



Peterborough Community Preschool
and Rural Care Services
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Workplace Health and Safety Procedure

Rationale:

Peterborough Preschool and Rural Care Service is committed to the proper management of Workplace Health and Safety which ranks equally with all other operational considerations. It is the aim of Peterborough Preschool and Rural Care Services to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

Objectives

The objectives of this policy are to ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated
- Employees are consulted and encouraged to contribute to the decision-making process on workplace health and safety (WHS) matters affecting health and safety at work
- All managers, supervisors and employees receive the appropriate information, instruction, training and supervision they need to safely carry out their responsibilities

Strategies

Peterborough Preschool and Rural Care Services will achieve its workplace health and safety and welfare objectives by developing and implementing appropriate policies and procedures that document standards and guide managers, supervisors and employees in carrying out the responsibilities in

- Identifying hazards and risks to health and safety associated with tasks and activities carried out by Peterborough Preschool and Rural Care Services
- Assessing the degree and level of risks arising from hazardous tasks or activities

- Selecting, implementing and maintaining appropriate measures to control risks to health and safety
- Consulting with employees and their representatives on matters that may affect their health and safety identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities
- Developing, implementing and monitoring plans to put Peterborough Preschool & Rural Care Services health and safety policies and procedures into effect.

Roles and Responsibilities

Responsible Officer

- The Director as the responsible officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies

In particular the Director will ensure:

- Appropriate procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety
- Mechanisms are provided to enable the identification, development, implementation and review of appropriate health, safety and welfare-related policies and procedures
- Mechanisms are provided to enable employees and their representatives to be consulted on any proposals for, or change to, the workplace, work practices, policies or procedures that may affect the workplace health and safety of employees
- Managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities
- Mechanisms are provided to enable the assessment of Coordinator's and Employee's health and safety performance
- WHS performance is an integral component of Peterborough Preschool and Rural Care's business and financial plans
- Mechanisms are provided to regularly monitor and report on health and safety performance
- Annual health and safety strategic plans are developed and implemented to meet health safety objectives

Health and Safety Representative

The Health and Safety Representative has the responsibility for coordinating Peterborough Preschool and Rural Care management of health and safety on behalf of the Preschool Director. The Health and Safety Representative does not assume the responsibilities of managers and supervisors.

The Health and Safety Representative has a responsibility to:

- Coordinate the identification, development, implementation and review of health and safety-related policies and procedures
- Assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety

- Assist managers and supervisors in monitoring and evaluating hazards and risk control measures
- Assist managers and supervisors in the identification, development and provision of appropriate health and safety-related information, instruction and training
- Assist managers and supervisors to effectively consult with employees and their representatives
- Monitor and advise on legislative and technical changes relating to health and safety
- Support employees to follow policies and safe work procedures developed
- Provide information to employees and their representatives on health and safety

Employees

Employees have a responsibility in their areas of control to ensure:

- They carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- Relevant health and safety policies and procedures are effectively implemented
- All risks to health and safety are identified, assessed and effectively controlled
- The effectiveness of risk control measures are regularly monitored and deviations from standards rectified
- Employees have adequate knowledge and skills to carry out their health and safety responsibilities
- Employees and their representatives are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health and safety of employees
- Relevant health and safety policies and procedures are implemented in their areas of control
- All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained
- The employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs
- Report any incident or hazards at work to their coordinator or responsible officer and fill out the near miss or needs attention form when required.
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- Follow any reasonable instruction aimed at protecting their health and safety while at work, including daily inspections.
- Use any equipment provided to protect their health and safety while at work
- Assist in the identification of hazards, the assessment of risks and the implementation of risk measures
- Consider and provide feedback on any alters which may affect their health and safety
- Ensure they are not as affected by alcohol or another drug to endanger their own or any other persons' health and safety.

Legislation:

Education and Care Services National Law Act 2011

Education and Care Services Regulations 2011 (amended 2013)

Chairperson
Governing Council
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Director
Peterborough Community Preschool
and Rural Care Service.

Adopted: August, 2010

Review Date 20.....