



Stirling North Childhood Services Centre
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HAZARD MANAGEMENT and RISK PROCEDURES

NQS 2.2.1, 3.1.2, 7.1.2

Stirling North Childhood Services Centre is committed to providing and maintaining a safe and healthy environment for staff, children and families, volunteers, and visitors. This will be achieved by comprehensive hazard management through the processes of identifying hazards, assessing risks associated with the identified hazards and implementing as far as is reasonably practicable, appropriate control measures. Management of hazards will be achieved by a series of relevant actions or procedures undertaken at the Centre and actively supported at all levels of the Department for Education and Child Development. Individuals must report any hazard that comes to their attention.

Staff will:

- ensure that prior to children accessing the Centre and when equipment is set up, record that it is safe, and report and quarantine any hazards
- ensure equipment is in good repair, is age appropriate and meets the relevant Australian Standards
- ensure that risk assessments are done as required
- ensure regular formal hazard inspections of the worksite are conducted at least twice a year
- use appropriate checklists
- conduct an inspection resulting from a specific incident/accident or near miss and record details appropriately e.g., critical incident
- conduct an inspection prior to use of any new facilities/structures
- engage in ongoing consultation with employees regularly at staff meetings
- keep up to date Material Safety Data Sheets (MSDS)
- ensure that relief and casual staff are aware of all the above requirements
- investigate alternative options for substances that are non-hazardous
- when no alternatives are available, ensure that the Hazardous Substances register is filled out each time new hazardous substances are purchased and that substances are deleted from the register once they are no longer in use.

The finance officer and director will handle any insurance claims, obtain police reports, and complete costings as required.

Source:

Work Health and Safety Act, Amended Bill 2022.

Department for Education of South Australia.

Revised National Quality Standard. (2018)

Safe Work Australia Work Health and Safety Act 2011 (Cth)

South Australia Chem Watch. <https://chemwatch.net/resource-center/south-australia/>

Review:

Policy reviewed: September 2023	Next review date: September 2024
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Policy reviewed: October 2021	Next review date: October 2022
Created: November 2020	Next review date: November 2021