

PNH



Preston Neighbourhood House Inc.

“Leading our community towards greater independence and quality of life.

218 High St, Preston, 3072

Tel: 94845806 Fax: 94841604 Email: office@prestonhouse.org.au

ABN 6680 185 7062

OCCUPATIONAL HEALTH & SAFETY CHILDCARE SUPPLEMENT

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this policy for 2009.

2. REVIEW DATE

This policy shall be reviewed on or before December 2012

3. SCOPE

To whom does this policy apply and when?

This code applies to the Preston Neighbourhood House worksite and is intended to provide guidance on how to:

1. protect employees (including volunteers, tutors, staff and managers) and participants from bullying and,
2. prevent occupational violence from fellow employees (including tutors, volunteers and managers), employers and participants or customers.

The code does not cover bullying or violence of a personal nature that comes from a person known to the target and who has no relationship to the workplace (e.g. a family conflict or a neighbourhood dispute). Usually, incidents such as these are not reasonably foreseeable by the employer.

This policy is explained through the Centre's:

- Occupational Health & Safety Policy
- O.H.&S. Bullying Supplement
- O.H.&S. Emergency Evacuation Plan
- O.H.&S. Displan
- Code of Conduct
- Code of Practice
- Equal Opportunity and Non-Discrimination Policy, and
- Charter of Human Rights

In addition, reference should be made to:

The following O.H.&S. Supplements as they apply to Occasional Care and Kinder programs:-

1. Disaster Response Plan (implementing a safe and healthy environment)
2. Adequate Staff Training
3. A hazard and incident contingency plan
4. O.H.&S. Hazard reporting proforma

Under section 21 of the OHS Act, employers have a general duty to provide and maintain for employees, so far as is practicable, a working environment that is safe and without health risks.

Employees have key duties under Section 25 of the OHS Act:

* to take reasonable care of their own safety and the health and safety of others, and

* to cooperate with their employer in respect to any action taken by the employer to comply with the Act,

Section 25 also prohibits employees from:

* wilfully or recklessly interfering with, or misusing, anything provided in the interests of health and safety or welfare

4. DEFINITIONS

Words or phrases that are special to this policy or procedure, which might be unfamiliar or misinterpreted.

- This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of Preston Neighbourhood House.
- "Childcare" encompasses the Preston Neighbourhood House Occasional Childcare sessions and 3 Year Old Kindy Play sessions conducted on this site.
- It encourages tolerance and acceptance of diversity within our House community.
- It supports the Equal Opportunity and Non-discrimination policies of Preston Neighbourhood House.
- Workplace bullying is; repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

Note: The centre's occupational health and safety policies, procedures and programs are in effect, the centre's implementation plan for complying with the government's legislation and regulations. The centre's own workplace-based occupational health and safety policy and procedural statements are, for all intents and purposes, the centre's internal code of practice for occupational health and safety.

5. POLICY VALUES

MISSION STATEMENT:

"Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development"

PURPOSE

AIMS:

It is the policy of Preston Neighbourhood House, and in particular through our childcare operations, to conduct our activities in such a way as to provide an environment which, so far as is practicably achievable, protects the health, safety and welfare of all people at the workplace and actively encourages safe and secure working practices.

In order to support this policy, the Preston Neighbourhood House Childcare Centre:

- complies with all relevant legislation and statutory requirements, codes of practice and industry standards and makes adequate provisions of resources to meet these requirements,
- promotes health and safety awareness and the development of healthy and safe work practices,
- provides information, training, instruction and adequate protective equipment,
- consults with employees on health and safety matters and on ways to reduce workplace hazards and improve control systems,
- maintains effective accident analysis and hazard reporting systems,
- encourages the rehabilitation of injured employees,
- sets health and safety objectives and regularly reviews performance,

6. PROCEDURES

In adopting a universal precautions approach to Occupational Health & Safety, this code suggests that a range of complementary measures be used to reduce risk occurring in our workplace.

These prevention measures are:

- consult and discuss
- create awareness
- communicate our policy
- provide training, information and instruction
- look for warning signs
- encourage reporting
- instigate a confidential reporting process
- implement counselling and grievance processes
- set out standards of behaviour that are expected and actively promote them

For their part, employees, contractors, volunteers, students on placement and visitors are expected to:

- accept responsibility for protecting themselves and others,
- comply with all relevant legislation and statutory requirements and working procedures, codes of practice and industry standards,
- report and, where appropriate, rectify hazards, participate in the analysis of accidents,
- wear appropriate protective equipment.

All "Responsible Persons" associated with the operation of the Preston Neighbourhood House Occasional Childcare Program will:

- regularly review the centre's Emergency Evacuation Procedures,
- regularly conduct evacuation drills.
- Regularly assess activities and equipment in terms of safety and suitability for age and needs of children.
- When appropriate consult with representatives of relevant emergency services.

No task is so important as to compromise the health and safety of any person, adult or child, at the Preston Neighbourhood House.

Appropriate consideration must be given to determining a safe and healthy work method for each and every activity undertaken at Preston Neighbourhood House Occasional Childcare Centre.

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Manager will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre Policy Book.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.

