

# Workplace, Health and Safety

## Parent Handbook 2020

# Workplace Health and Safety Handbook

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## 1. INTRODUCTION

This handbook has been written for parents/guardians, visitors and contractors. It explains the key procedures that must be followed **at all times** to help us maintain a safe and healthy centre.

After reading this handbook thoroughly parents/guardians will be required to sign the Workplace Health and Safety Policy Agreement form stating they have read and understood the information contained in this handbook. Parents will only be able to undertake roster duties if this form has been signed.

## 2. WORKPLACE HEALTH AND SAFETY POLICY

The Wavell Heights Kindergarten is totally committed to the principle that most workplace injuries and illnesses are **preventable**. All employees, volunteers, parents, and contractors should therefore accept an obligation to the Wavell Heights Kindergarten Association to ensure that all activities/operations under their care or control are carried out in a **safe and efficient manner**.

The Association neither expects nor requires employees, volunteers, parents and contractors to attempt anything that is likely to cause them or the children any harm.

If you see or identify any **potential risks or hazards** you must report it immediately to the Director and/or the Coordinator of Workplace Health and Safety.

If you sustain any **injury** whilst at the centre, you must also report it immediately to the Director and/or the Coordinator of Workplace Health and Safety.

If you are in doubt about **anything** ask the centre staff for directions

**REMEMBER, YOU HAVE A DUTY OF CARE TO REPORT ANYTHING THAT COULD AFFECT A PERSON'S WELL BEING**

## 3. PREVENTING THE SPREAD OF INFECTION

### 3.1 *Exclusion of Sick Children*

Please do NOT send sick children to the kindergarten, as infection can spread rapidly to other children and adults. If your child becomes unwell at the kindergarten your child's teacher will contact you to collect your child immediately.

If your child contracts or comes into contact with any **infectious disease** you must inform the Director immediately (e.g. Chicken Pox, Head Lice etc).

If you are unsure of the exclusion period for a particular infection please ask your child's teacher or consult your child's doctor.

### 3.2 *Hygiene*

#### **Hand Washing**

If hands are not clean, simple activities (such as placing your finger in your mouth or rubbing your eyes) may transmit sufficient germs to cause infection to yourself or another person.

To prevent the spread of infection within the kindergarten the staff will show the children how to wash their hands properly. A procedure for the correct washing of hands is in the appendices. We ask that all adults use gloves, as indicated below, and wash their hands thoroughly on the following occasions:

- Upon arriving at the kindergarten
- Before eating, preparing and handling food
- After assisting **your child** with toileting
- After wiping a nose
- After touching potentially contaminated articles (e.g. Bins)
- After coming in contact with sick children or administering First Aid (**parents are only to attend to their own child in this instance**)

### **Use of Disposable Gloves and Tissues**

The centre supplies **disposable plastic gloves** for use when:

- Preparing or handling food to be shared
- Assisting **your child** with toileting
- Wiping **your** child's nose
- Changing soiled clothes **for your child**
- Administering first aid **to your own child**

The gloves are to be discarded into a lined bin after one use. The staff will encourage the children to wipe their own noses with tissues. If you do wipe your child's nose you must use a tissue and wear disposable gloves. The tissue and gloves are to be discarded into a lined bin after one use.

### **Cleaning and Disinfecting**

To prevent the spread of infection the kindergarten has a program for the regular cleaning and disinfecting of all toys and surfaces. Please follow the directions of staff if you are to assist with cleaning or disinfecting.

We have a "One-Use Only" policy for the use of Chux wipes. The wipes are stored under the kitchen sink. Please use a new Chux for each cleaning task and place it in the bucket marked "Used Chux" for disinfecting.

## **3.3 Advice for Pregnant Women**

Women who are pregnant or contemplating pregnancy should be aware of the risks of close contact with young children in a group setting and should discuss this with their doctor.

Many infections pose some risks to either a pregnant woman or her developing foetus. Pregnant women in close contact with young children will encounter a variety of infections however maintaining high standards of general hygiene and standard precautions can reduce the incidence of transmission of infections.

