BANC Organisational

POLICY 2.15 Work Health and Safety

Policy number	2.15	**Version**	1
Approval Date	V1:	**Date of last revision**	August 2121
Authorisation/ initials	V1: xx name of person & xx job title		
Review date	2024		

1.0 Purpose

This policy outlines BANC's obligations regarding work health and safety and our commitment to ensuring, as far as is reasonably practical, the health and safety of our workers and others in our workplaces.

2.0 Policy Scope

This policy applies to the following persons.

Board	Staff	Volunteers	Students	Service Users and their representatives	Contractors/ Suppliers (including their employees)	Members of the public
✓	✓	✓	✓	✓	✓	✓

3.0 Definitions

Work health and safety: requires the management of risks to the health and safety of everyone in the BANC workplaces. This includes the health and safety of anyone who does work for BANC as well as service users, visitors and suppliers (https://business.gov.au/risk-management/health-and-safety/work-health-and-safety).

4.0 Policy Details

BANC strives to promote and maintain the highest degree of physical, mental and social well-being for all individuals including staff, volunteers, students, service users and visitors in the

workplace. The organisation complies with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace through implementing safe systems of work.

BANC will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

BANC will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

5.0 Responsibilities

Position	Responsibilities
BANC General Manager	Primary responsibility for implementing WHS policy and taking all practical measures to ensure that: • the workplace is safe and without risks to health; • the behaviour of all persons in the organisation is safe and without risk to health. For more detailed information refer to Section 8.2 below.
Board	Promoting and maintaining workplace health and safety (WHS). • ensure policy and procedures are established that provide for the health and safety of all persons in the organisation • ensure that these WHS policy and work safety procedures are effectively implemented • conduct an annual review of the WHS policy • assessing a report on the annual review of the WHS Committee
Staff/volunteers/ students	All staff, volunteers and students are required to follow WHS policy and safety procedures and: • take reasonable care to protect their own health and safety and that of any other person who may be affected by their working practices including remediating easily solved hazards; • report observed safety hazards to their direct supervisor who will then be responsible for progressing reporting and remediation; • participate in consultation and training about WHS; • report incidents to their direct supervisor; • observe and actively promote safe working practices.

	• Staff are responsible for ensuring this policy is followed by service users and members of the public
Contractors/Sub-contractors	All contractors and sub-contractors are required to comply with WHS policy and follow appropriate safety procedures. Contractors will be given a copy of this policy. Contactors will: • every contractor will be answerable to a nominated BANC staff supervisor; • take reasonable care to protect their own health and safety and that of other persons who may be affected by their working practices; • report observed safety hazards to their BANC supervisor; • observe and promote safe working practices. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract
WHS Officer/ Committee	Refer to Section 8.3 below.

6.0 Related Documents

Policy 2.0 Vision and philosophy statement
Policy 2.6 Duty of Care
Policy 2.7 Grievance, conflict and mediation
Policy 2.9 Professional ethics and conduct
Policy 2.16 Risk management
Policy 3.14 Staff training and development
Policy 4.7 Food handling
Control of infections and communicable diseases
Fire & emergency evacuation procedures
Hazard/near miss reporting forms
Injuries in the workplace – register and incident reports
Managing infections and communicable diseases
Material Safety Data Sheets (MSDS)
Risk management plans
Venue management plans
ACECQA National Quality Standards 2.1

Education and Care Services National Regulations (2011 SI 653) 77
My Time, Our Place
Food Standards Code
Food Act 2003 (NSW)
Food Regulation 2015
Work Health and Safety Act 2011
SafeWork NSW regulations

7.0 Policy Change History

Version	Description	Date	Updated By
1	New policy format & updates to policy content. Incorporation of previous BOOSH Hygiene policy.	9/8/21	AW

8.0 Procedures

8.1 WHS consultative framework

Updated Date/By	08/2021	Desc.	New format
1	BANC will adopt a consultative framework for addressing Work Health Safety (WHS) to ensure it: • meets the requirements for consultation under the Work Health and Safety Act 2011 • draws on the knowledge, experience and ideas of staff, and encourages their participation and input to improve the management of WHS.		

2	The Work Health and Safety Act 2011 requires that consultation be undertaken in the following circumstances: • when changes that may affect health, safety or welfare are proposed to the: – premises where persons work – systems or methods of work – equipment used for work – substances used for work • when risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed. • when decisions are made about the measures to be taken to eliminate or control risks. • when introducing or altering the procedures for monitoring risks (including health surveillance procedures). when decisions are made about the adequacy of facilities for the welfare of employees.

