



MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 24: Hazard Management

Rationale:

Management of hazards will be achieved by a series of relevant actions or procedures undertaken at Madge Sexton Kindergarten.

Procedures:

All staff have a responsibility to identify and control any hazards arising in the course of their normal work, in order to ensure the safety of themselves and others. In the event of any hazard occurring, children's and adult's safety must be a priority.

The staff member nearest must:

- Assess the situation
- Call for help
- Remove the hazard if safe to do so
- Monitor the situation.

If the hazard cannot be removed, the Director must call the relevant agency for assistance.

Steps in hazard management are identification, assessment, control and review.

Identification:

- Through the conduct of regular formal hazard inspections (at least twice a year) by an inspection team which must include the Director
- Using appropriate checklists
- Conduct a special inspection resulting from a specific incident/accident
- Conducting a special inspection arising from departmental directives e.g. electrical tagging, use by dates on chemicals
- Through ongoing consultation with staff
- By examination of accident/injury reports or hazard/near miss reports
- Incidental reports

Where a joint consultative team will generally carry out inspections, individuals should report any hazard that comes to their attention without waiting to assemble the team.

Worksite inspections should be part of the normal day-to-day management of the workplace and are a responsibility of all staff members.

Assessment:

Results of worksite inspections, including completed checklists are to be discussed at the WHS agenda point of each staff meeting immediately following the inspection. Once potential hazards have been identified, the Director must ensure they are assessed as to their potential risk.

Control:

Director must ensure an Action Plan that details actions, responsibilities, and a time frame is developed for the control of identified hazards. The control of hazards must be achieved by applying the 'hierarchy of controls'.

Review of Hazard Action Plan:

The Action Plan should be reviewed on an annual basis.

Endorsed by Staff & Governing Council: September 2018

To be reviewed: September 2020