## **Rubella**

It is especially important for women of childbearing age to be protected against Rubella (German Measles). Its major importance lies in causing abnormalities to the unborn child in a large proportion of women who are infected in the first trimester of pregnancy.

## **Chickenpox**

Pregnant women who are exposed to chickenpox at any stage of pregnancy should see their doctor as soon as possible after exposure. Infection with chickenpox in the first three months of pregnancy may damage the unborn child.

## **Cytomegalovirus CMV**

CMV is a common virus that affects many people. CMV is spread from person to person by direct contact with body fluids such as blood, urine, and saliva. A person can pass the infection even though they do not have any symptoms. Good personal hygiene is the most important way to prevent CMV infection, especially frequent hand washing. CMV infection in early pregnancy may affect the unborn child.

## **Parvovirus**

Parvovirus is a mild viral illness transmitted by droplets or secretions from the nose and throat. The symptoms of this disease may include fever, red cheeks "slapped cheek" rash or arthritis. Parvovirus causes miscarriages or still births in a small percentage of women infected during pregnancy.

If you have any further concerns please consult your medical officer for further discussion and advice.

## 4. SUNCARE

When working outdoors we ask that you wear a broad-brimmed style hat, a broad-spectrum sunscreen (**SPF 30+**) on exposed areas, and clothing which provides good protection from the sun.

## 5. GENERAL FIRST AID

All the staff hold a current Senior First Aid certificate including CPR.

A child in need of first aid may **only** be treated by staff or the child's own parent/guardian. Other adults may only administer First Aid to a child under the direction of staff.

The First Aid requirements are located:

**Room A & Room B:** Main kitchen in the cabinet on the wall behind the door and in the first aid kit on the shelf above the microwave walls.

When applying First Aid, the first aider must wear **DISPOSABLE GLOVES** so as to prevent/reduce the risk of cross infection to self and others. The gloves should then be disposed of in a sealed plastic bag.

Only the teaching staff may administer authorised medicines to children.

## 6. KEEPING A HAZARD FREE ENVIRONMENT

### 6.1 *Basic Safety Rules for Children*

- DO NOT RUN inside or on the cement
- Are barefoot or wearing appropriate footwear for climbing play
- Wear hats and sun safe clothing outside
- Use toys appropriately

## **6.2 Play Areas**

Parents can help keep a safe environment by ensuring:

- All spills on floors are wiped up immediately
- Walkways are kept clear of toys and furniture
- Hot drinks are kept out of children's reach and consumed well away from children at all times
- The Director is notified immediately of damaged toys or equipment, or any other hazard which has the potential to cause harm.

## **6.3 The Kitchens**

- Keep the kitchen doors CLOSED at all times
- Do NOT allow children in the kitchens
- Keep sharp utensils out of the reach of children
- Use warm water and detergent when washing up
- Empty sinks when you have finished washing up
- Ensure all hazardous substances (detergents, cleaning liquids, etc) are kept out of reach of children or locked in the appropriate cupboard.
- Read the labels and instructions for all hazardous substances with which you are not familiar. Use gloves when using them and wash your hands afterwards.

## 7. SAFE MANUAL HANDLING

You may be involved with the lifting/moving of equipment especially on maintenance roster days. It is very important to follow the basic lifting guidelines contained in the appendices to reduce the risks associated with manual handling.

Whilst at the kindergarten, it is important that you only lift your own children. The staff are responsible for the children at the kindergarten.

If your child needs attention it is safer to bend down to his/her level or sit down to hold him/her. If you do need to lift your child following is the correct procedure to follow:

- Have the child face you as close as possible to your body
- Place one arm under the child's buttocks with the other arm supporting the child's back
- Lift with the knees bent and back straight, using your leg muscles and not your back.
- Avoid carrying a child on your hip as this may strain your back
- Use a chair lift (team lift) for larger children.

## 8. SIBLINGS

Siblings are welcome to attend parent roster with a parent/guardian. Whilst at the centre siblings are the responsibility of their parents and should be supervised by them at all times.

Children are **NOT** permitted to attend maintenance roster days or working bees.

## 9. SMOKING

Smoking is not permitted within the Kindergarten buildings or grounds.

