Glen Iris Child Care and Kindergarten

GI-039 – Work Health and Safety (WHS) Policy

Policy Number	GI-039
Quality Area	QA2 – Children's Health and Safety • QA3 – Physical Environment • QA4 – Staffing Arrangements • QA7 – Governance and Leadership
National Law	s.167 • s.168 • s.169
National Regulations	Regs. 77–79 • 103 • 104 • 105 • 106 • 168 • 169
Related NQS	QA2.1.1 • QA2.2.1 • QA2.2.2 • QA3.1.2 • QA4.2.2 • QA7.1.2
VEYLDF (2026)	Practice Principles – Secure, Respectful and Reciprocal Relationships • Safety and Wellbeing • Collaborative Leadership
Victorian Child Safe Standards:	Standards 2 • 5 • 8 • 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
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OUR COMMITMENT

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to providing and maintaining a safe, healthy and supportive environment for children, educators, families, visitors, students, volunteers and contractors.

We believe that effective work health and safety practices are fundamental to delivering high-quality education and care. Everyone attending our service has the right to work, learn and participate in an environment that is free from foreseeable risks to health and safety.

Through proactive risk management, consultation, training and continuous improvement, we are committed to preventing injuries, illness and incidents while promoting a positive culture of health, safety and wellbeing.

LEGISLATIVE INTENT

This policy supports Glen Iris Childcare Centre & Kindergarten Child Care Centre in meeting its obligations under the Education and Care Services National Law, National Regulations and Victorian Occupational Health and Safety legislation.

The policy establishes clear systems for identifying hazards, managing risks, reporting incidents, consulting with employees and maintaining a workplace that protects the health, safety and wellbeing of everyone at the service.

PURPOSE

The purpose of this policy is to:

- Provide a safe and healthy workplace for all employees and visitors.
- Protect children from hazards, injury and illness.
- Ensure hazards are identified, assessed and controlled.
- Promote safe work practices throughout the service.
- Encourage shared responsibility for workplace health and safety.
- Support compliance with legislative requirements.
- Foster a culture of continuous improvement in workplace safety.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers.
- Centre Director.
- Nominated Supervisor.
- Responsible Persons.
- Educational Leader.
- Educators.
- Administration staff.
- Students and Volunteers.
- Contractors.
- Families and Visitors.

DEFINITIONS

Hazard
Anything that has the potential to cause injury, illness, disease or damage to people, property or the environment.

Risk
The likelihood that a hazard will cause harm and the severity of that harm.

Risk Assessment
A systematic process used to identify hazards, assess risks and implement appropriate control measures.

Incident
An event that results in, or could have resulted in, injury, illness, damage or harm.

Near Miss
An unplanned event that did not result in injury or damage but had the potential to do so.

Safe Work Practice
Agreed procedures and behaviours that minimise the risk of injury and promote a safe workplace.

WHY THIS POLICY MATTERS

Maintaining a safe workplace protects everyone who attends Glen Iris Childcare Centre & Kindergarten Child Care Centre and supports the delivery of high-quality education and care.

Effective work health and safety systems reduce the likelihood of injuries, incidents and illness by identifying hazards early, implementing appropriate control measures and encouraging everyone to take shared responsibility for safety.

A positive safety culture supports educator wellbeing, improves workplace confidence, strengthens teamwork and ensures children learn in environments that are safe, secure and well maintained.

GUIDING PRINCIPLES

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to:

- Providing a workplace that is safe, healthy and free from foreseeable risks.
- Promoting a culture where everyone shares responsibility for health and safety.
- Identifying hazards before they result in injury or illness.
- Implementing effective risk management practices across all areas of the service.
- Encouraging open communication and consultation regarding workplace safety.
- Supporting educator health, wellbeing and professional responsibility.
- Maintaining buildings, equipment and resources in a safe condition.
- Continuously reviewing work health and safety practices to ensure ongoing improvement and legislative compliance.

OUR POLICY

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to maintaining a safe workplace through proactive planning, effective risk management and continuous monitoring of health and safety practices.
The service will:

- Maintain a workplace that complies with all relevant legislation.
- Identify, assess and control hazards promptly.
- Provide safe buildings, equipment and resources.
- Promote safe work practices for all staff.
- Encourage immediate reporting of hazards, incidents and near misses.
- Provide appropriate induction, training and supervision.
- Consult with employees on matters relating to workplace health and safety.
- Review safety systems regularly to ensure continuous improvement.

Everyone attending the service has a responsibility to contribute to maintaining a safe environment.

HOW WE PUT THIS POLICY INTO PRACTICE

Hazard Identification

Glen Iris Childcare Centre & Kindergarten Child Care Centre will:

- Conduct regular workplace inspections.
- Encourage educators to report hazards immediately.
- Monitor indoor and outdoor environments daily.
- Inspect playground equipment and learning environments.
- Review incidents to identify recurring hazards.

- Maintain hazard reporting records.

