

1. POLICY CERTIFICATION

Policy title:	Crèche – Work Health and Safety Policy
Policy number:	FACS013
Category:	Policy
Classification:	FACS
Status:	Approved (26/06/2013 OCM)

2. POLICY PURPOSE

This policy is developed to set procedures to access hazards in the workplace, determine where problems are and to set up monitoring processes to minimise the risk of injury, disease or other harm to all its employees and supports a return to work program following any workers compensation claim.

3. POLICY STATEMENT

Roper Gulf Regional Council is committed to preventing injury and illness amongst employees, children and the wider community. The RGRC will act to observe its obligations and employees are expected to do the same.

The RGRC maintains and follows written procedures in relation to WH&S and the Nominated supervisor/Manager at all times endeavours to provide a safe working environment and ensure safe systems of work practices are employed as set down in the WH&S Act 2012.

4. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

5. DEFINITIONS

Crèche	is a day care centre where child care educator will take care of children in place of their parents
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 The WH&S representative is to:

- Consult with the Crèche supervisor regarding any issues in the workplace that they may find which will affect the health, safety and welfare of the children or staff within the crèche
- Assist in providing a report to the Nominated supervisor on WH&S procedures in consultation with staff

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- Keep up-to-date information on health and safety issues and provide regular information to staff
- Regularly inspects the Crèche and identifies hazards
- Maintain WH&S records
- Investigate complaints concerning WH&S issues

6.2 The staffs are to:

- Encourage and perform healthy and safe work practices at all times following specified WH&S procedures
- Identify hazards in the work area and report them to the WH&S representative
- Prevent and control hazards in the work area
- Participate in the development, implementation and review of WH&S procedures as required
- Promote healthy and safe behaviour in children through everyday learning experiences
- Report injuries and near misses in the work place to the WH&S representative

6.3 First Aid Certificate

All staff should have a current First Aid Certificate.

6.4 Furniture and Equipment

- Childcare Educators will be provided with relevant training prior to the use of an equipment
- Furniture and equipment purchased will minimise the risk of injury or strain – particularly for staff working on keyboards. Childcare Workers/Educators are responsible to ensure appropriate use of equipment and follow the procedures recommended to protect users from muscle fatigue and repetitive strain injury
- Photocopiers will be placed in a separate room where possible and /or in a position with good ventilation. Childcare Workers/Educators should ensure that they protect their eyes from the light emitted from the photocopier and should take care including the wearing of gloves when filling the machine with toner
- Nothing is to be placed onto the monitors or processors to restrict the air flow (fire hazard) and no drinks are to be placed near any information Technology equipment (electrical hazard)

6.5 Hazards

Staff will be trained to identify health or safety hazards and should report in writing, any hazards to their Crèche supervisor and their WH&S representative as soon as possible. Please also report any 'near miss' accidents to them as they may identify potential hazards.

7. HEALTH AND HYGIENE PROCEDURES

The following basic principles should be adhered to;

- Maintain good personal health and hygiene e.g; hand washing, daily showers and wearing of clean clothes,
- Protective clothing; wear gloves over clean hands when handling soiled clothes or linen, cleaning bathroom or toilet areas and to cover broken skin on hands
- Always wear gloves when handling bodily fluids including cleaning and dressing wounds.

8. FOOD HANDLING AND HYGIENE

8.1 What is a Food Handler

A “food handler” is defined as “any person who prepares/serves”:

- Breakfast;
- Morning tea;
- Lunch;
- Afternoon tea;
- Late snack; and/or
- Bottles

8.2 Health of Food Handlers

A food handler must not handle any food where there is a reasonable likelihood of food contamination as a result of a known illness. If continuing to engage in work on the premises, (in a non-food handling capacity) take all practicable measures to avoid contact with food.

8.3 Responsibility of the Crèche

The Crèche is required to ensure that persons with a known or suspected illness that may result in food contamination are not engaged in handling food.

8.4 Hygiene of Food Handlers

A food handler must take all reasonable measures not to handle food or surface likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

This is achieved by:

- Using clean utensils for preparing and handling food;
- If food is to be served uncooked, wearing disposable gloves if food must be handled;
- Covering any cuts on the hand with a clean waterproof dressing as well as disposable gloves to ensure it does not come into contact with the food;
- Not eating over unprotected food or surfaces likely to be in contact with food;
- Not sneezing, blowing or coughing over unprotected food or surfaces likely to come into contact with food; and

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- Taking every practical measure to ensure clothes, jewellery or anything else from his/her body does not contaminate food, or surfaces likely to come into contact with food.