## 10. EVENTS

WHK adopts the C&K Branch, Health Safety And Wellbeing Policy in relation to events.<sup>1</sup> (Procedure Number: HSW:01.02)

An 'event' is defined as an organised special day or period with social activities and / or ceremonies that occur outside normal service operating times. WHK annual and regular events are:

- Working Bee / Maintenance Roster Days
- Family Fun Days
- Welcome BBQ
- Open Day
- AGM and information night

Other ad hoc events may include:

- Fundraisers, Craft Fairs
- C&K Early Education Conference
- NAIDOC Week activities
- Speaker Conferences hosted or co-hosted by WHK
- Fetes

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<sup>1</sup> Wavell Heights Kindergarten is an affiliate service of C&K. C&K affiliate and associate members are excluded from the scope of this procedure however are encouraged to implement an event risk management strategy. (source: C&K Procedure Number: HSW:01.02, dated effective August 2016, review date August 2018)

Open Days involving external contractors or activities outside of normal business practice

Event risk assessments are completed and filed by WHK Work Health and Safety Representatives. The Event Coordinator or nominated representative for the event is responsible for the safety and health of event staff and participants. All incidents, accidents or hazards are to be reported to this representative.

When attending a WHK event, either onsite or offsite parents responsibilities include, but are not limited to:

- The supervision of their own child and any siblings
- The supervision of children on playground equipment
- Following sun safe practices, such as the use of hats / sunscreen and keeping children hydrated
- Following road safety protocols, particularly with children in car parks
- If your child suffers food or other allergies, monitor your child's food consumption and ensure you are prepared in the event an adverse reaction occurs.

## 11. MAINTENANCE ROSTER

Maintenance Days also fall under the events category, however, carry a HIGHER risk due to the nature of the work conducted.

**Children are not permitted to attend on these days under any circumstances**

The Maintenance Event Coordinator or nominated representative is responsible for:

- the safety and health of all maintenance day participants
- All incidents, accidents or hazards are to be reported to this representative.

When undertaking Maintenance Roster duties participants are responsible for:

- **SIGNING THE MAINTENANCE SHEET** and annotating the time you arrived and departed the centre
- Be aware of and comply with WHS and Emergency Procedures, noted on the sign on sheet
- **Always think “SAFETY FIRST”**
- Use safe lifting techniques to protect yourself against back and neck injury. Refer to Appendix B for lifting guidelines
- Wear the appropriate personal protective equipment (PPE) and clothing for the task you are doing. Refer to Appendix C
- Ensure all equipment/tools you provide are in **SAFE WORKING ORDER and are only used by the owner.**
- All major works, e.g. Plumbing and Electrical, must only be implemented by qualified tradesmen on appointment by the Committee and its Directors.
- Any roofing maintenance will be conducted by qualified tradesman on appointment by the Committee and its Directors. Maintenance day participants will not access the roof.
- If using chemicals or pesticides follow the instructions for the ‘Safe Use of Chemicals and Pesticides’ in Appendix D. Material Safety Data Sheets (MSDS’s) for all chemicals held by the centre can be found in a yellow folder in the main kitchen.
- A First Aid Kit is available

## 12. FIRE AND EMERGENCY PROCEDURES

A plan of the kindergarten showing evacuation routes, emergency exits, the location of the fire alarm, fire extinguishers and telephones is on display throughout the centre. Please study the maps carefully and take the time to look for the exits, alarms and telephones when you visit the kindergarten.

Monthly fire drills are performed with the children and if you are present on a day when this is done you are required to assist the children to evacuate the building.

On Notification of a fire –

### **Co-Director/Responsible Person (Room B) to:-**

1. Calmly request all children and parents to vacate playrooms to **Emergency Assembly Area**.
2. If safe to do so check Room B toilets, kitchenette and outside sheds
3. Take roll book
4. Take portable phone
5. Settle children and check off roll (Room B group)
6. Delegate person to ring the fire department (000)
7. Ensure all children in the centre, and adults have been accounted for

### **Teacher (Room A) to:-**

1. Calmly request all children and parents to vacate playrooms to **Emergency Assembly Area**
2. Take roll book
3. If safe to do so check main kitchen, Room A store room, toilets and offices
4. Proceed to childproof gates at front of building to redirect any children or parents who may attempt to evacuate through those doors. Evacuate with those children through Room B (if safe to do so) or proceed around outside of the building to **Emergency Assembly Area**.
5. Settle children and check off roll (Room A group)

### **Assistants to:-**

Usher children out of the building to **Emergency Assembly Area** and remain with children at all times.

