

## HEALTH & SAFETY – OCCUPATIONAL HEALTH & SAFETY

### **POLICY**

Co-ordination Unit staff are employed by the sponsoring body to monitor the health and safety standards of Educator homes during official hours of operation of Family Day Care.

This policy should be read in conjunction with the Resource Unit's Infection Control and Hygiene Policy.

### **PURPOSE**

1. To take all reasonable precautions to provide and maintain, so far as is practicable, a Family Day Care home environment that is safe and without risks to health for Educators, children and parents during the hours of operation of Family Day Care.
2. To ensure that the responsibility for safety and health at the Family Day Care home, during hours of operation of Family Day Care, is the mutual goal of the Co-ordination Unit and Educators.

### **PROCEDURE**

#### **Safety is the concern of everyone**

#### **1. The Family Day Care Co-ordination Unit will:**

- Take all reasonable steps to ensure that all equipment meets the relevant Australian Safety Standards.
- Safety check all Educator homes before registration. Formal safety checks will be carried out annually.
- Provide Educators with safe, clean equipment. Maintenance and cleanliness of equipment is the responsibility of the Educator using it. The Scheme takes responsibility for maintenance and ensuring cleanliness upon return of the equipment or before distribution of equipment.
- Promote workplace health & safety by education, information and instruction.
- Ensure that Educators maintain a high level of awareness of health and safety issues.
- Encourage each Educator to regard accident prevention as an individual responsibility.
- Foster a working environment which encourages Educators to report difficulties.
- Require that every accident is reported, and where appropriate investigated, and ensure any action necessary to reduce further safety and health risks.

#### **2. Educators:**

- Will take all the care of which they are capable for their own health and that of other people who may be affected by their conduct during the operation of Family Day Care.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Must not wilfully place at risk the health or safety of any person involved in the Family Day Care program.
- Will be responsible for adopting safe work practices.
- Will diligently exercise their responsibility for control of working conditions, practices and workload.
- Will be alert for safety and health risks in the Family Day Care home and report these to Co-ordination Unit staff.
- Will observe all safety instructions, act safely – avoid unnecessary risk.
- Will maintain a clean, tidy and safe home during the operation of Family Day Care.

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HEALTH & SAFETY – OCCUPATIONAL HEALTH & SAFETY - Continued

It is also the policy of the Victorian Family Day Care Association to protect the health and safety of all persons involved in Family Day Care, as far as practicable, whilst using the service.

**REFERENCES**

It is advisable to check with Standards Australia to ensure that the following Standards are current.

To obtain copies of the standards contact:

Standards Association of Australia  
19-25 Raglan St, South Melbourne  
(03) 9693 3500

**Australian Standards**

<b>AS 2818-1986</b>	Guide to Swimming Pool Safety
<b>AS 1926-1986</b>	Fences and Gates for Private Swimming Pools
<b>AS 1647-1981</b>	Children's Toys (safety Requirements) Part 2, Constructional Requirements
<b>AS 1924-1981</b>	Playground Equipment for Parks, Schools and Domestic Use Part 1, general Requirements Part 2, Design and Construction – Safety Aspects
<b>AS 2155-1982</b>	Playground – Guide to Siting and Installation and Maintenance of Equipment
<b>AS 1647</b>	Children's Toys (Safety Requirements)
<b>AS 1924</b>	Child Barriers for Domestic Premises
<b>AS/NZS 2088:1993</b>	Prams & Strollers – Safety Requirements
<b>AS/NZS 2172:1995</b>	Cots for Household use – Safety Requirements
<b>AS 2195-1978</b>	Folding portable cots for use in domestic situations and day nurseries (Safety Requirements)
<b>AS/NZS 1754:1995</b>	Child restraint systems for use in Motor Vehicles
<b>AS/NZS 4370:1996</b>	Restraint of children with disabilities in motor vehicles

See also: Manual Handling  
Illness  
Hygiene and control of infection  
Use of Chemical  
Sunsmart policies

Source: A Safe Working Guide for the Childcare Industry Ausafe 2003:  
Work cover Manuals – WorkSafe

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