



## PURPOSE

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of Highvale Preschool, 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.

## VALUES

Highvale Preschool 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 Highvale Preschool 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.

Highvale Preschool 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, Nominated Supervisor, Certified Supervisor, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of Highvale Preschool.

## 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 2007* 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*
  - Standard 2.3: Each child is protected
    - Element 2.3.1: Children are adequately supervised at all times
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard, Quality Area 3: Physical Environment*
  - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
    - Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
    - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
  - Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

## DEFINITIONS

**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, 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 Highvale Preschool or while engaged in activities endorsed by Highvale Preschool.

**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
- *Getting into the Act*, WorkSafe Victoria
- *Getting help to improve health and safety*, WorkSafe Victoria
- *Guide to the OHS Act 2004*, WorkSafe Victoria
- *Managing safety in your workplace*, WorkSafe Victoria
- OHS in Early Childhood Services (ELAA): [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au)
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### Related Policies

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

## PROCEDURES

### THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- providing and maintaining a work environment that is safe and without risks to health (OHS Act: Section 21). This includes ensuring that:
  - 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 (refer to: [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au))
  - there are adequate welfare facilities e.g. first aid and dining facilities etc.
  - there is appropriate information, instruction, training and supervision for employees

(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*)
- ensuring there is a systematic risk management approach (refer to: [www.ohsinecservices.org.au](http://www.ohsinecservices.org.au)) to the management of workplace hazards. This includes ensuring that:
  - 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
- ensuring regular safety audits of the following:
  - indoor and outdoor environments
  - all equipment, including emergency equipment
  - playgrounds and fixed equipment in outdoor environments
  - cleaning services
  - horticultural maintenance
  - pest control
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)
- 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 (OHS Act: Section 23)
- 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
- ensuring that all plant, equipment and furniture are maintained in a safe condition
- developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace
- ensuring that OHS accountability is included in all position descriptions
- allocating adequate resources to implement this policy
- displaying this policy in a prominent location at the service premises
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- implementing/practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources, induction and training to assist educators, staff, 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
- consulting appropriately with employees on OHS matters including:
  - 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
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- holding appropriate licenses, registrations and permits, where required by the OHS Act
- attempting to resolve OHS issues with employees or their representatives within a reasonable timeframe
- not discriminating against employees who are involved in health and safety negotiations
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks



- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

## **THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:**

- ensuring that all educators/staff are aware of this policy, and are supported to implement it at the service
- organising/facilitating regular safety audits of the following:
  - indoor and outdoor environments
  - all equipment, including emergency equipment
  - playgrounds and fixed equipment in outdoor environments
  - 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
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- ensuring that all equipment and materials used at the service meet relevant safety standards
- ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children (refer to *Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

## **THE CENTRE SUPERVISORS AND ALL STAFF ARE RESPONSIBLE 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 Approved Provider, including:
  - following OHS rules and guidelines
  - helping to ensure housekeeping is of the standard set out in service policies
  - attending OHS training as required
  - reporting OHS incidents
  - co-operating with OHS investigations
  - encouraging good OHS practices with fellow employees and others attending the service
  - assisting the Approved Provider with tasks relating to OHS, such as conducting OHS inspections during working hours
- not interfering with safety equipment provided by the Approved Provider
- practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- keeping up to date with current legislation on child restraints in vehicles if transporting children (refer to *Road Safety and Safe Transport Policy*)

# OCCUPATIONAL HEALTH AND SAFETY POLICY MANDATORY – QUALITY AREA 3



- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians.

## **STUDENTS ON PLACEMENTS, VOLUNTEERS, CONTRACTORS AND PARENTS/GUARDIANS AT THE SERVICE ARE RESPONSIBLE FOR:**

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by the service
- not acting recklessly and/or placing the health and safety of other adults or children at the service at risk.

## **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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

## **ATTACHMENTS:**

Attachment 1: Annual employer review checklist

Attachment 2: Monthly employer review checklist

Attachment 3: Checklist for Weekly Inspection – Internal & External

Attachment 4: Checklist for daily inspections

Attachment 5: Hazard Identification, Risk Assessment and Corrective Action Form

Attachment 6: Chemical Register

Attachment 7: Risk Assessment Form – Re: Staff/First Aid

## **AUTHORISATION:**

Adopted by Highvale Preschool Association Inc. on 30<sup>th</sup> April, 2019 and will take effect from 14<sup>th</sup> May 2019.