Risk Assessments

The service will:

- Assess identified hazards using a documented risk assessment process.
- Eliminate risks wherever reasonably practicable.
- Implement appropriate control measures where risks cannot be eliminated.
- Review control measures regularly.
- Update risk assessments when changes occur to the environment or practices.
- Maintain a Risk Register for ongoing monitoring.

Incident Reporting

Educators and staff will:

- Report all injuries, hazards, illnesses and near misses immediately.
- Complete required incident documentation.
- Notify the Centre Director of any significant safety concerns.
- Participate in incident investigations where required.
- Assist in implementing corrective actions following incidents.

Manual Handling

To reduce the risk of injury, educators will:

- Use safe lifting techniques.
- Seek assistance when lifting heavy or awkward items.
- Adjust workstations and equipment where possible.
- Follow manual handling procedures when moving furniture and equipment.
- Report any manual handling concerns promptly.

Safe Work Practices

The service promotes safe work practices by:

- Following service policies and procedures.
- Wearing appropriate personal protective equipment where required.
- Maintaining clear emergency exits and walkways.
- Safely storing hazardous substances.
- Following safe food handling and hygiene practices.
- Maintaining appropriate supervision of children at all times.

Infection Prevention and Control

Glen Iris Childcare Centre & Kindergarten Child Care Centre will:

- Follow recognised infection prevention practices.
- Promote effective hand hygiene.
- Maintain cleaning and disinfecting schedules.
- Exclude individuals in accordance with infectious disease guidelines.
- Ensure appropriate use and disposal of personal protective equipment where required.
- Maintain adequate supplies of hygiene products.

Consultation and Communication

The service will:

- Encourage educators to raise workplace health and safety concerns.
- Discuss safety matters during staff meetings.
- Share updates regarding legislative or procedural changes.
- Promote a culture where staff feel confident reporting hazards.
- Encourage collaborative problem-solving to improve workplace safety.

Emergency Preparedness

The service will:

- Maintain current emergency and evacuation procedures.
- Conduct emergency rehearsals in accordance with legislative requirements.
- Ensure emergency equipment is regularly maintained.
- Display emergency procedures throughout the service.
- Review emergency responses following each rehearsal or incident.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure the service complies with workplace health and safety legislation.
- Provide appropriate resources to support workplace safety.
- Monitor the effectiveness of health and safety systems.
- Support continuous improvement in workplace safety.

Centre Director

Will:

- Lead implementation of this policy.
- Ensure hazards are identified and managed.
- Investigate incidents where required.
- Maintain workplace health and safety records.
- Provide staff with appropriate training and support.
- Monitor compliance with legislative requirements.

Educational Leader

Will:

- Promote safe practices within educational programs.
- Support educators to maintain safe learning environments.
- Encourage reflective discussions about health and safety.
- Assist with identifying improvements to learning environments.

Educators and Staff

Will:

- Follow safe work practices.
- Report hazards, incidents and near misses immediately.
- Participate in workplace health and safety training.
- Use equipment safely and appropriately.
- Contribute to maintaining safe learning environments.

- Take reasonable care for their own health and safety and that of others.

Students and Volunteers

Will:

- Follow all workplace health and safety procedures.
- Work under educator supervision.
- Report hazards or concerns immediately.
- Use equipment safely.
- Participate in induction before commencing duties.

Families and Visitors

Will:

- Follow the service's health and safety requirements.
- Report hazards observed within the service.
- Sign in and out as required.
- Comply with emergency procedures when attending the service.
- Support the service in maintaining a safe environment for children and others.

GLEN IRIS CHILDCARE CENTRE & KINDERGARTEN IN PRACTICE

At Glen Iris Childcare Centre & Kindergarten Child Care Centre, work health and safety is embedded into our daily operations and is viewed as a shared responsibility. Every educator plays an active role in identifying hazards, maintaining safe environments and promoting the wellbeing of children, colleagues and visitors.

Safety practices are integrated into daily routines through opening and closing safety checks, indoor and outdoor environment inspections, playground inspections, equipment maintenance, infection control practices and ongoing supervision of children. Hazards are addressed promptly, documented where required and reviewed to prevent recurrence.

Health and safety are regular agenda items at staff meetings, room meetings and leadership meetings. Educators are encouraged to raise concerns, contribute ideas and participate in developing practical solutions that strengthen our safety culture.

The Centre Director monitors workplace health and safety systems, incident trends and risk assessments to ensure continuous improvement and compliance with legislative requirements.

CHILDREN'S VOICE IN ACTION

Children are supported to become active participants in maintaining a safe and healthy environment.

Children's voices are encouraged when they:

- Help develop simple safety expectations within their learning environments.
- Identify hazards during play and discuss ways to stay safe.
- Participate in emergency rehearsals in a calm and supportive manner.
- Learn about hygiene, handwashing and healthy lifestyles.
- Care for their environment by packing away resources safely.
- Share ideas about creating safe indoor and outdoor learning spaces.
- Build confidence to seek support from trusted educators whenever they feel unsafe.

