

## Work Health and Safety

### Policy introduction

Weldon believes that the provision of a safe working and learning environment for everyone within its programs and workplaces is an integral and essential part of its responsibility as a provider of education and care services. Through the provision of procedures, guidelines and other resources Weldon is able to provide safe workplaces and learning environments for employees and others undertaking work, children and visitors.

Everyone in the organisation's workplaces has a responsibility for health and safety under the WHS Act 2011. While Weldon has the primary duty of care, all employees have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with Weldon policy and procedures. All instructions and directions should be carried out so far as they are reasonably able; assisting in preventing harm to themselves and others.

### Our policy in action

#### Weldon is committed to:

- Providing everyone in its workplaces with a safe and healthy working and learning environment
- Promoting dignity and respect in all workplaces and taking action to prevent and respond to bullying in its workplaces
- Adopting a preventative and strategic approach to health and safety and using measurable objectives and targets to monitor performance
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work related health conditions
- Meaningful consultation with employees, their representatives and others on work health and safety (WHS) issues
- Providing appropriate information, training and instruction to facilitate safe and productive work environments
- Providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all places of work
- The reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents, and provide support where required
- Providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards

### Statutory legislation and considerations

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workplace Injury Management and Workers' Compensation Act 1998
- Workplace Injury Management and Workers' Compensation Regulation 2002
- Education and Care Services National Law 2010

- Education and Care Services National Regulations 2011

## Strategies for policy implementation

As the approved provider we will ensure:

- So far as is reasonably practicable, the health and safety of employees, others undertaking work and others in workplaces operated by Weldon
- That appropriate systems are in place, responsibilities appropriately defined and managers, nominated supervisors, responsible people and educators receive the training and resources they need to carry out their WHS responsibilities

The nominated supervisor/responsible person will ensure:

- This policy is implemented in their workplaces and area of control
- Safe systems of work and WHS procedures and guidelines are implemented, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement
- Employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- Meaningful consultation takes place with employees, their representatives and others on work health and safety (WHS) issues
- Workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring
- Effective emergency response plans and procedures are in place which include the provision of first aid and actions to support the resumption of normal operations
- Compliance requirements are adhered to and appropriate document management processes are in place
- Employees with injury or illness are managed in accordance with an agreed return to work program between the employer and employee

Where the nominated supervisor/responsible person is unable to ensure any of these provisions they should escalate them for appropriate action and support

Educators and staff will:

- Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply with reasonable instructions or lawful direction as far as they are reasonably able, including wearing personal protective equipment supplied by the employer as required
- Cooperate in following all Weldon WHS, guidelines and procedures
- Report incidents and hazards in accordance with Weldon procedures
- Participate in training and consultation with the support of Weldon and other appropriate organisations
- Meet their obligations under the return to work program (agreed on between employer and employee) and other guidelines to support their return to the workplace following injury or illness

Visitors, families, outside providers or others conducting business within Weldon workplaces will:

- Take reasonable care of their own WHS, and that their acts or omissions do not adversely affect the health and safety of others
- Report WHS issues in accordance with Weldon policy and procedures
- Participate in consultation in WHS matters affecting them

### Policy Availability

- This policy will be readily accessible to all educators, staff, families and visitors, and ongoing feedback on this policy will be invited

### Review

- Management and staff will monitor and review the effectiveness of this policy regularly. Updated information will be incorporated as required

### Evaluation

- Management, Educators and Staff respond in an effective manner to any WHS incident, hazard or risk, and documentation is completed, shared, and stored as appropriate
- Plans to effectively manage WHS are developed in consultation with Management, Educators, Staff and Families, and implemented appropriately
- Regular reviews of procedures and policy are implemented

### Procedures

The following list of procedures supports the implementation of this policy:

- Work Health and Safety Management Plan
- Safety Management Plan
- Hazard Identification Form
- Risk Assessment Form
- Emergency Evacuation and Lock-Down
- Emergency Evacuation and Lock-Down Evaluation
- Medical Risk Minimisation
- Incident, Injury, Trauma and Illness Report
- Notification of Serious Incident and Complaints
- Induction Checklist

### Links to other policies

The following policies may be linked to this policy:

- Educational Programme
- Guiding and Supporting Behaviour
- Transportation and Bus Runs
- Emergency and Evacuation

## Quality Area Seven: Governance and leadership Work Health and Safety (WHS)



- Physical Activity
- Incident, Injury, Trauma and Illness
- First Aid
- Infectious Diseases
- Medical Conditions
- Clothing and Accessories for children
- Sun Smart
- Water Safety
- Providing Child Safe Environments
- Toxic Chemicals
- Pregnancy and Immunisation
- Induction
- Nominated supervisor, Certified Supervisor, Responsible Person & Educational Leader
- Interactions with Children
- Family Participation and Communication
- Governance and Management

### The National Quality Framework

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standard for Early Childhood Education and Care and School Age Care

### Sources

- NSW Department of Education and Communities - Work Health and Safety (WHS) Policy