Review Date: April 2020



ATTACHMENT 1.

ANNUAL EMPLOYER REVIEW CHECKLIST

Recommended Instructions

- 1 Employer to complete this review at the March Committee of Management meeting and then again at the final meeting of the year as part of the handover to new committee procedure.
- 2 Please remember to review the outstanding items from this yearly review in subsequent monthly meeting, until each item is closed out.
- 3 Keep an updated record as an agenda item at Committee of Management Meetings and note in the minutes when the review has been completed
- 4 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue Resolution Procedure.

	Description of OHS item/issue	Comment and proposed corrective action for OHS item or issue. Where and when this was first identified? Provide initial date e.g. weekly inspection dd/mm/yy. Employer to consult with employees, and employees to update employer if OHS risk increases. Consider using <i>Health and Safety Consultation Checklist</i> in Attachment 106.	Person(s) responsible for corrective action.	By when? Include revised target dates if required.
1	OHS Policy/Procedure checklist (provided separately, below) completed once per year, and for procedure part of this checklist as each procedure is developed or changed			
2	At least one mock lockdown drill was completed in the prior year, and after consultation with employees, learning points included in an updated <i>Emergency Response Plan</i> . Also were employees provided with opportunity to understand and clarify questions about the changes?			
3	At least one mock evacuation drill per term was completed in the prior year, and after consultation with employees, learning points included in an updated <i>Emergency Response Plan</i> . Also were employees provided with opportunity to understand and clarify questions about the changes?			



4	<p>At least one other mock emergency drill (e.g. a desktop drill in consultation with employees of what to do in event of one of; medical emergency such as an allergic reaction of employee or child, illness/injury of employee or child, bomb threat, other...) was completed in the prior year, and after consultation with employees, learning points included in an updated <i>Emergency Response Plan</i>. Also were employees provided with opportunity to understand and clarify questions about the changes?</p>			
5	<p>Where there any real Emergency Situations and, after consultation with employees, were learning points included in an updated <i>Emergency Response Plan</i>. Also were employees provided with opportunity to understand and clarify questions about the changes?</p>			
6	<p>Has the <i>Training Needs Analysis Spreadsheet</i> been reviewed by the employer?</p>			
7	<p>Other – please provide details</p>			





**ATTACHMENT 2 MONTHLY EMPLOYER REVIEW CHECKLIST**

**Recommended Instructions**

- 1 Employer is to complete this review at each Committee of Management meeting, preferably held minimum of once per month.
- 2 A verbal report will be presented to the Committee of Management meeting under the agenda Item OHS. Records are to be kept in the OHS Folder showing tasks that have been completed. Any task that requires further action shall be placed on the action sheet and shall remain there until completed.
- 3 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue Resolution Procedure and check OHS Manual for more detailed instructions

**MONTHLY EMPLOYER CHECKLIST**

	<b>Description of OHS item or issue.</b>	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Are daily checklists being completed?											
2	Are weekly checklists being completed?											
3	Has incident/injury register been reviewed											
4	Have any <i>Incidents Notifiable to WorkSafe</i> ) been advised to an employer representative? See OHS Folder for further action											
5	Were there any reported instances or incidents of employees advising e that a specific manual task was found to be difficult and therefore may pose a manual handling hazard?											
6	Are there any new manual handling activities or changes to existing work methods involving manual handling in the last month?											
6	Have all new employees received OHS induction?											
7	Is the Emergency Contact list up-to-date and clearly posted in the service?											



**PART 2 OF 2 –RISK ASSESSMENT RANKING CHECKLIST – TO BE USED WHEN HAZARD HAS BEEN IDENTIFIED**

Description of OHS item or issue.	Risk Assessment (Priority Ranking). How likely is injury/illness and how severe could it be?			Comment and proposed corrective action for OHS item or issue. Where and when this was first identified? Provide initial date e.g. weekly inspection dd/mm/yy. Employer to consult with employees, and employees to update employer if OHS risk increases. Consider using <i>Health and Safety Consultation Checklist</i> in Attachment 106.			
	High	Medium	Low	Can you eliminate the hazard source? If so, how? e.g. remove cord that is creating trip hazard.	If you cannot eliminate the hazard source how can you reduce it?	Person(s) responsible for corrective action.	By when? Include revised target dates if required.



