



Quality Area Two: Health and Safety Policy

Responsible	Nominated Supervisor, Centre Team		
Accountable 1	Chief Compliance and Quality Officer	Accountable 2	Nominated Supervisor
Consulted	Compliance Team, Policy Committee, Head of Property, People and Culture, Operations		
Informed	All staff, students, volunteers, families		

Policy statement

The objective of this two-part policy is to outline Affinity Education Group’s commitment to safeguarding and promoting the physical and psychological health, safety and well-being of all children, families, employees, visitors and other centre users. AEG and its employees have a duty of care, a legal and ethical responsibility, to act in the best interest of all children (ECA 2016) as well as to abide by Education and Care Services National Regulations (2011 and WA 2012) and Work Health and Safety Regulations (2011). Children, families, employees, visitors and other centre users have the basic right to safe and healthy environments and protection from harm, neglect, exploitation and any other hazard that has the potential to have a short- or long-term impact on a person’s well-being.

Affinity Commitment to Child Safety will be evident in all employee practices and decision making.

Our Safety Commitment:

At Affinity Education, we believe that child safety is everyone’s responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero-tolerance approach to child abuse and harm.

Part One: Child Safety and Wellbeing

The safety of children is of highest priority and general procedures for maintaining health, hygiene and safety will be implemented as well as specific procedures for monitoring and caring for individual health and medical needs, emergencies and unforeseen events.

Children’s health and safety will be embedded into the program and will become organic practices carried out by educators, children and other service users. Routines and opportunities will support and promote the importance of healthy lifestyles, nutrition, fitness, hygiene and personal safety and care.

Affinity Education Group supports the UN Convention on the Rights of the Child and National Principles of Child Safe Organisations and will advocate for the protection and safety of all children. Stringent procedures and child safe standards will be implemented to protect and support all children, including at risk and vulnerable children, children from cultural and linguistically diverse backgrounds and children with disabilities.

Part Two: Employee Safety and WHS

In addition to protecting and providing for the well-being of children, Affinity Education Group also has a duty of care to all employees and other service users to provide a safe and healthy workplace and to eliminate hazards and risks so far as is reasonably practicable. It is the responsibility of all service users to abide by procedures set out to comply with Work Health and Safety requirements.

Through policy, training, systems and CSO support, each centre will be equipped with the knowledge, skills and resources to maintain a safe environment. All centre users, regardless of their role or purpose for being at the centre, have the responsibility to step in and/ or report any unsafe or hazardous practices, environments or equipment and to act in a way that protects their own safety and that of others, following the principle of ‘See Something? Say Something!’.



All employees will be consulted on matters that impact them and will undergo pre-employment training in WHS matters including assessing risks and manual handling. Refresher training will be conducted regularly throughout their employment via meetings, policy and procedure review, online training, accredited courses and reflection during performance appraisals.

Environments, both indoors and out, will constantly, consistently and methodically be monitored by employees and any hazard present will be addressed by the most appropriate method following the Hierarchy of Control being mindful of all centre users' safety. Any hazards present as well as WHS procedures and preventative measures will be communicated to all centre users via visual, verbal and written means to ensure accessibility and understanding.

Every reasonably practicable precaution and preventative measure will be taken to ensure all environments are suitably safe and free of hazard and risk. However, there may be times when an incident occurs. Any incident that occurs at the centre will be managed and reported according to documented service procedures.

