



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

POLICY STATEMENT

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, 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 Highvale Preschool, including during offsite excursions and activities

RESPONSIBILITIES	Approved provider and persons with management or	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing and maintaining a work environment that is safe and without risks to health (<i>OHS Act: Section 21</i>). This includes ensuring that: <ul style="list-style-type: none"> • there are safe systems of work • the design of work enables employees to be engaged in work that is healthy, safe and productive • all equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards 	R	√			

OCCUPATIONAL HEALTH & SAFETY POLICY

QUALITY AREA 3 & 7



<ul style="list-style-type: none"> substances 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 kitchen facilities etc. there is appropriate information, instruction, training and supervision for employees there are processes in place to identify and respond to psychosocial hazards (<i>refer to Definitions</i>). 					
<p>Ensuring safe work schedules through:</p> <ul style="list-style-type: none"> providing suitable rest breaks designing shifts to minimise fatigue providing for appropriate fatigue recovery providing sufficient notice of schedule or shift changes in accordance with their employment agreement 	R	R			
Implementing policies and procedures for responding to workplace bullying, harassment, stress, and occupational violence	√				
<p>Ensuring there is a systematic risk management approach to the management of workplace hazards. This includes ensuring that:</p> <ul style="list-style-type: none"> 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 <p>Organising/facilitating regular safety audits of the following:</p> <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 chemical management plan 	R	√			
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	R	√			
Ensuring the physical environment at the service is safe, secure and free from hazards for everyone at the service (<i>refer to Child Safe Environment and Wellbeing Policy</i>)	R	√	√		√
Ensuring that all equipment and materials used at the service meet relevant safety standards	R	√	√		√
Ensuring that all equipment and furniture are maintained in a safe condition (<i>Regulation 103</i>)	R	√	√		√
Maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent	R	√	√		√
Ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children (<i>refer to Road Safety and Safe Transport Policy</i>)	R	√			
Monitoring the conditions of the workplace and the health of employees (<i>OHS Act: Section 22</i>)	R	√	√		√
Taking care of their own safety and the safety of others who may be affected by their actions	R	√	√		√
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	R	√	√		√

OCCUPATIONAL HEALTH & SAFETY POLICY

QUALITY AREA 3 & 7



to the operation of the service e.g. contractors cleaning the premises after hours (<i>OHS Act: Section 23</i>)					
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	R	√	√		
Ensuring that OHS accountability is included in all position descriptions	R	√			
Ensuring this policy is available to employees, parents/guardian, students, volunteers, contractors and displayed in a prominent location.	R	√			
Allocating adequate resources to implement this policy	R	√			
Implementing/practising emergency and evacuation procedures (<i>refer to Emergency and Evacuation Policy</i>)	R	√	√		√
Implementing and reviewing this policy in consultation with the nominated supervisor, educators, staff, contractors and parents/guardians	R	√	√	√	√
Identifying and providing appropriate resources, induction and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy	R	√			
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	R				
Consulting 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 	R	√			
Notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (<i>OHS Act: Sections 38–39</i>)	R	√			
Holding appropriate licenses, registrations and permits, where required by the OHS Act	R	√			
Attempting to resolve OHS issues with employees or their representatives within a reasonable time frame	R	√			
Not discriminating against employees who are involved in health and safety negotiations	R	√			
Allowing access to an authorised representative of a staff member who is acting within their powers under the OHS Act	R	√			
Producing OHS documentation as required by inspectors and answering any questions that an inspector asks	R	√			
Not obstructing, misleading or intimidating an inspector who is performing their duties.	R	√			
Ensuring that all educators/staff are aware of this policy, and are supported to implement it at the service	R	√			
Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.	R	√	√		√

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 2017* 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
- 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

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, educators, 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

Wellbeing: In the context of occupational health and safety refers to the overall state of physical, mental, and emotional health of individuals within the workplace environment. It encompasses various factors such as job satisfaction, work-life balance, physical health, mental health, and social interactions within the workplace.

SOURCES AND RELATED POLICIES

Sources

- Compliance code: Hazardous manual handling: www.worksafe.vic.gov.au
- Early Childhood Management Manual, ELAA
- WorkSafe Victoria, Early Childhood Education and Care: Safety basics: www.worksafe.vic.gov.au
- Risk Assessment and Management Tool, ACECQA: www.acecqa.gov.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

Related Policies

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

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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS:

Attachment 1: Checklist for daily inspections

OCCUPATIONAL HEALTH & SAFETY POLICY

QUALITY AREA 3 & 7



Attachment 2: Checklist for Weekly Inspection – Internal & External

Attachment 3: Monthly employer review checklist

Attachment 4: Annual employer review checklist

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

Attachment 6: Chemical Register

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

AUTHORISATION

This policy was adopted by the approved provide of Highvale Preschool on 15th August 2024 .

REVIEW DATE: AUGUST 2025



ATTACHMENT 1

Daily Checklist

	Mon	Tues	Wed	Thurs	Fri
Fencing is secure & 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					
Sandpit checked 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.					
Exits are clear.					
Heaters are clear of hazards					
No hazardous materials are within reach of children.					



ATTACHMENT 2

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

Part 1 – Internal	Date	Date
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		
Part 1 – External		
Vehicle parking area and building perimeter		
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

Part 2 – Internal	Date	Date
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		

OCCUPATIONAL HEALTH & SAFETY POLICY

QUALITY AREA 3 & 7



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		
Part 2 – External		
Boundaries and access points		
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

Part 3 – Internal (Week 3)	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 1.8m 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

Part 4 – External (Week 4)	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 3: 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

	Description of OHS item or issue.	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?											



Attachment 4: Annual employer review checklist

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	<i>OHS Policy/Procedure checklist</i> (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			

OCCUPATIONAL HEALTH & SAFETY POLICY

QUALITY AREA 3 & 7



	questions about the changes?			
4	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?			
5	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?			
7	Other – please provide details			



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.

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.....

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 (then select 'Publications' tab) and the KPV website 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	Hazards Heaving lifting			Location 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	Hazards /health concerns	Specific first aid requirements	Specific training required	Staff have appropriate training	Location of first aid equipment
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?					