8.2 General Manager (GM) responsibilities

Updated Date/By		08/2021	**Desc.**	New format

1		The GM has primary responsibility for implementation of WHS policy and takes all practical measures to ensure that: • the workplace is safe and without risks to health; • the behaviour of all persons in the organisation is safe and without risk to health.
2		In implementing these responsibilities, the GM will ensure: • staff, volunteers and students have the knowledge, training, skill and support to perform their duties safely; • that staff noticeboards carry required WHS notices and return-to-work program; • regular discussion about WHS issues at staff meetings; • regular consultation with staff and volunteers about matters impacting on WHS, including, but not limited to, WHS as a standing item on all staff meeting agendas; • the maintenance of a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation; • that annual inspections are conducted of health and safety risks

		throughout the organisation, with one member of the WHS Committee, and the development of control measures; • an annual review of WHS procedures by the WHS Committee.
3		The GM is also responsible for coordination and oversight of the following: **Managing workplace injuries** • Ensure the provision of first aid and/or transport to medical treatment • Ensure all injuries are notified to the supervisor as soon as possible • Ensure all injuries are recorded in a register of accidents and injuries **Workers Compensation Insurance policy** • Ensure policy is up to date for number of employees and roles performed • Notify the workers compensation insurer of any injuries according to legislative requirements. **Return to work program** • Arrange a suitable person to explain the return-to-work process to the injured worker • Ensure that the injured worker is offered the assistance of an accredited rehabilitation provider if they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices • Arrange for suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition
6		If the GM does not have the necessary authority to fix a particular problem, they will report the matter promptly, with any recommendations for remedial action, to the Board and where necessary to the owner of the premises.

8.3 WHS Officer and committee responsibilities

Updated Date/By	08/2021	**Desc.**	New format
1	Staff at BANC have nominated to have a WHS Committee and to have each separate work site represented on the WHS Committee. This decision will be		

	reviewed as a component of the annual review of this policy.
2	A Workplace Health and Safety Officer will be nominated from the senior staff. They will establish an ongoing consultative mechanism with staff and volunteers, through a Workplace Health and Safety Committee which will be composed of representative members of staff.
3	Each member of a WHS Committee will undertake WHS consultation training provided by an authorised WHS trainer.

4	The WHS Committee takes responsibility for coordination and oversight of the following: **Ensuring safety responsibilities are clearly defined and understood** • Review the requirements of relevant legislation • Include safety information and responsibilities in induction processes • Develop clear instructions on how to deal with safety issues • Ensure supervisors have the necessary knowledge, skill, support and resources to ensure safety in the workplace **Undertaking hazard and risk assessment** • Ensure each BANC site undertakes monthly reviews against a check sheet. This review includes sites and vehicles and when risks are identified, a risk management plan is developed and actioned. • Review resources to support safety initiatives **Developing and implementing safe work procedures** • Ensure safety procedures are written for all key functions • Ensure all staff are trained in safe work procedures • Ensure equipment that is purchased is safe, maintained and used properly **Monitoring and reviewing safety performance** • Build safety into work plans and position descriptions • Review procedures when there are changes in the workplace or after an incident • Conduct an annual review of WHS procedures by the WHS Committee • Make recommendations to the manager on WHS issues as required

8.4 First Aid

Updated Date/By	08/2021	**Desc.**	New format
1	Each BANC site will appoint a designated First Aid Officer/s whose First Aid training is up-to-date and relevant to the site. There will be a notice posted at each site		

	identifying the designated First Aid Officer/s.
2	• ACCESS staff and BOOSH educators will undertake First Aid training. • BOOSH staff will also undertake asthma management and anaphylaxis management training. • One educator who is currently qualified in senior First Aid, asthma management and anaphylaxis management will be always present at BOOSH.

3	All sites will maintain a type B First Aid kit, as per SafeWork standards.
4	Each BANC vehicle will maintain a type C First Aid kit, as per SafeWork standards.
5	Additionally, BOOSH will maintain a portable type C First Aid kit, as per WorkCover standards. The portable first aid kit will be carried by staff on all excursions and outdoor activities. A cold pack will be kept in the freezer for treatment of bruises and swelling.
6	A designated First Aider at each site will be responsible for maintaining all BANC kits in compliance with the standards.
7	A current first aid certificate will be advertised as an essential requirement for all new positions at Access and BOOSH.
8	BANC will budget for up-dates of First Aid training as part of the training budget for all permanent staff for whom first aid qualifications are compulsory for their position and nominated site specific First Aid Officers. Casual staff will be responsible for maintaining their own first aid qualifications.
9	Qualified first aid officers will administer First Aid in minor accidents and stabilise victims until expert assistance arrives in more serious accidents. In the event of an emergency, the person administering First Aid must not leave the patient until emergency services or the carer/parent/guardian arrives. A second person should make all emergency calls.
10	Where staff have had to administer First Aid and the incident is deemed serious the Nominated Supervisor will ensure that the steps outlined in the Injuries in the Workplace policy are followed and in instances where required, the Regulatory Authority is notified within 24 hours of the incident.

