



DUNTROON COMMUNITY CENTRE INC.

OCCUPATIONAL HEALTH AND SAFETY POLICY

The DCC is committed to provide and maintain a safe and healthy work environment for employees, members, contractors, clients and visitors.

All employees have, by nature of their employment, statutory duties relating to Health, Safety and Welfare.

Employees are required to:

- a. co-operate with their employer,
- b. take reasonable care of the safety and health of themselves and other persons who may be affected by their acts or omissions at work, and
- c. immediately report any unsafe conditions or equipment to the Coordinator or President.

DCC is committed to:

- a. ensuring that relevant legislative requirements are observed and enforced,
- b. consulting with employees on all issues which may affect their health and safety,
- c. developing and implementing safe systems of work,
- d. providing adequate information, instruction, training and supervision necessary to ensure employee health and safety, and
- e. ensuring that the workplace under their control is safe and without risks to health – including the safe use of all office and desk equipment.

1. CONDUCT AND DISCIPLINARY ACTIONS

Irresponsible behavior can lead to serious accidents in the workplace. For example:

- a. leaving material or equipment in passageways where people can trip over them,
- b. leaving a drawer open where people can walk into or trip over it,
- c. interfering with electrical equipment,
- d. unauthorised use of equipment,
- e. misuse of any hazardous substance,
- f. horseplay or practical jokes that could cause an accident, or
- g. making a false statement or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

This list is not exhaustive and staff may be subject to disciplinary action should their conduct to Safety, Health and Welfare issues be found to be irresponsible or hazardous.

2. REPORTING OF ACCIDENTS

In the event of an incident involving any member of staff, user of the centre or a visitor an Incident Report must be completed immediately and forwarded to the Coordinator or President. An Incident Report form is attached at Appendix A. Depending on the nature of the accident the causes may be investigated further. Staff are to cooperate with any investigation. The Coordinator or President is to report any notable incident within 24 hours to Workplace Australia (regarding Workers Compensation).

3. FIRST AID FACILITIES

First aid kits are located in both kitchens which are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work. All staff are to be aware of the location of first aid kits.

4. EMERGENCY EVACUATION PROCEDURES

The DCC is fitted with an alarm system which deals with fire detection, suppression and evacuation.

All staff are to be aware of the fire evacuation procedures and location of fire extinguishers and fire hoses. A copy of the DCC Evacuation Procedure is attached at Appendix B.

When any part of the building needs to be evacuated the fire alarm will sound signaling that the occupants are to evacuate using the nearest exit.

If you do not understand any of the safety, health or fire precautions associated with the workplace, please consult the Coordinator.

5. ALLERGIES AND EMERGENCY TREATMENT PLAN

The DCC is to ensure that any child(ren) that uses the Centre, who has a known allergy, has an Emergency Treatment Plan completed on that child. The Emergency Treatment Plan is to be displayed in a very obvious place in the areas of the Centre that the child utilizes. An Emergency Treatment Plan is detailed at Appendix C.

6. SAFETY

It is the responsibility of the DCC to ensure that every precaution is taken to protect all users of the Centre from any hazard likely to cause harm or injury. The careful establishment and maintenance of the environment is crucial in providing protection from harm. Furniture and equipment should meet Australian Standards where they exist and be maintained in a safe condition at all times.

If any injury or incident occurs, the Coordinator or President of the Centre is to be notified immediately and appropriate action taken. The injury/incident is to be recorded in the Incident Book located on the main kitchen notice board.

If there are any safety concerns the Coordinator or President is to be notified immediately and action is to be taken if deemed necessary.

Children are to be supervised at all times. No child is to be in the kitchen or storage sheds. Children must also be supervised in the toilet areas.

7. FIRE SAFETY REQUIREMENTS

All fire extinguisher and appliances are to be checked bi-annually and stamped by an approved Fire Protection Company. For the Playschool, an annual Fire safety report must be completed by the ACT Fire Brigade and submitted to ACT Children's Services.

A fire drill is to be conducted once a term. Staff, children, volunteers and parents are to leave the Centre and congregate in the designated location at the sound of the fire alarm. Refer to Appendix D for the DCC Fire Evacuation Plan.

8. HEALTH

Because of the number of people that use the Centre, the risk of cross infection is high. For the general health and well being of parents and children, it is necessary to minimize the risk of cross infection. This is achieved through the observance of strict hygiene practices and the isolation of children, parents and staff from the Centre when infection does occur. Children are required to wash their hands before consuming any food at the Centre.

The **minimum** requirement for exclusion is detailed in the 'Exclusion periods of Infectious Conditions' poster, developed by the ACT Health and is located on notice boards throughout the Centre.

If there is an outbreak of an Infectious disease all users of the Centre will be notified via a message on the notice board and in the case of Playschool a note will be placed in every child's pigeon hole.

9. IMMUNISATION

The Centre recognizes that the decision to immunize your child remains the parent's responsibility. As such no child will be excluded from the Centre on the grounds of immunization.