Educators intentionally use every day experiences to build children's understanding of health, safety, wellbeing and personal responsibility.

EXCEEDING PRACTICE

Glen Iris Childcare Centre & Kindergarten Child Care Centre exceeds the National Quality Standard by embedding work health and safety into everyday practice rather than viewing it as a compliance requirement.

Educators actively contribute to identifying hazards, reviewing procedures and improving workplace safety through ongoing consultation, reflective practice and collaborative problem-solving. Health and safety considerations are integrated into curriculum planning, environmental design, purchasing decisions and service operations.

Regular analysis of incident reports, hazard records and risk assessments enables the leadership team to identify trends, implement preventative strategies and continuously strengthen workplace safety systems.

This proactive approach creates a positive safety culture where everyone feels responsible for protecting the wellbeing of children, educators, families and visitors.

CONTINUOUS IMPROVEMENT

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to continually strengthening workplace health and safety practices.

This policy will be reviewed through:

- Regular workplace inspections.
- Hazard and risk assessment reviews.
- Analysis of incident and near miss reports.
- Feedback from educators and families.
- Staff meeting discussions and consultation.
- Professional learning.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures our workplace remains safe, healthy and supportive for everyone.

RELATED LEGISLATION

Occupational Health and Safety Act 2004 (Victoria)

Occupational Health and Safety Regulations 2017 (Victoria)

Education and Care Services National Law Act 2010

- **s.167** – Protection from harm and hazards.
- **s.168** – Education and care service policies and procedures.
- **s.169** – Policies and procedures to be followed.

Education and Care Services National Regulations 2011

- **Reg. 77 –** Health, hygiene and safe food practices.
- **Reg. 78 –** Food and beverages.
- **Reg. 79 –** Service providing food and beverages.
- **Reg. 103 –** Premises, furniture and equipment to be safe, clean and in good repair.
- **Reg. 104 –** Fencing and security.
- **Reg. 105 –** Furniture, materials and equipment.
- **Reg. 106 –** Laundry and hygiene facilities.
- **Reg. 168 –** Education and care service policies and procedures.
- **Reg. 169 –** Policies and procedures to be followed**.**

National Quality Standard
Quality Area 2 – Children's Health and Safety

- QA2.1.1 – Wellbeing and comfort.
- QA2.2.1 – Supervision.
- QA2.2.2 – Incident and emergency management.

Quality Area 3 – Physical Environment

- QA3.1.2 – Upkeep.

Quality Area 4 – Staffing Arrangements

- QA4.2.2 – Professional standards.

Quality Area 7 – Governance and Leadership

- QA7.1.2 – Management systems.

Victorian Early Years Learning and Development Framework (VEYLDF) 2026

- Practice Principles for Learning and Development.
- Secure, Respectful and Reciprocal Relationships.
- Wellbeing and Safety.
- Collaborative Leadership.

Victorian Child Safe Standards

- **Standard 2** – Child safety and wellbeing is embedded in leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Risk Management Policy
- Emergency and Evacuation Policy
- Incident, Injury, Trauma and Illness Policy
- Child Safe Environment Policy
- Supervision Policy
- Medical Conditions Policy
- Safe Sleep and Rest Policy
- Excursions Policy
- Staffing Arrangements Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Daily Safety Checklists
- Hazard Report Forms
- Risk Assessments
- Incident, Injury, Trauma and Illness Records
- Emergency Rehearsal Records
- Maintenance Register
- Contractor Records
- Cleaning Schedules
- Staff Induction Records
- Professional Learning Records
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris Childcare Centre & Kindergarten Child Care Centre demonstrates this policy through:

- Daily indoor and outdoor safety inspections.
- Prompt identification and management of hazards.
- Comprehensive risk assessments for identified hazards.
- Regular emergency rehearsals and evaluations.
- Ongoing workplace health and safety discussions during staff meetings.
- Incident investigations that inform improvements to practice.
- Safe maintenance of buildings, equipment and learning environments.

- Educator participation in workplace health and safety training.
- Continuous monitoring through the Quality Improvement Plan.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports the ongoing development of a positive workplace health and safety culture.
Reflective questions include:

- Are hazards being identified and addressed promptly?
- Do educators feel confident to report hazards and safety concerns?
- Are our risk management strategies effectively preventing incidents?
- How can we further strengthen staff wellbeing and workplace safety?
- Are our environments supporting both children's safety and opportunities for appropriate risk-taking?
- What trends are emerging from incident and hazard reports?
- How can our health and safety systems continue to improve?

Outcomes from these reflections inform staff professional learning, policy review, service planning and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Childcare Centre & Kindergarten Child Care Centre Governance, Policy and Procedures Manual. Developed to align with the Occupational Health and Safety Act 2004 (Vic), Education and Care Services National Law, National Regulations, National Quality Standard, VEYLDF (2026) and Victorian Child Safe Standards.