**ATTACHMENT 3 CHECKLIST FOR WEEKLY INSPECTION – INTERNAL & EXTERNAL**

- 1 Weekly checklists- done on 4 week rotational basis, are to be completed by employees, and kept on file in OHS Manual.
- 2 For items requiring prompt follow up, the employees who conducted inspection must contact an employer representative to determine corrective action or if appropriate contact Monash Council. Feedback to employees confirming corrective action to be given.
- 3 A verbal report will be presented to the Committee of Management meeting under the agenda Item OHS. Records are to be kept in the OHS Folder showing weekly tasks that have been completed. Any task that requires further action shall be placed on the action sheet and shall remain there until completed.
- 4 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue Resolution Procedure

**Weekly Checklist Week 1**

<b>Part 1 – Internal</b>	<b>Date</b>	<b>Date</b>
Entrances in good order		
Entrances, doorways kept free of obstructions		
Mats provided at entrances for wiping feet		
Floor coverings in good order		
Floors level, without cracks, dips or holes		
Floors clean and not slippery		
Signs available and always placed to indicate wet floors after cleaning		
Computer and other electrical leads kept clear of aisles and walkways		
Aisles and walkways free of obstructions		
Adequate locks on all external doors		
Adequate locks on all external windows		
All keys are registered and records are kept to identify people holding them at any given time		
Alarm systems installed and functional		
Signs clearly visible to indicate security measures are in place		
<b>Part 1 – External</b>		
<b>Vehicle parking area and building perimeter</b>		
Entrances and exits are clearly marked		
Surface of parking area and driveways is free from pot-holes, cracks and other tripping hazards		
Traffic and speed restriction signs are clearly visible		
Assembly area for emergency evacuations is accessible and clearly marked		

**Weekly Checklist Week 2**

<b>Part 2 – Internal</b>	<b>Date</b>	<b>Date</b>
Adequate toilet facilities for men and women		
Nappy change facilities available		
Bathrooms and toilet areas cleaned regularly		
Bathrooms and toilet areas well ventilated		
Liquid soap and personal hand towels are provided		
Sanitary bins provided		
Children’s hands washed after going to the toilet		
All work areas kept clean and tidy		
Toys put away after use		
Materials and equipment stored safely		



Rubbish bins and recycled paper bins emptied regularly		
Staff are provided with protective equipment (e.g. disposable gloves) for cleaning tasks		
Procedures in place to ensure spills and breakages are cleaned up immediately		
<b>Part 2 – External</b>		
<b>Boundaries and access points</b>		
Walls, gates and fences in good order without gaps or protrusions and do not have footholds for climbing		
Signs clearly displaying to indicate security arrangements in place		
Pathways are free of raised curbs, pot-holes, tree branches and other hazards		
Anti-slip surfaces provided where necessary, and moss, fallen leaves etc. cleared regularly		

**Weekly Checklist Week 3**

<b>Part 3 – Internal (Week 3)</b>	Date	Date
Lighting adequate.		
Adjustable blinds provided to stop glare and shadows across work surfaces		
Lighting in all indoor work areas is sufficient and suitable for work performed		
Light switches are accessible		
Steps and changes of level are clearly defined and indicated		
Childproof locks fitted to gates where needed		
Impact-absorbing material under all equipment where fall height could exceed 50cm		
Fall zone free from objects and extends at least 2.5m beyond perimeter of equipment		
Equipment has no protruding bolts, nails or splinters		
All equipment is checked regularly to ensure it is safe and in good repair		
Sandpits are clean, and any rubbish and dangerous objects has been removed		
Adequate sun protection provided		
Sunscreen provided for children and staff		
Hats are worn by children and staff when outside in the sun during from September to end of April		

**Weekly Checklist Week 4**

<b>Part 4 – External (Week 4)</b>	Date	Date
Adequate storage provided		
Storage areas kept tidy		
Shelving in good order		
Storage areas locked and kept free of obstructions and rubbish		
All chemicals are locked away and an MSDS has been supplied for each hazardous substance.		
Gardens maintained – debris and dead, loose or overhanging branches are removed and grass is cut		
Gardens and grounds are free of sharp objects		
Trolley or wheelbarrow available to move heavy or unstable loads		
If any building, renovation or demolition is being carried out, qualified professionals have been consulted to determine there is no asbestos present		