Responsibilities

- Nominated Supervisors/ Centre Managers/ Area Managers are jointly responsible for:
 - Teams follow policies and procedures.
 - Monitoring the performance and compliance of educators.
 - Ensuring the provision of a safe working environment and rectifying, where possible, any hazards.
 - Reporting any serious hazard, incident or breach of regulations to the ServiceNow.
 - Monitoring and reviewing the effectiveness of measures implemented to control WHS risk.
 - Supporting, monitoring and advising other centre users regarding WHS and general safety issues.
- All Employees are responsible for:
 - Complying with all policies and procedures relating to health and safety.
 - Completing compulsory online learning modules as part of the Essential Affinity Training Program and maintain currency.
 - Completing online Fire Safety training and Responsible Persons in Charge will also complete Chief Warden Training.
 - Taking care of your own health and safety and that of others who may be affected by your actions.
 - Monitoring the environment, taking action to avoid or minimise hazards and reporting any hazards or incidents.
 - Reporting any incident or injury sustained in the workplace.
 - Conducting safe manual handling practices.
 - Maintaining adequate hygiene practices.
 - Providing feedback to the Nominated Supervisor/ Centre Manager/ Area Manager on current practices and procedures regarding health and safety matters.

Consultation Procedure Regarding WHS Issues

As far as reasonably practicable, consultation will occur with employees who are or are likely to be directly affected by:

- The identification or assessment of WHS hazards or risks at a workplace under the management and control of AEG or arising from the conduct of AEG;
- Determining measures to be taken to control WHS risks at a workplace;
- Determining the adequacy of facilities for the welfare of employees;
- Changing any of the procedures set out in this policy;
- Determining the membership of the health and safety committee; and
- Proposing changes that may affect the health or safety of our employees to a workplace.

AEG will share information about these matters and give employees a reasonable opportunity to express views on them and have these views taken into account. All consultation will be documented and any change or practice arising from the consultation will be effectively communicated to all centre users. Wider network input is sought through feedback via Promapp and the Policy Review and Feedback form.

A Health and Safety Committee (HSC) enables a Person Conducting a Business or Undertaking (PCBU) and worker representatives to meet regularly and work co-operatively to develop policies and procedures to improve work health and safety outcomes. The functions of the HSC include:

- facilitating co-operation between the PCBU and workers to instigate, develop and carry out measures to ensure the health and safety of workers
- assisting in developing health and safety policies, procedures and systems for the workplace
- other functions agreed by the PCBU and members of the HSC



Associated procedures to assist in implementation:	
2-P1 Administration of Medication	2-P17 Infection Control
2-P2 Anaphylaxis/ Allergy Management	2-P18 Infectious Diseases and Immunisation
2-P3 Asthma Management	2-P19 Head Lice Management
2-P4 Medical Conditions	2-P20 Food Handling, Safety and Nutrition
2-P5 Child Safety and Protection	2-P21 Meal Time
2-P6 Excursions and Transport	2-P22 Animal and Pets
2-P7 Bathing	2-P23 Water Safety
2-P8 Dental Health	2-P24 Incident, Injury, Trauma and Illness incl hospitalisation & death
2-P9 Choking	2-P25 Supervision
2-P10 Bottle Preparation and Dummy	2-P26 First Aid
2-P11 Nappy Changing and Toileting	2-P27 Emergency Response and Evacuation
2-P12 Safe Sleep and Rest	2-P28 External Visitors
2-P14 Sun Protection and Extreme Heat	2-P29 Physical Activity
2-P15 Exclusion	2-P30 Transport of Children in Vehicles
	2-P31 Child Safe Organisation Principles and Standards
	2-P32 Diabetes Management

Information relating to this policy, associated procedures, related forms and supporting documents is communicated throughout the service using a variety of methods including, but not limited to:

Policy folder, Promapp, newsletters, emails, family handbooks, noticeboards, signs and displays, memos, educator meetings, in-service professional development opportunities, phone and face to face conversations.