Food handlers must wash their hands with soap and water immediately:

- Before commencing or resuming work;
- After going to the toilet;
- After eating;
- After smoking;
- After handling a handkerchief or tissue; and
- After touching the hair, scalp nostril, eardrum or mouth.
- Hands are to be dried using a single use towel.

8.5 Cleaning, Sanitising and Maintenance

The kitchen area is to remain free of an accumulation of:

- Garbage, except in garbage containers;
- Recycled matter, except in containers; and
- Food waste, dirt, grease or other visible matter

All fixtures and equipment are to be kept at a standard where there is no accumulation of food waste, dirt, grease or other visible matter.

All surfaces that may come into contact with food, eating and drinking utensils must be clean and sanitary before each use. Chopping boards are to be sanitised once a week using either bleach or Milton. If cracked, chipped or broken items are not to be used.

Surfaces and utensils are considered clean and sanitary when they:

- Are clean; and
- Have been treated with heat or chemicals, heat and chemicals or other processes.

8.6 Cleaning & Sterilising Equipment

The process for cleaning and sterilising items such as bottles, dummies or teething rings will be as follows:

1. Wash hands;
2. Rinse the item, inside and outside, with cold running water as soon as possible;
3. Wash item well, both inside and outside, with hot running water, detergent and cleaning brushes;
6. Rinse item well in clear hot water; and
7. Use sterilising equipment by following the manufacturer's instructions to complete the process.

8.7 Distribution of Food

- Food must remain packaged or covered when on counter tops, trolleys.

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- Utensils for eating and drinking must also be protected.
- Separate serving utensils are to be provided for each food.
- Raw and cooked food must be handled separately, including using separate cutting boards.

8.8 Food Disposal

Food for disposal is required to be kept separate, and clearly labelled and identified until it is either returned to the supplier, or disposed of so it can not be used for human consumption.

8.9 Food Storage

Food must be stored in such a way that:

- It is protected from the likelihood of contamination;
- Environmental conditions will not adversely affect the safety/suitability of the food;
- The temperature is controlled; and
- The food remains frozen, if necessary, during storage.

When receiving potentially hazardous food, The Crèche will take all practicable measures to ensure it is at a temperature of:

- 5°C or below; or
- 60°C or above.

The Crèche will take all practicable measures to ensure food that is intended to be frozen, is frozen when accepted.

8.10 Food Processing

Food handlers are to take all practicable measures to process only safe and suitable food, and during processing food will take all the necessary steps to prevent the likelihood of food being contaminated.

9. SMOKING

The RGRC recognises the dangers of passive smoking, and therefore all of the Crèche buildings and vehicles will be smoke free areas. If Childcare Educators need to smoke, they must smoke at least 10mtrs away from the nearest air-conditioning unit or door. No Childcare Educators can smoke where they can be seen by children.

10. STRESS

The Crèche recognises that stress is an occupational hazard and aims to minimise stress for staff by;

- Making good staff working conditions a priority
- Clearly defining job responsibilities and accountability structures
- Establishing support systems for all staff

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11. REFERENCES

Acknowledgements (original author/source documents)	<ul style="list-style-type: none"> ▪ Northern territory Food Act (2005): http://notes.nt.gov.au ▪ Environment Health Australia, Foodsafe Plus Food Handler Training Program: http://foodsafe.eh.org.au/ ▪ Food Standards: http://www.foodstandards.gov.au/ ▪ Northern Territory Government, Territory Health Services Childcare Standards: Northern Territory Child Care Centres: http://www.health.nt.gov.au ▪ Northern Territory Government, Department of Health & Families, Child Care Resource Folder : Guidelines for the Implementation of Licensing Requirements in the Northern Territory: http://www.health.nt.gov.au ▪ National Health and Medical Research Council (2006), Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care. 5th Edition: http://www.nhmrc.gov.au ▪ NT Government Department of Health and Families : www.health.nt.gov.au ▪ National Health and Medical Research Council: www.nhmrc.gov.au ▪ NT Licensing Childrens Service Unit: www.nt.gov.au/health/comm_svs/facs/families/childrens_svs.shtml
Related Policies	
Related Publications	
Related Document	<ul style="list-style-type: none"> ▪ Kitchen Cleaning Schedules ▪ Fridge Temperature Chart
Relevant Forms	

12. DOCUMENT CONTROL

Policy number	FACS013
Policy Owner	Family and Community Services
Endorsed by	OCM
Date approved	26/06/2013
Revisions	
Amendments	
Next revision due	October 2015

13. CONTACT PERSON

Contact person	Manager Governance, Corporate Planning & Compliance
Contact number	08 8972 9000