8.5 Non-smoking environment

Updated Date/By	08/2021	**Desc.**	New format

1	BANC acknowledges the dangers of both active and passive cigarette smoking to its visitors, service users and staff, volunteers and students. Lingering cigarette smoke can also be a major source of distress to people with respiratory illness. The following applies: • No staff member, student, volunteer, visitor or service user can smoke in BANC offices, buildings, or grounds or other areas BANC is responsible for, or where BANC services are being provided, or in any vehicle being used to deliver a BANC service. • No staff member, volunteer or student is permitted to smoke during work hours.

8.6 Stress

Updated Date/By	08/2021	**Desc.**	New format

1	Stress is a common factor that directly affects health and safety in the workplace. Factors which cause or contribute to stress are varied. To limit stressful situations in the workplace, stress should be considered as a hazard when Risk Management Plans are developed. Employees should be encouraged to discuss stress-related work issues with their immediate supervisor. An employee assistance program will be made available where required.

8.7 Electrical hazards

Updated Date/By	08/2021	**Desc.**	New format

1	To ensure electrical equipment is kept in good condition, all electrical equipment will be assessed when a Risk Management Plan is undertaken. Electrical equipment must be checked and tested by a person licensed to test and tag electrical equipment at least every two years. Strategies to ensure safety include: • Power point protectors and safety switches should always be used;

	• All equipment should be checked for damage including to accessories, power and extension cords, connectors, plugs or outlet sockets. The inner cores of flexible supply cords are not exposed, and any protective sheath is not damaged to the extent of exposing the insulation of the inner cores. Watch out for unprotected conductors or insulation tape; • The warning on portable power points indicating the maximum load is intact and legible; • Power cords are effectively anchored; • All temporary cords are taped down if crossing a walking path.

8.8 Handling and safe use of chemicals

Updated Date/By	08/2021	**Desc.**	New format

1	• All chemicals must be labelled, securely contained and stored in a secure place. • All areas where chemicals and solvents are used should be well ventilated. • All staff members, volunteers and students, where applicable, must know about correct usage and known health risks and will be given training on safe handling of chemicals. Material Safety Data Sheets' (MSDS) information on how to manage chemical product hazards should be located near to the area where the chemicals are stored.

8.9 Manual handling

Updated Date/By	08/2021	**Desc.**	New format

1	Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object. To prevent manual handling injuries, staff, volunteers and students will: • Make sure that equipment is designed, constructed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled, • Make sure that the work practices involving manual handling and the working environment are designed to be consistent with safe manual

	handling activities, • Identify, assess and control risk associated with manual handling activities in the workplace. Risk Management Plans must examine work practices that involve any form of manual handling and specific procedures put into place for each service around correct handling techniques. All staff members, volunteers and students will be given training relating specifically to the project they are involved with, and equipment they will be using.

8.10 BOOSH Hazardous Materials

Updated Date/By	12/2021	**Desc.**	New format. Information was previously in a separate BOOSH policy.

1 BOOSH has specific considerations with regards to ensuring the safety of children as well as staff. Whilst some of the following points may replicate information in other procedures contained in this policy, they are included in this BOOSH specific procedure for ease of reference.

i. Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the centre will not be used or undertaken while BOOSH is in operation.

ii. Should any pests or vermin be identified then action should be taken to rid the centre of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.

iii. Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation, and preferably not in the presence of the children.

iv. Aerosol cans such as spray paints etc used for specific activities will only be used outside in a well ventilated area.

v. All staff will be made aware on initial orientation, of any potentially dangerous products, which may pose a danger to the children and where these are stored.

vi. All relief staff will also be made aware of the products and where they are stored.

vii. All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers,

	clearly labelled and stored in the designated secured area which is inaccessible to the children. **viii.** Material Safety Data Sheets (MSDS) will be accessible for all chemicals stored on the premises. **ix.** MSDS should be obtained by the delegated staff member whenever a new product is purchased by telephoning the manufacturer (on label of product) or accessing the website of the manufacturer and downloading the MSDS. **x.** Staff are responsible to ensure that these areas remain secure and do not to inadvertently provide access to these items by the children. **xi.** Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these food products might contaminate foodstuffs. **xii.** Staff should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures. **xiii.** Education about dangerous products and their storage can be used to enhance both children's and parents' awareness of the topic. Activities, posters or newsletters can be undertaken to highlight the issue.