PART ONE: Links to Education and Care Services National Law Act 2010 (section) and Education and Care Services National Regulations 2011 and WA 2012 (regulation)including Amendment Regulations	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazards
Regulation 77	Health, hygiene and safe food practices
Regulation 78	Food and beverages
Regulation 79	Service providing food and beverages
Regulation 80	Weekly menu
Regulation 82	Tobacco, drug and alcohol free environment
Regulation 83	Staff members and family day care educators not to be affected by alcohol or drugs
Regulation 84	Awareness of child protection law; Sleep and rest
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Regulation 95	Procedure for administration of medication
Regulation 96	Self-administration of medication
Regulation 97	Emergency and evacuation procedures
Regulation 98	Telephone or other communication equipment
Regulation 99	Children leaving the education and care premises (except WA 2012)
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 102	Authorisation for excursions
Regulation 160	Child enrolment records to be kept by approved provider
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures (including 2a,b,c,d,e,g,h)
Regulation 177	Prescribed document of an incident, injury, trauma and illness record and a medication record
PART TWO: Links to Model Work Health and Safety (WHS) Act and Work Health and Safety (WHS) Regulations	
Regulation 18-21	Procedures for election and training of health and safety representatives
Regulation 33	Specific requirements must be complied with
Regulation 34	Duty to identify hazards



Regulation 35	Managing risks to health and safety - general		
Regulation 36-38	Hierarchy of control measures, maintenance and review of measures		
Regulation 39	Provision of information, training and instruction		
Regulation 40	Duty in relation to general workplace facilities		
Regulation 41	Duty to provide and maintain adequate and accessible facilities		
Regulation 42	Duty to provide first aid		
Regulation 43	Duty to prepare, maintain and implement emergency plan		
Regulation 44	Provision to workers and use of personal protective equipment		
Regulation 45	Personal protective equipment used by other persons		
Regulation 46	Duties of worker		
Regulation 47	Duty of person other than worker		
Regulation 49	Ensuring exposure standards for substances and mixtures not exceeded		
Regulation 51	Managing risks to health and safety - hazardous substance		
Regulation 53	Flammable and combustible material not to be accumulated		
Regulation 54-55	Management and minimisation of risk of falling objects		
Regulation 60	Managing risks to health and safety - manual tasks		
Regulation 66	Managing risks to health and safety - duties of a person conducting business		
Regulation 68	Signage		
Regulation 69	Communication and safety monitoring		
Regulation 74	Emergency procedures		
Regulation 75	Personal protective equipment in emergencies		
Regulation 76	Information, training and instruction for workers		
Regulation 144-151	Definitions of electrical, electrical risk management, inspecting and testing electrical		
Regulation 334-342	Storage and labelling of chemicals and containers		
Regulation 344	Person conducting business or undertaking to obtain and give access to safety data sheets		
Regulation 345	Changes to safety data sheets		
Regulation 346	Hazardous chemicals register		
Regulation 349-350	Placards to display		
Regulation 351-379	Management, safety, emergency and supervision procedures - hazardous chemical		
Regulation 699	Incident notification—prescribed serious illnesses		
Regulation 702	Confidentiality of information—exception relating administration or enforcement of other laws		
Version Control	Date	Author	Description of Change
V4.16	April 2016	AEG	New policy
V1.17	January 2017	AEG	Revision
V7.17	July 2017	AEG	Revision
V10.17	Oct 2017	AEG	Revision
V2.18	Feb 2018	AEG	Scheduled Review
V2.19	Feb 2019	AEG	Scheduled Review
V2.20	Feb 2020	AEG	Scheduled review
V2.21	Feb 2021	AEG	Scheduled review
V2.22	Feb 2022	AEG	Scheduled review
V2.23	Feb 2023	AEG	Revision - 2-P13 SUDI and SIDS merged with 2-P12 Rest and Sleep
V12.23	Dec 2023	AEG	Added RACI table and definition
V2.24	Feb 2024	AEG	Scheduled review. Added subtitle to Part One and Two
V2.25	Feb 2025	AEG	Scheduled review

Responsible = those who are responsible for carrying out the task

Accountable level 1 = the owner and person accountable for the sign off or approval of a task

Accountable level 2 = the person who is accountable for the task being carried out

Consulted = the person to be consulted with and whose input, opinions and feedback are crucial to the task

Informed = the person who should be informed and made aware of the task and any updates

Policy Written by: Fiona Young	Position: Policy, Training and Development Manager	Date: Feb 2024
Approved by: Chief Safety, Compliance and Quality Officer	Approved Date: Feb 2024	Next review date: Feb 2025