

3.01. OCCUPATIONAL HEALTH AND SAFETY

QUALITY AREA 3 | VERSION 4.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy will provide guidelines and procedures to ensure that:

- employees, children, parents/guardians, students, volunteers, contractors, and visitors at Wyndham Early Education and Care Services (EECS) enjoy a safe and healthy environment.
- as an employer, the approved provider takes reasonable steps to guarantee staff health, safety, and wellbeing.



Policy Statement

It is Wyndham Early Education and Care Services (EECS) moral and legal duty to keep staff, children, parents/guardians, students, volunteers, contractors, and visitors safe and healthy. This policy shows EECS's commitment to protecting the health, safety, and welfare of staff, children, parents/guardians, students, volunteers, contractors, and visitors in all its activities.

EECS is committed to ensuring that:

- management, staff, and volunteers understand their health and safety obligations.
- hazard identification, evaluation, and control are systematic at EECS.
- innovative risk reduction is promoted in the service environment through a management strategy rooted in communication and consultation.
- EECS trains staff to identify health and safety issues, which will make the service safer.
- EECS will comply with current and future legislation, including the Occupational Health and Safety Act 2004, and adopt and accept any appropriate codes of practice.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

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Find and provide resources, induction, and training to help educators, staff, contractors, visitors, volunteers, and students implement this policy.	✓	✓			
Provide staff with proper training in safe working methods and health and safety dangers related to their work at the service.	✓	✓	✓		
Develop procedures to guide the safe use of harmful substances, such as chemicals, in the workplace. <i>(Process 2.11.2: WCC – Procedure 13 – Chemical Management)</i>	✓	✓			
Ensure OHS accountability is included in all position descriptions.	✓	✓			
Inform the nominated supervisor, educators, staff, contractors, volunteers, and students of any policy-related legislative or operational changes.	✓				
Ensure all educators/staff are aware of this policy and are supported to implement it at the service.	✓	✓			
Keep informed of, and comply with, any relevant changes in legislation and practices in relation to this policy.	✓	✓	✓		✓
Monitor the conditions of the workplace and the health of employees, take the required steps to protect them from harm . <i>(Process 3.1.3: WCC - Procedure 06 - Hazard Identification and Risk Management)</i>	✓	✓	✓		✓
Allocate sufficient resources to implement this policy.	✓	✓			
Display this policy prominently for employees, parents/guardians, students, volunteers, and contractors.	✓	✓			
Ensure the service knows about current legislation on child restraints in vehicles when transporting children. <i>(refer to Safe Transport and Road Safety Education Policy)</i>	✓	✓			
Ensure there is a systematic approach to risk management and the management of workplace hazards . This includes ensuring: <ul style="list-style-type: none"> • health and safety dangers and risks are identified, assessed, eliminated, or successfully controlled if necessary. • the steps taken to eliminate/control health and safety risks and dangers are regularly checked and evaluated. 	✓	✓			
Provide and maintain a work environment that is safe and without risks to health. This includes ensuring that: <ul style="list-style-type: none"> • there are safe systems of work. • all equipment provided for use by staff are safe and meet relevant safety standards. • substances, 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. • there are adequate welfare facilities e.g., first aid and dining facilities. • there is appropriate information, instruction, training, and supervision for employees. 	✓	✓			

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Organise/facilitate regular safety audits of the following: <ul style="list-style-type: none"> indoor and outdoor environments. all equipment, including emergency equipment. playgrounds and fixed equipment in outdoor environments. cleaning services. horticultural maintenance. pest control. 	✓	✓			
Consult appropriately with employees on OHS matters including: <ul style="list-style-type: none"> 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. 	✓	✓			
Implement/practise emergency and evacuation procedures. (<i>refer to Emergency Management and Evacuation Policy</i>)	✓	✓	✓		✓
Implement and review this policy with the supervisor, educators, staff, contractors, and parents/guardians.	✓	✓	✓	✓	✓
Ensure the service is safe, secure, and free of any dangers for everyone who goes there. (<i>refer to Providing a Child Safe Environment Policy</i>)	✓	✓	✓		✓
Ensure all equipment and materials used at the service meet relevant safety standards .	✓	✓	✓		✓
Ensure all plant, equipment, and furniture are maintained in a safe condition.	✓	✓	✓		✓
Maintain a clean environment daily.	✓	✓	✓		✓
Remove tripping/slipping hazards as soon as these become apparent.	✓	✓	✓		
Take care of their own safety and the safety of others who may be affected by their actions. (<i>Process 3.1.1: WCC - Procedure 09 - Manual Handling</i>)	✓	✓	✓		✓
Involve children in conversations regarding OHS and incorporate OHS into the curriculum.		✓	✓		✓
Protect others from risks arising from the service's activities or additional activities like contractors cleaning the premises after hours.	✓	✓	✓		✓
Make sure all cabinets and rooms are properly labelled, including those that hold chemicals and first aid tools.	✓	✓	✓		
Ensure child-proof locks are put on cabinets and doors that may contain dangerous items.	✓	✓	✓		
Notify WorkSafe Victoria about serious workplace incidents and preserving the site of an incident. (<i>Process 3.1.2: WCC - Procedure 09 - Incident Reporting</i>)	✓	✓			

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Hold appropriate licenses, registrations and permits, where required by the OHS Act.	✓	✓			
Try to resolve OHS issues with employees or their representatives quickly.	✓	✓			
Do not discriminate against employees who are involved in health and safety negotiations.	✓	✓			
Allow access to an authorised representative of a staff member who is acting within their powers under the OHS Act.	✓	✓			
Produce OHS documentation as required by inspectors and answering any questions that an inspector asks.	✓	✓			
Do not obstruct, mislead, or intimidate an inspector who is performing their duties.	✓	✓			



Definitions

The terms defined in this section relate specifically to this policy:

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 service premises or while engaged in activities endorsed by the service.

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person because of exposure to a hazard.

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: Systematic process for developing knowledge/understanding about hazards and risks, informing 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.

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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
- National Quality Standard, Quality Area 3: Physical Environment
- National Quality Standard, Quality Area 7: Governance and Leadership
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017



Related Appendices & Documents

- Appendix 3.1.1: WCC - Health and Safety Policy
- Appendix 3.1.2: WCC - Occupational Violence Policy
- Process 2.11.2: WCC – Procedure 13 – Chemical Management
- Process 3.1.1: WCC - Procedure 09 - Manual Handling
- Process 3.1.2: WCC - Procedure 09 - Incident Reporting
- Process 3.1.3: WCC - Procedure 06 - Hazard Identification and Risk Management



Related Policies

- Code of Conduct
- Emergency Management and Evacuation
- Incident, Injury, Trauma, and Illness
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Providing a Child Safe Environment
- Safe Transport and Road Safety Education
- Staffing Arrangements

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
2	A 497240	Fully revised with many changes	23/08/2018	KK 22/01/2019	July, 2021
3	A4673503	Policy reviewed and update to strengthen alignment with WCC OHS policies and procedures. Policy updated to new format.	Oct, 2023	TP	Oct, 2026
4	A4673503	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	23/06/2025	TP <i>T. Papaicamov</i>	Oct, 2026