

Education and Care Services National Regulations

Regulation	Description
85	Incident, injury, trauma and illness policies and procedures
77	Health, Hygiene and Safe food practices
86	Notification to parents of incident, injury, trauma and illness
87	Incident, Injury, trauma and illness record
136	First Aid Qualifications
168.2 (a)	Education and Care services must have policies and procedures related to health and safety

National Quality Standards for Children's Education and Care Services

Quality Area	Description
QA 2	Children's Health and Safety
2.1	Each child's health is promoted.
2.1.1	Each child's health needs are supported.
2.1.3	Effective Hygiene practices are promoted and implemented
2.2	Healthy eating and physical activity are embedded in the program for children
2.3.1	Children are adequately supervised at all times.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Work Health and Safety Act, 2011

Regulation	Description
38	Duty to notify of notifiable incidents
39	Duty to preserve incident sites

Related Policies

CE Work Health and Safety
 ELC First Aid, Incident, Injury, Trauma and Critical Illness
 ELC and SAC Critical Incident Response

Definitions

Duty of Care

is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others. It is the first element that must be established to proceed with an action in negligence. Whenever an educator-student relationship exists and the individual is in the educator's care, there is an automatic duty of care.

Active Supervision

Active supervision refers to constant, active and diligent supervision of every student at the service. Active supervision requires that educators are always in a position to observe each student, respond to individual needs, and immediately intervene if necessary.

Hazard

a hazard is anything that has the potential to:
Cause injury or disease to people;
Damage the environment, property, plant or equipment.

Hazards can be due to:

The work environment, e.g. poor lighting or a slippery floor;
The work organization/management, e.g. carrying heavy loads over distances, inadequate safe working procedures, lack of policy;
The plant, equipment, tools or substances used, e.g. toxic chemicals/gases, noisy machinery, lack of information, training and supervision, inadequate or unsuitable personal protective equipment (PPE).

Risk

The likelihood that a hazard will result in injury, illness, loss or damage to people, to the environment, property, plant or equipment and the potential consequences of that injury, illness, loss or damage.

Purpose

This policy applies to all employees, students, visitors, volunteers and contractors in Catholic Education Archdiocese Canberra and Goulburn schools, ELCs, School Age Centres and offices and is readily accessible to all interested parties. This policy is to be displayed on WHS noticeboards, the Catholic Education Intranet, School Intranets and a copy provided to employees, students, visitors, volunteers and contractors as part of their induction to Catholic Education workplaces.

Policy

Catholic Education WHS Commitment and Principles

The principles of Catholic Social Teaching, in particular the principles of Human Dignity and Equality will underpin the safety of all employees, students, visitors, volunteers and contractors. In line with these principles, all employees, students, visitors, volunteers and contractors, no matter their circumstance of life, will be treated with dignity and equality.

Catholic Education Archdiocese of Canberra and Goulburn (Catholic Education) is committed to providing employees, students, visitors, volunteers and contractors with a healthy and safe environment.

Catholic Education will so far as reasonably practicable take action to improve and promote workplace health and safety and prevent workplace injuries and illnesses at all Catholic Education workplaces.

Catholic Education is committed to:

- Preventing injury and illness occurring in Catholic Education workplaces through proactive hazard management
- Providing effective rehabilitation and injury management assistance to employees with a work related injury/illness
- Consulting and co-operating with employees and relevant external parties on health and safety issues in a meaningful and effective manner

- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives
- Complying with all relevant health and safety legislation

Catholic Education will demonstrate this commitment through:

- Implementing the work, health and safety management system (MySafe) across all Catholic Education workplaces
- Consistently applying Catholic Education WHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards
- Providing appropriate information and training for Managers/Head of Services/Principals, employees, students, visitors, volunteers and contractors to enable them to perform their WHS roles and responsibilities and set minimum standards for performance
- Fostering a culture that empowers employees, students, visitors, volunteers and contractors to be responsible and accountable for health and safety and injury management
- Encourage employees, students, visitors, volunteers and contractors to report any hazards, work related injury, illness or near miss incidents
- Recording and investigating accidents and incidents and acting to prevent re-occurrence
- Applying risk management processes to identify, assess and control health and safety hazards
- Establishing effective consultation and communication processes with employees and other relevant stakeholders regarding health and safety that potentially impact them
- Using appropriate internal and external expertise and resources
- Monitoring, reviewing and improving the MySafe management system

Catholic Education employees, students, volunteers, visitors and contractors are required to:

- Report hazards and incidents
- Participate in training as identified and instructed to attend
- Consult and cooperate with Catholic Education on safety related matters
- Follow all WHS policies, procedures and safety instruction
- Observe the wearing of personal protective equipment as required

Sun Safety

As youthful skin is especially susceptible to sun damage, All CE ELCs should ensure that they develop Sun Smart practices for students. These should include the provision of adequate shaded areas, and measures to ensure that students are adequately protected from sun damage (eg. 'No hat - Shady play' or other similar practices that limit sun exposure). CE ELC Sun smart practices should balance the need for adequate sun exposure to ensure students are receiving enough Vitamin D, with the need to minimise skin damage due to sun exposure. The Cancer Council's website offers a number of resources that may assist with the development of Sun smart behaviours. Staff should also be encouraged to teach, model and reinforce sun smart behaviours. For more information regarding Sun Smart practices, please consult the [CE SunSmart Policy](#).

