policy</p>	<p>Orientation Policy Physical Environment Policy Sleep and Rest Policy Safe Storage of Hazardous Chemicals Policy Safe Transportation Policy Sick Children Policy Supervision Policy</p>
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<p>Governance Policy Hand Washing Policy Incident, Injury, Trauma and Illness Policy</p>	<p>Sun Safety Policy Transportation Policy Water Safety Policy Work Health and Safety Policy</p>
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PURPOSE

Happy Haven OSHC aim to protect the health, safety and welfare of the children, educators, staff and visitors of all Happy Haven OSHC services by complying with current health and safety laws and legislation.

SCOPE

This policy applies to children, families, educators, staff, Nominated Supervisors, Responsible Persons and visitors of Happy Haven OSHC.

IMPLEMENTATION

New work health and safety (WHS) laws have commenced in South Australia, using consistent WHS legislation instead of previous OH&S laws:

- National – model Work Health and Safety Bill 2019
- South Australia- Work Health and Safety Act 2012

The National Quality Framework establishes the standards and learning frameworks to provide high quality inclusive education and care in early and middle childhood settings, which can only occur in a safe and healthy work environment. The NQF makes few references to work, health and safety legislation as it underpins this framework. *Quality Area 2.... reinforces children’s right to experience quality education and care in an environment that provides for their health and safety.”* p: 138, 2020.

Thorough work health and safety policies, procedures and practices ensure that:

- Nominated supervisors fulfil their responsibility to provide a safe workplace, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations and are safe in the workplace; and
- The work environment supports quality education and care.

We are dedicated to ensuring that all health and safety needs are met through the implementation of a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness, and to provide a safe and secure physical environment for children. In any occurrences where children show any signs of illness, accident, injury or trauma, educators will refer to the *Incident, Injury, Trauma and Illness Policy*.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which will be reinforced through the everyday routine and experiences. Information on health, hygiene, safe food, and dental care principles and practices will be displayed at the Service to provide families with further information.

We believe in quality education and care in an environment that provides for all children's protection through adequate supervision, safe experiences and environments, and vigilance to potential risks. Educators at each Happy Haven OSHC service are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at the Service.

Our *Work Health and Safety Policy* provides further detail about Hazard Reduction and Risk Minimisation.

CHOOSING APPROPRIATE RESOURCES AND EQUIPMENT

- Happy Haven OSHC will maintain an up-to-date register of equipment at each Happy Haven OSHC service.
- The Approved Provider will be ultimately responsible for any purchases of equipment.
- All purchase requests will be received by the Logistics Officer who will allocate relevant purchases for review by the Work Health and Safety Officer
- Educators will document any equipment that needs maintenance on a prioritised basis in the maintenance register.
- Resources and equipment will be chosen to reflect the cultural diversity of the service's community and the cultural diversity of contemporary Australia.
- All Happy Haven OSHC service's will actively pursue the contribution of families regarding toys and equipment at the service.

- All new equipment will be checked against Australian Safety Standards.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.
- The Approved Provider will advise educators and parents about the purchase of new equipment and ensure a risk assessment has been conducted.

THE CHILDREN'S LEARNING ENVIRONMENT

- The service will keep a record of any changes that is made to the physical environment of the service, such as rearranging of rooms etc. to show continuous improvement.
- The service will document the links between the arrangements and choice of resources and equipment and the children's learning in the program.

ON-GOING MAINTENANCE

- The Happy Haven OSHC Service will reflect on the environment and establish a plan ensuring that the environment continuously complies with our philosophy of providing a safe and secure environment, that is stimulating and engaging for all who interact with it.
- The Approved Provider/Nominated Supervisor will also ensure that the service and its grounds comply with Local Government regulations, and regulations regarding fire protection, ventilation, natural and artificial lighting and safety glass.
- Should the service undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

SAFETY CHECKS

Prior to children arriving at the Happy Haven OSHC service, a daily inspection of the premises will be undertaken which will include the:

- Service Perimeters
- Fences/Fence Line
- Gates
- Paths

- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found (for example a syringe) educators will follow the *Safe Disposal of Sharps Procedure*, wear gloves and use tongs to pick up the object and place it in the 'sharp object box'. This box will be disposed of as per the recommendations of our local council.