### **Parents/Caregivers to:-**

Assist staff in vacating the children from the building and progress to **Emergency Assembly Area**.

### **Visitors to:-**

Progress to **Emergency Assembly Area**.

**ALWAYS FOLLOW INSTRUCTIONS GIVEN BY STAFF**

## **13. APPENDICES**

### **A *Hand Washing Procedure***

Following is the recommended procedure for washing hands:

- Wet hand with running water
- Use liquid soap and spread over hands
- Rub your hands vigorously as you wash them
- Wash ALL surfaces
  - Backs of hands
  - Wrists
  - Palms
  - In between fingers
  - All fingers
  - Under finger nails
- Rinse your hands well under running water
- Dry hands on a clean PAPER TOWEL
- Place paper towel in bin

## **B Safe Lifting Guidelines**

When you need to lift:

1. **PLAN AND PREPARE**  
Take care of your back – Think before you lift  
Clear path of obstacles – Ensure a good line of vision  
Test the objects weight – is it within your capabilities?
2. **GOOD BALANCE**  
Get a firm footing – Feet apart for good balance  
Corner the load – Get as close to it as possible
3. **GOOD SPINAL ALIGNMENT**  
Bend at the knees and hips – NOT THE WAIST  
Maintain spinal alignment  
Get a firm balanced grip on the object
4. **KEEP THE LOAD CLOSE**  
Closer the load – less stress on your back  
Tighten stomach muscles – strong stomach muscles support your spine during a lift, push or pull
5. **USE YOUR LEGS**  
DO NOT JERK – Lift, push or pull smoothly  
Use your legs – Legs are stronger than your back  
Brace whilst doing the movement
6. **NO TWISTING OF THE BODY**  
DO NOT TWIST – Move your feet  
Nose and toes face the same direction
7. **AVOID OVER-REACHING**  
Avoid overhead reaching with back arched  
Avoid forward reaching – Stand close to the job
8. **TEAM LIFTING**  
Use team lift or mechanical or other lifting device for heavy, big or awkward loads  
Best performed by persons of similar stature  
One person is leader to give instructions  
Give clear instructions and adequate warning of obstacles.

## **C    *Protective Clothing (Guideline Only)***

Following is the recommended protective clothing to be work when performing various jobs:-

### **Mowing and Whipper Snipping**

Long pants, socks, sturdy non-slip shoes, hat and eye/face shield, hearing protection

### **Outdoors Tidying/Gardening**

Hat, Sunglasses, rubber/leather gardening gloves

### **Spraying with Chemicals**

Long pants, long sleeve shirt, socks, shoes, hat, eye shield, face mask

### **Working with Cleaning Agents**

Rubber Gloves

### **Emptying Bins**

Rubber Gloves

## **D Safe Use of Chemicals and Pesticides**

Following is the procedure to be followed for the safe use of chemicals and pesticides at the Kindergarten:

1. Use the **LEAST TOXIC** pesticide or chemical available for the work
2. Ensure only the **RECOMMENDED RATE** is used and prepare only enough for **IMMEDIATE USE**
3. Wear the appropriate **PROTECTIVE CLOTHING** for the chemicals or pesticides
4. Read labels and material safety data sheets carefully
5. Cover food and water containers of pets
6. **DO NOT EAT, DRINK OR SMOKE** while pouring, mixing or spraying
7. Spray with minimal drift
8. Thoroughly **CLEAN ALL EQUIPMENT** where run-off will not contaminate the environment and create a hazard
9. **WASH YOURSELF WELL** after using chemicals and pesticides and definitely before eating, drinking and smoking
10. Be aware of First Aid requirements and if becoming ill while using chemicals or pesticides, **STOP** and seek medical attention