8.11 BOOSH Hygiene

Updated Date/By	08/2021	**Desc.**	New format

Children and parents using the service will be encouraged to share the responsibility of maintaining hygiene practices in the service.

Educators will maintain and model current best practice hygiene procedures as advised by NSW health authorities. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others (My Time, Our Place, Outcomes 3.2, 4.2, 4.3).

1	Educators will maintain and model appropriate hygiene practices and encourage the children to adopt hygiene practices. As part of children taking increasing responsibility for their own health and physical wellbeing, Educators should acknowledge children who are modelling hygiene practices and look for opportunites to provide opportunites for children who have not developed the same level fo awareness.
2	Informal education in proper hygiene practices will be conducted on a regular basis, either individually or as a group through conversations, planned experiences,

	inclusion in service routines and reminders. Health and hygiene practices will be highlighted to parents, and where appropriate information sheets or posters will be used by Educators to support these practices.
3	Educators will exercise a non judgmental approach to differences in hygiene practices and standards between families in order to support childrens' developing sense of identity. Where practices differ from the standards expected at BOOSH, Educators may remind children that these are practices to be followed in the service but they may be different for them at home.
4	Hand washing will be practised by all educators and children upon entering the service, before preparing or eating food and after all dirty tasks such as toileting, cleaning up any items, wiping a nose, before and after administering first aid, after playing outside or handling an animal. In addition educators will wash their hands before leaving BOOSH.
5	All educators must wear disposable gloves when in contact with blood, open sores or other bodily substance, clothes contaminated with bodily fluids or cleaning up a contaminated area. Educators must wash hands with soap and water after removing the gloves. Educators with cuts, open wounds or skin disease such as dermatitis should cover their wounds and wear disposable gloves. Used gloves should be disposed of safely
6	All toilet facilities will have access to a basin or sink with running hot and cold water; and soap and paper towel for washing and drying hands.Soap and paper towel will also be available in the kitchen area.
7	Women and girls will have access to proper feminine hygiene disposal
8	All toilets, hand basins and kitchen facilities will be cleaned and disinfected daily. Surfaces will be cleaned with detergent after each activity and at the end of the day and all contaminated surfaces will be disinfected.
9	Toys will be washed, cleaned and disinfected on a regular basis with material items such as dress ups and cushion covers laundered as required, but a minimum of quarterly.

8.12 BOOSH Food handling and consumption

Updated Date/By	11/2021	**Desc.**	New format

1	**Food storage** • All food will be prepared and stored in a hygienic manner. • Food must be stored in tightly sealed in containers or cling wrap, away from any chemicals. • All perishable foods musty be stored in the refrigerator and the temperature should be monitored to ensure it is less than 5ºC. • All rubbish or left over food is to be disposed of immediately in lidded bins and bins emptied at least daily and then wiped with disinfectant.
2	**Cleaning** • Surfaces are to be cleaned before and/or after food preparation. • Kitchen equipment will be cleaned and stored appropriately • All cups, plates and utensils will be washed in the dishwasher, using the hot cycle
3	**Children and food preparation/consumption** • Children will be encouraged to be involved in food preparation to assist them to have opportunites to learn more about hygiene practices when preparing food. This participation should always be supervised and an explanation provided to children on the reasons why hygienic conditions are maintained. • Children will be encouraged not to share their drinking and eating utensils. • Tongs and spoons will be used for the serving of food. Where possible, Educators will encourage children to self serve for food and drinks, encouraging the development of their food handling skills as well as acknowledging their growing sense of independence.
4	**Protective equipment** • Educators are not required when handling food to use gloves if correct hand washing practices have been implemented (See Food Act). • If gloves are used, care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded and replaced with a new pair before handling food and before working with ready to eat food after handling raw food. • Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body

5	**Food hygiene information** • BOOSH will provide food handling and hygiene information to parents as appropriate
6	**Review of food hygiene practices** • BOOSH will regularly review and evaluate food handling and practices in line wth current best practice guidelines from recognised authorities.