



The Lee Wiggins Childcare Centre OCCUPATIONAL HEALTH AND SAFETY POLICY

Policy

The Lee Wiggins Childcare Centre (LWCC) is committed to providing a safe and healthy working environment for all parents, children and employees. Our organization will demonstrate its commitment by providing financial, physical and human resources to ensure that all staff understand and are aware of the risk factors associated with health and safety, and will provide appropriate equipment where possible.

Policy will be distributed to all employees and all employees will be required to review it and sign off annually. A copy of the policy will be posted on the *Occupational Health and Safety* in a common area.

Goals

- To increase awareness in the importance of maintaining a work environment that complies with legislative requirements under the *Occupational Health and Safety Act*
- To decrease risk which can be controlled through good management in combination with active employee involvement
- To promote and support the health and safety of all employees
- To provide equipment, resources and effective training

Objectives

- To ensure all staff are educated about risk factors and prevention
- To conduct risk assessments to identify the presence of risks
- To control risks through application of controls
- To integrate prevention strategies proactively as well as reactively



The Lee Wiggins Childcare Centre OCCUPATIONAL HEALTH AND SAFETY POLICY ROLES AND RESPONSIBILITIES

Board of Directors

- Ensures policy and procedures are in compliances
- Provide equipment, necessary resources and staff training
- Maintain the Health and Safety Program through continuous quality improvement
- Review and access policy and equipment as necessary

Coordinator

- Ensure all employees comply with the policy through regular monitoring strategies
- Ensure all staff are educated in proper equipment use
- Ensure all staff are educated in Musculoskeletal Disorders Symptoms (MSD)
- Encourage staff to report symptoms of MSDs early
- Respond to staff reports of MSD symptoms promptly and access assistance in implementing MSD controls when solutions are not immediately identified
- Conduct and review accident/incident investigations associated with reports of accidents/incidents
- Take every reasonable precaution for the protection of the worker
- Maintain all documentation
- Report all findings of investigation and recommendations to the Board of Directors
- Conduct monthly inspections and evaluate any actual or potential hazards, recommend corrective action and follow up on implemented recommendations
- Report potential hazards to the Board of Directors
- Ensure findings are communicated to all employees
- Actively promote health and safety in the workplace through training and information programs
- Ensure all current MSDS sheets are easily accessible to all staff and emergency personnel
- Review policy annually
- Conduct annual audit



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Employees

- Comply with policy and procedures at all times
- Participate in regular training as established by the LWCC
- Report any unsafe acts, hazards, equipment and risks to the Coordinator immediately and co-operate with the investigation
- Follow and actively participate in all Health and Safety protocol, workplace safety, environmental protection, personal protective equipment, housekeeping programs, labeling of cleaning products, proper storage methods, complete any injury reports and hand hygiene
- Understand their right to refuse work in an unsafe environment

This will ensure that, together, we will strive to eliminate foreseeable hazards and personal injury

Health and Safety is everyone's responsibility. The following will provide you with important information found in the Occupational Health and Safety Act. In addition to your responsibilities under the Act, you have specific RIGHTS. You have the RIGHT to;

- **Know:** the right to know about any hazardous materials that you work with or may come into contact with in the workplace
- **Participate:** the right to participate by becoming a health and safety member to actively improve and promote workplace health and safety
- **Refuse unsafe work:** you have reasons to believe work endangers health and safety

PERSONAL PROTECTIVE EQUIPMENT POLICY

LWCC assumes responsibility for planning and implementing a safe work environment. Where hazards cannot be completely eliminated through substitution of materials, The LWCC will provide the appropriate personal protection equipment (PPE) to staff. The LWCC will ensure that each worker is properly trained in and aware of the hazards associated with his/her work, the type of PPE required and its proper maintenance, care and use.