**ATTACHMENT 4 CHECKLIST FOR DAILY INSPECTIONS**

1. Daily checklists are to be completed by employees and filed in OHS Folder.
2. For items requiring prompt follow up, the employees who conducted inspection must contact an employer representative to determine corrective action or if appropriate contact Monash Council. Feedback to employees confirming corrective action to be given.
3. A verbal report will be presented to the Committee of Management meeting under the agenda Item OHS. Records are to be kept in the OHS Folder showing daily tasks that have been completed. Any task that requires further action shall be placed on the action sheet and shall remain there until completed.
4. Where the employer is not sure of what to do, please follow guidance in Service OHS Issue Resolution Procedure.

Please note: This checklist will be kept In OHS folder and will have columns added for checking list has been completed.

**SAFETY CHECKLIST FOR DAILY INSPECTIONS**

**Name of service:** .....

**Date:** .....

**Inspection conducted by:**

The following items need to be checked daily prior to the children’s outside playtime at the service. This will include walking around the perimeter fence of the playground.

<b>Outside</b>
Fencing is secure and unscalable. (No breaches in the fence or materials left nearby that would assist children to scale the fence.)
Gates are secure and cannot be opened by children.
Playground is free of syringes and other material that may have been left in the playground overnight, with special attention given to the area next to the perimeter fence, enclosed areas and sandpit, if left uncovered.
Sandpit checked if uncovered or if covering is breached to ensure it is free of animal faeces.
Paths and paving surfaces are free of slipping hazards e.g. sand.
Soft-fall and grassed areas are free from hazards.
Tyres and other equipment with recessed areas are free of snakes and spiders.
<b>Inside</b>
Exits are clear.
No hazardous materials are within reach of children.



ATTACHMENT 5 HAZARD IDENTIFICATION, RISK ASSESSMENT AND CORRECTIVE ACTION FORM

**HAZARD IDENTIFICATION, RISK ASSESSMENT AND CORRECTIVE ACTION FORM**

**Step 1A. Hazard identification – completed by employee or employer**

If urgent please ring or contact employer immediately, control situation as best you can without exposing yourself or others to undue harm. Then follow up as soon as possible with completion of this form.

Date: .....Hazard raised by (please print name):

Please describe possible workplace hazard in as much detail as possible including where it is located, source if known, who might be exposed to harm, how long it's been around, if there are precautions that are already in place, if you think there are problems with these existing precautions, and any ideas you have on more effective precautions.

.....  
.....  
.....

**Step 1B. Hazard notification – completed by employee and employer**

This form forwarded to management or employer representative on [insert date]: .....

Name of employer representative: .....

Signature of employer representative: .....

**Step 1C. Hazard analysis – completed by employer in consultation with employee(s)**

Cross-reference to other documents and date: .....

Other information reviewed and assistance received:

.....  
.....

Hazard/item/task to be assessed: ..... Date:

Location(s) of hazard/item/task: .....

Possible reasons for presence of hazard and identify hazard source if known or suspected:

.....  
.....

**Step 2. Risk assessment – completed by employer in consultation with employee(s)**

Use the spreadsheet table in this form. To help determine the Risk Level (if required) please use this Risk Assessment Tool, or other tool as agreed by the employer team.

When you use the matrix, try not to be too concerned about the need to always get the 'correct' risk level. Whether the risk is precisely 'high', 'medium' or 'low' is only an approximate indication of real situations involved and the tool is intended to provide a useful guide in deciding priorities in controlling the risk.

