

OCCUPATIONAL HEALTH AND SAFETY POLICY – GENERAL

Date of approval: 10 October 1996

Last reviewed: 5 August 2004

To be reviewed as required

POLICY STATEMENTS:

The Management Committee recognizes the importance of developing and maintaining a high standard of safe working conditions and the importance of keeping health and safety standards under review.

Management Committee members are advised to make themselves aware of Childcare Regulations as described in the Children's Services 1998, booklet displayed in the kindergarten foyer.

PROCEDURES

Childcare Regulations as described in the Children's Services, 1998 (Health & Community Services, Victoria) will be observed.

Common health and safety concerns in kindergartens include manual handling, infection control and stress. The Infectious Diseases Exclusion Chart shall be on display at the kindergarten in the foyer, and also included in the Kindergarten Handbook which is distributed to all parents at the Parent Information Evening.

A Maintenance and Hazard book is to be kept at the kindergarten containing up to date records of inspection dates and repairs carried out on the property and equipment owned by the kindergarten.

It is the joint responsibility of the Director and the Occupational Health and Safety Officer (an appointed Committee of Management member) to maintain these records.

Equipment owned by kindergarten will be inspected at the end of each term by the Director and the Occupational Health and Safety Officer. The Director and Occupational Health and Safety Officer shall regularly check play equipment and play areas.

Any defects shall be documented in the Maintenance and Hazard book identifying course of action to be taken.

Evacuation procedure is posted in the kitchen. Staff have knowledge of this procedure. Safe working practices will be followed.

RELATED POLICIES

Alcohol

Clean Air (non smoking)
Cleaners
Food
Health and Hygiene
HIV/AIDS
Security (Building and Grounds)

RESPONSIBILITY

Director
Occupational Health and Safety Officer
Maintenance Officer