Water Safety

As one of the leading causes of death for children under the age of five, CE recognises the necessity for stringent practices regarding water hazards. Water hazards include water play, excursions to locations

which have unobstructed access to water, cleaning procedures, and hygienic practices utilising water. CE acknowledges the sensory benefits of exposing students to water play in a safe environment, and encourages CE ELCs to regularly utilise water as an educational tool in actively supervised situations. The safety and supervision of students in and around water should always be of the highest priority.

CE ELCs are also encouraged to educate students regarding the importance of water safety, so that they can identify and minimise the risks that water pose. Students must be actively supervised whenever they are around water hazards. While there are no specific requirements for additional supervision when a student is playing with, in or around water, ELCs are required to adjust their supervision requirements according to the risks and hazards associated with the activity or environment. Risk assessments should be conducted regularly addressing the risks of any water hazards located in and around the centre (ie. at least annually), and all reasonable measures should be taken to mitigate the risks associated. These assessments are required to be documented and kept by the ELCs.

ELC educators are required to visually assess equipment as well as indoor and outdoor environments daily for safety. As part of the approval procedure for all excursions, Educators are required to conduct and document a risk assessment of the proposed excursion destination. This risk assessment should attempt to identify any hazards in the destination's environment, including any risks associated with rivers, lakes, ponds, fountains and water features. As water hazards pose a significant risk to student, environments which have unobstructed access to such hazards usually require additional supervision to mitigate the risks of these unfamiliar environments.

Children's Health and Nutrition

All CE ELCs are required to promote the importance of healthy eating and physical activity to ensure that students' nutritional and physical health needs are met. The importance of healthy lifestyles should be reinforced through everyday activities and experiences at the ELC. Due to hygiene and allergy concerns, students should be encouraged not to share food with others. Parents are required to inform CE ELC of any additional health requirements of their child at time of enrolment, and throughout the duration of the student's enrolment within the ELC.

ELCs which have students or staff with severe allergies or other special dietary requirements may also need to consider reasonable measures and processes necessary to support the health and wellbeing of these individuals proportionate to the severity of their allergy or requirement. Parents should be informed of any additional dietary requirements for foods being brought into the centre, or provided for students to share (eg. birthday cupcakes).

CE ELCs are required to ensure food and drink is provided in accordance with National regulations, including access to safe drinking water at all times. Services which provide meals for students may also need to consider safe food handling training for staff.

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Director

Approved by:	SALT
Issuing Group	School Services
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Procedures:

Reportable Incidents

ELCs are obliged to immediately report to WorkSafe ACT any incident, injury or illness that is considered reportable. Reportable incidents include:

- The death of a person;
- A serious injury or illness of a person, including:
 - immediate treatment as an in-patient in hospital;
 - Immediate treatment for the amputation of any part of his or her body;
 - a serious head injury
 - a serious eye injury
 - the separation of skin from an underlying tissue (ie. De-gloving or scalping)
 - a spinal injury
 - the loss of bodily function
 - serious lacerations
- A dangerous incident, such as:
 - an uncontrolled escape, spillage or leakage of a substance
 - an uncontrolled implosion, explosion or fire;
 - an uncontrolled escape of gas, steam or a pressurised substance;
 - electric shock
 - the fall or release from a height of any plant, substance or thing;
 - The collapse or partial collapse of a structure.

Should a notifiable incident occur, the ELC director must ensure that the site where the incident occurred is not disturbed as far as possible prior to the arrival of a WorkSafe Investigator, except to assist an injured person, or prevent further injury or damage to persons or property (this includes the cleaning up of any bodily fluids etc). Directors should ensure that the area is cordoned off to minimise access, and try to minimise student's exposure to any disturbing visuals.

Australian Children's Education and Care Quality Authority (ACECQA) Notifications

ELCs are required to notify ACECQA of any serious incident which involves:

- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service;
- serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required medical attention from a registered medical practitioner
- the attendance of emergency services at the education and care service, or in a situation where emergency services ought reasonably have been sought.

In the event that a drowning incident meets the above criteria, ACECQA should be notified by the

[Notification of a Serious Incident Form \(SI01\)](#), as soon as possible following the event. Notification must be made within 48 hours.

Hazardous Substances

There are numerous hazardous substances that are used in the everyday running of an ELC. All ELCs are required to maintain a database of the Safety Data Sheets (SDS) for each hazardous substance kept on the premises. SDS (previously referred to as MSDS sheets) provide the user with information regarding:

- The identity of the chemical;
- Any health hazards for people who are exposed to the chemical (whether through skin exposure, inhalation or ingestion);
- Safe handling and storage instructions;
- Emergency procedures; and
- How to dispose of the chemical safely.

All manufacturers and importers of hazardous chemicals sold in Australia are required to provide an SDS for their product. The SDS provided by the manufacturer/importer must be maintained in its original form, and may not be altered in any way. These sheets can be found on the internet. Chemicals should always be stored securely, and out of the reach of children. Another consideration for ELCs is the presence of any poisonous plants in external play areas or grounds. For more information regarding hazardous substances, please consult the CE Hazardous Substances Policy.
