

HEALTH & SAFETY - RESPONSIBILITY

POLICY

To provide and maintain a FDC home environment that is safe and without risks to health for Educators, children and parents during the hours of operation of FDC is the mutual responsibility of the Co-ordination Unit and the Educator.

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 Scheme.

Safety is the concern of everyone

PROCEDURE

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 by Mt Alexander Family Day Care. Formal safety checks will be carried out annually.
- Ensure the safety and cleanliness of any equipment provided to the Educator by the Co-ordination Unit. The on-going maintenance and cleanliness of equipment is the responsibility of the Educator using it.
- 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 willfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Must not willfully place at risk the health or safety of any person involved in FDC.
- Will be responsible for adopting safe work practices.
- Will diligently exercise their responsibility for safe working conditions and practices.
- Will be alert for safety and health risks in the FDC home and report these to Co-ordinator.
- 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.

Source: Mt Alexander FDC handbook
National Law, Regulations and Standards (ACECQA 2011)
Kidsafe Guidelines

Reviewed September 2005, November 2008, July 2009, July 2012