Risk level = likelihood x consequence

		CONSEQUENCE				
		Catastrophic	Major	Moderate	Minor	Insignificant
LIKELIHOOD	Almost certain	High risk	High risk	High risk	Medium risk	Medium risk
	Likely	High risk	High risk	High risk	Medium risk	Low risk
	Possible	High risk	High risk	Medium risk	Medium risk	Low risk
	Unlikely	High risk	Medium risk	Medium risk	Low risk	Low risk
	Rare	High risk	Medium risk	Medium risk	Low risk	Low risk

**Likelihood**

Almost certain: we can be sure it will happen

Likely: good chance it will happen

Possible: perhaps it will happen sometime

Unlikely: could happen but it would be unusual

Rare: could happen but probably never will

**Consequence**

Catastrophic: person is killed or totally disabled

Major: very serious injury or long-term illness

Moderate: quite serious injury/illness involving some days off work

Minor: some first aid or minor medical attention, but no lost time

Insignificant: some discomfort, but no medical attention needed

**Step 3. Determine corrective action (risk control measures) required – completed by employer in consultation with employee(s)**

Use the spreadsheet table in this form. To help determine possible risk control measures you need to consider:

- Ensuring your OHS issue resolution procedure is being followed,
- What risk controls are in place and are these working effectively,
- If these are not effective analyse why not,
- Determine relevant best practice by looking at guidance in the Early Childhood Management Manual OHS Section 9, WorkSafe Victoria website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) (then select 'Publications' tab) and the KPV website [www.kpv.org.au](http://www.kpv.org.au),
- Seeking assistance from one or more of:
  - WorkSafe Victoria hotline Tel: (03) 9641 1444
  - ELAA Tel: (03) 9489 3500
  - Your Worker’s Compensation Insurer or Agent
  - An OHS Consultant



- Employee representative organisations such as Trade Unions (note that Trades Hall Council has a possibly useful website <http://www.vthc.org.au>).
- Ensuring you consider the possibility of alternation to risk levels, or introduction of new hazards and risks due to proposed changes including corrective action and risk controls.
- Ensure you consider your recovery or emergency response measures are suitable for existing, improved and new risk controls (i.e. consider are relevant persons including employees prepared if these risk controls fail? And under what circumstances might these risk controls fail?).

If required, record details of other information reviewed and assistance received:

**Step 4. Monitor and review effectiveness of risk controls and changes made – completed by employer in consultation with employee(s)**

Use the spreadsheet table in this form. Responsible persons need to be assigned, and they need to agree to monitoring and reviewing the effectiveness of risk controls and any changes made. These persons need to report their findings to other employer representatives. The employer representatives then need to determine if the corrective action has been completed, instigate other action as needed, and keep records on file.





**ATTACHMENT 6                      Chemical Register**

**CHEMICALS (HAZARDOUS SUBSTANCES/DANGEROUS GOODS) REGISTER**

Service name: .....

Service address: .....

Roles and names of persons compiling register:  
.....

Date: .....

(Ideally a Committee Centre of Management representative should be involved in this, as well as an employee representative)

Next date for review of register: .....

\* All hazardous substances/dangerous goods must have an up-to-date MSDS no more than five years old. The MSDS should state that the product is hazardous or, in the case of dangerous goods the DG Class.

Product Name	For what purpose is this chemical used?	Is this a Hazardous Substance?	Is this a Dangerous Goods?		Material Safety Data Sheet (MSDS)		Risk Assessment		Actions/ Comments
		Yes/ No	Yes/ No	DG Class	Yes/ No	Issue Date*	Yes/ No	Issue Date	

**ATTACHMENT 7 RISK ASSESSMENT FORM – RE: STAFF/FIRST AID**

1.	How many people work at the service (estimate for most days)?	
2.	How many children are enrolled at the service (write the number)?	
3.	Do people regularly work in the service after hours?	
4.	Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?	
5.	Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)	
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?	
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?	
8.	What type of, and how many, first aid kits are available at the service?	
9.	Are the contents of first aid kits complete and up to date as per the contents list?	
10.	Where are the first aid kits located?	
11.	How many current first aid officers are there at the service? (List the number, approved first aid qualifications and qualification expiry dates)	



12.	Identify and list specific hazards and where they may be located	<b>Hazards</b> Heaving lifting			<b>Location</b> Storeroom	
13.	Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept	<b>Hazards /health concerns</b>	<b>Specific first aid requirements</b>	<b>Specific training required</b>	<b>Staff have appropriate training</b>	<b>Location of first aid equipment</b>
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?					

**Recommendations**

Reference number	Recommendation	Responsibility and time frame
e.g. 3 & 4	Develop safety procedures for staff working on their own/after hours	Approved Provider within 2 months

**Names of those responsible for completing this form**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date for next review: \_\_\_\_\_