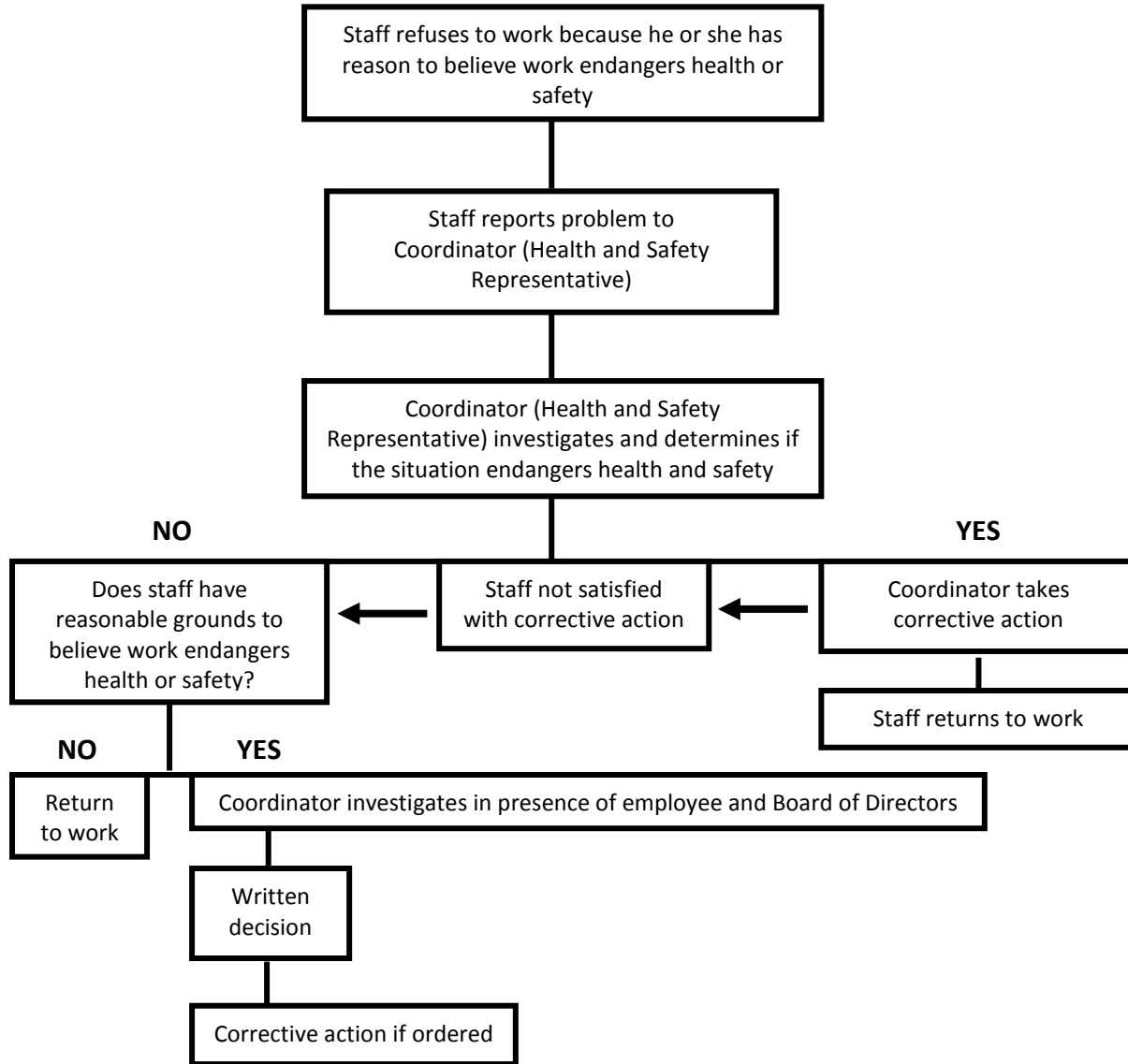
HOUSEKEEPING POLICY

Good housekeeping is an essential operating practice throughout the LWCC which contributes to a reduce accident. Poor housekeeping is the most common cause of injuries and contributes to accidents. Everyone can assist in providing a safer and healthier workplace by observing, correcting and/or reporting unsafe housekeeping practices and conditions.



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RIGHT TO REFUSE UNSAFE WORK PROCEDURES





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In Case of an Injury

It is imperative that anyone involved in any type of injury or sustains any illness due to a work related situation shall:

- Promptly obtain first aid treatment
- Notify the Coordinator immediately of ...
 - a. Any work related symptoms of injury **no matter how minor in nature**
 - b. Any injury requiring health care/emergency treatment
- Participate in the completion of a report of an accident/incident form
- Complete all necessary forms, for the employer and insurance carrier
- Where an injury requires outside medical or emergency treatment, the employee must provide the LWCC with authorized medical documentation including the following:
 - a. Return to regular duties
 - b. Return to modified or light work duties, with a detailed outline of medical restrictions
 - c. Absence from the workplace due to medical findings
 - d. Expected return to work date

Every accident or incident, no matter how minor, should be reported to the Coordinator (Health and Safety Representative). This gives the opportunity to ensure measures are put in place to assist in the prevention of future incidents.