Non-fixed play equipment in the service grounds can be no more than one metre high and must be supervised at all times by an educator.

The *Indoor and Outdoor Daily Safety Checklists* will be used as the procedure to conduct these safety checks. A record of these will be kept by the service. Any required maintenance will immediately be reported to the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

CLEANING OF BUILDINGS, PREMISES, FURNITURE AND EQUIPMENT

GENERAL CLEANING

- The service will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- To minimise our staff and children's exposure to infectious diseases or viruses such as coronavirus (COVID-19) Happy Haven OSHC service's will adhere to all recommended guidelines from the Australian Health Protection Principal Committee (AHPPC) and the National Health and Medical Research Council (NHMRC), SA Health and the Department for Education.
- High touch surfaces will be cleaned and disinfected at least twice daily
- Cleaning contractors will hygienically clean the service to ensure risk of contamination is removed as per [Environmental Cleaning and Disinfection Principles for COVID-19](#)
- Educators will clean the service at the end of each day and throughout the day as needed (Vacation Care)
- Accidents and spills will be cleaned up as quickly as possible to ensure that the service always maintains a high level of cleanliness, hygiene, and safety.

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, Happy Haven OSHC service's will:

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the Service
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Ensure any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Ensure containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- Ensure all dangerous chemicals, substances and equipment is stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment.
- Refrigerate any substance that must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children
- Ensure all hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS
- Ensure there is a register of all hazardous chemicals, substances and equipment used at the service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Ensure appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.

- Ensure emergency medical and first aid procedures are carried out, with relevant notification given to the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
- The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

HAND WASHING

Effective handwashing is the best way to prevent the transmission of infectious diseases. Happy Haven OSHC service's will ensure [signs and posters](#) remind employees and visitors of the importance of handwashing to help stop the spread of COVID-19 and other infectious diseases. Adults and children should wash their hands thoroughly with soap and water and/or alcohol-based sanitiser:

- Upon arrival at the Service
- When hands are visibly dirty
- When coming inside from being outside
- Before eating
- Before putting on disposable gloves
- Before preparing food items
- After touching raw meats such as chicken or beef
- Before and after toileting children and coming into contact with any body fluids such as blood, urine or vomit
- After touching animals or pets
- After blowing your nose or sneezing and after assisting a child to blow their nose
- After meals
- After going to the toilet
- Before and after administering first aid
- Before and after administering medication
- Before and after preparing children's bottles
- After removing protective gloves

- After using any chemical or cleaning fluid

MINIMISING POTENTIALLY DANGEROUS SUBSTANCES

Happy Haven OSHC minimises the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges will be used in order to eliminate cross contamination. Before returning to the children educators will wash and dry hands.

DISINFECTANTS

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, such as gastroenteritis or other infectious virus (COVID-19), the Public Health Unit or SafeWork Australia, may specify the use of a particular disinfectant and increased frequency of cleaning. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to ensure that surfaces have been cleaned with detergent and warm water than to use a disinfectant.

In the event of an outbreak of gastroenteritis, a disinfectant such as bleach solution may be used following the manufacturer's directions. Gloves must be worn at all times when handling and preparing bleach.

To kill germs, any disinfectant needs:

- A clean surface to be able to penetrate the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, which is generally at least 10 minutes.

DETERGENTS

To work in accordance with *Staying healthy: Preventing infectious diseases in early childhood education and care services*, proper cleaning with detergent and warm water, followed by rinsing and air-drying kills

most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not allow germs to multiply.

ARRANGEMENTS FOR LAUNDERING OF SOILED ITEMS

Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content prior to placing clothing into a plastic bag and securely storing these items in a sealed container, not placed in the child's bag.

CLOTHING

- Educator's clothing should be washed daily.
- Educators should also have a change of clothes available in case of accidents.
- Dress-up and play clothes should be washed once a week.

EQUIPMENT AND TOY CLEANING

Educators are required to clean the children's equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will wash a toy or piece of equipment immediately if it has been sneezed on and/or soiled or if it has been discarded after play by a child who has been unwell. The service will have washable toys for the younger children. Toys and equipment must be cleaned more often in the event of an infectious disease or virus is present in the service or community- (COVID-19).

Educators will be required to keep a cleaning register documenting when toys and equipment have been cleaned.

RECOMMENDED CLEANING MATERIALS:

- Most toys can be washed with normal dishwashing liquid and rinsed with clean water.
- Get into corners with a toothbrush and allow to air dry (if possible, in the natural sunlight).
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is ideal.

PLAY DOUGH

Happy Haven OSHC service's will reduce the risk of the spread of disease when playing with play dough by:

- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

PUZZLES AND GAMES

- Wooden puzzles – wipe over with a damp cloth- do not immerse in water as this can destroy the equipment.
- Cardboard should be wiped over with a slightly damp cloth.

SUN PROTECTION

For information on sun protection policies and procedures at our services please see our *Sun Safe Policy*.

TRANSPORT TO AND FROM SCHOOL

ABSENT OR MISSING CHILDREN

For more information on policies and procedures relating to absent or missing children at a Happy Haven OSHC service please see our *Absconded, Absent, and Missing Child Policy*.

ARRIVAL AND DEPARTURE FROM SERVICE

For more information on policies and procedures relating to arrival and departure from a Happy Haven OSHC service please see our *Arrival and Departure Policy*.

ARRIVAL AND DEPARTURE OF CHILDREN DURING VACATION CARE

During periods of vacation care, policies and procedures will be followed as per *Arrival and Departure Policy*.

VISITORS

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our OSHC Service must sign in when they arrive at the Service and sign out when they leave. Refer to our *Arrival and Departure Policy* and procedure for more detailed information.

WATER SAFETY

For more information on policies and procedures relating to water safety at a Happy Haven OSHC service please see our *Water Safety Policy*.

KITCHENS

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a barrier to prevent unsupervised entry by younger children into the kitchen.

MONITORING AND REVIEWING HAZARDS

Risk management is an ongoing process. Risks must be systematically monitored, and management strategies reviewed to ensure that they continue to be effective and contribute to a safe and healthy work environment. New hazards can emerge over time resulting in control strategies becoming ineffective and therefore may require updating.

Hazard identification, Risk Management and Hazard Reduction is specifically addressed within our *Work Health and Safety Policy*.

BACK CARE AND MANUAL HANDLING

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

(See our *Work Health and Safety Policy* for further information and recommendations for back care and manual handling).

FURTHER RESOURCES

South Australia: SafeWork SA provides work health and safety services across South Australia

<https://www.safework.sa.gov.au/>

For further information see: <https://www.safeworkaustralia.gov.au/>

[Australian Government Department of Health Australian Health Protection Principal Committee \(AHPPC\) Children in early childhood and learning centres](#)

SOURCE

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Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

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Model Work Health and Safety Act (2019). <https://www.safeworkaustralia.gov.au/doc/model-work-health-and-safety-act>

National Health and Medical Research Council. (2012) (updated June 2013). Staying healthy: Preventing infectious diseases in early childhood education and care services.

Revised National Quality Standard. (2018).

Standards Australia. AS 1851-2005 (incorporating Amendment No. 1). Maintenance of fire protection systems and equipment:

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Work Health and Safety Act 2012. <https://www.safeworkaustralia.gov.au/doc/model-work-health-and-safety-act>

REVIEW

POLICY REVIEWED	MAY 2022	NEXT REVIEW DATE	REVIEW	MAY 2023
MODIFICATIONS	Review and adaptations made based on feedback from WHS officer, information removed and links made to policies already in system.			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE	REVIEW
Month YYYY	•		Month YYYY	
	•			