Monthly Audit Checklist

Slip hazards	Yes	No	Not Applicable
Are outdoor surfaces kept free of leaves, mud, clippings, paper, gravel and moss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning of floor surfaces done outside working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable mats present at entrance of buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an effective cleaning and maintenance program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous warning signs in place for the immediate management of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant strips applied to walking or working surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, walkways, entrances and exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical leads or cables on the floor or in walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cable leads secured and not on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is carpet, tiles in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are paths smooth and level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other tripping or slipping hazards in the grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are edges of steps clearly marked and well lit at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	Yes	No	Not Applicable
Are stored materials regularly assessed and unused materials disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is capacity adequate in each area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage laid out so that heavier materials are stored at waist height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff required to reach above shoulder height for extended periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders freely available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff been trained in the principles of safe use of a ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any lifting or exertion required to reach articles in storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there mechanical aides available to assist in materials storage and handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Dangerous Goods and Equipment	Yes	No	Not Applicable
Does the school have all general safety/warning signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an audit of dangerous goods been undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have material safety data sheets for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these data sheets in an accessible place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage for the area adequate, well laid out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has chemical segregation/storage been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does any work process generate dust, smoke, fumes, gases or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so what options are there to deal with this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an effective system of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tests of air conditioning systems conducted regularly and reports obtained and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate circulation of fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do staff in this area suffer from eye, nose, throat or skin irritations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is protective apparel available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do teachers and students use protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have accident reports been checked to identify any chemical hazards needing further action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work areas, equipment and machines kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these checked for effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation, Heating and Cooling	Yes	No	Not Applicable
Is there adequate fresh air circulating in all areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is air conditioning, if used, tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is air conditioning, temperature, air flow balanced to all locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there draughts in rooms, corridors, etc., that are inconvenient, uncomfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is heating ample for all rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The Lee Wiggins Childcare Centre
OCCUPATIONAL HEALTH AND SAFETY POLICY

Outside Ground Layout	Yes	No	Not Applicable
Are fences and gates all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outside steps and ramps in good repair, non slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails in good repair and free from splinters, breaks in the wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any blind corners or posts, which can cause accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are entrances and exits clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency exits clear and accessible from inside the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are people aware of when doors are going to be opened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Required:

Staff's Name:

Date:



**The Lee Wiggins Childcare Centre
ANNUAL AUDIT**

CHECKLIST FOR HOUSEKEEPING IN OFFICES, STAFF ROOMS AND PLAYROOMS

Playrooms	Yes	No
Is the no-smoking policy observed throughout the LWCC?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough space for staff to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough cupboards, shelving, in room for class requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits and entry free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers readily accessible and their location known?	<input type="checkbox"/>	<input type="checkbox"/>
Are different types of fire extinguishers marked and identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are playroom tables and chairs at appropriate heights?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff have access to and training in use of ladders to reach elevated areas?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff have seating appropriately designed to maximize comfort and minimize poor posture?	<input type="checkbox"/>	<input type="checkbox"/>
Office	Yes	No
Is the non-smoking policy observed throughout the LWCC?	<input type="checkbox"/>	<input type="checkbox"/>
Are computer screens placed so that there is no glare on the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Are monitors fully adjustable for height, tilt and distance from front of desk?	<input type="checkbox"/>	<input type="checkbox"/>
Are adjustable chairs provided and correctly adjusted for the person using it, e.g., back support?	<input type="checkbox"/>	<input type="checkbox"/>
Are desks at the right height for the work being done?	<input type="checkbox"/>	<input type="checkbox"/>
Are keyboards/books/files/paper within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>
Does the operator have an adjustable document holder?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers attached to phones?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits fully equipped, and available, and their location known to all staff?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers correctly marked with identifying markings?	<input type="checkbox"/>	<input type="checkbox"/>
Are there staff trained in the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>

Action Required:



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Staff Rooms	Yes	No
Eating area	<input type="checkbox"/>	<input type="checkbox"/>
Is the Non-Smoking policy observed throughout the LWCC?	<input type="checkbox"/>	<input type="checkbox"/>
Is crockery chip and crack free?	<input type="checkbox"/>	<input type="checkbox"/>
Are the facilities hygienically clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
Are waste bins available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting levels adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Do all electrical/leads/cables/sockets fit properly?	<input type="checkbox"/>	<input type="checkbox"/>
Is rubbish left lying around?	<input type="checkbox"/>	<input type="checkbox"/>
Work area		
Do work areas have sufficient space around desks, tables?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient storage for teacher requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Is the access to this area good?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any manual handling problems?	<input type="checkbox"/>	<input type="checkbox"/>
Are chairs adjustable for a variety of people?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting sufficient for any work being done?	<input type="checkbox"/>	<input type="checkbox"/>
Is ventilation sufficient for the area?	<input type="checkbox"/>	<input type="checkbox"/>
Staff Rooms	<input type="checkbox"/>	<input type="checkbox"/>

Action Required:

Staff's Name:

Date: