WORK, HEALTH AND SAFETY POLICY

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1 NQS

| QA2 | 2.3.2 | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |

2 National Regulations

| Regs | 168 | Policies and procedures are required in relation to health and safety |

3 Aim

We aim to do everything possible to protect the health, safety and welfare of all educators and other people who may be affected by our operation including our children and their families.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Duty of Care

4.1 The Approved Provider and Nominated Supervisor will ensure he or she takes all reasonable steps to ensure the health and safety of all educators, staff, volunteers, children, their families and any other people impacted by the service operations.

4.2 This includes identifying and eliminating or reducing all reasonably foreseeable hazards and providing appropriate training and instruction.

4.3 Our educators, staff and volunteers will also ensure they take reasonable care for their own health and safety and that their conduct does not adversely affect the health and safety of other people.

5 Work, Health and Safety Principles

5.1 The work health and safety of all persons within UOW Pulse Ltd Children’s Services and those visiting UOW Pulse Ltd Children’s Services is considered to be of the utmost importance.

5.2 All employers are required under Work Health and Safety Act to accept a duty of care for the health and safety of all people in the workplace. Implementing duty of care requires everyone in the workplace to be aware of potential hazards and take steps to prevent workplace accidents, injuries and illnesses.

5.3 In order to fulfil this obligation the organisation will:

   i. Minimise the risk of accidents by providing procedures for identifying, assessing and controlling hazards in the workplace.

   ii. Train, inform, consult and support employees in the development of safe working practices.

   iii. Consult with employees in regards to safe working systems and Committees.

   iv. Inform employees of their obligations in respect to this policy.

5.4 Employees must co-operate with the organisation to ensure their own health and safety and the health and safety of others in the workplace. In order to do this employees are to follow procedures set out in this policy and actively seek to ensure safe working practices are followed in their workplace.
5.5 As Work Health and Safety is of paramount importance to UOW Pulse Ltd Children’s Services, disciplinary action may be taken against employees who do not follow the guidelines of the Work Health and Safety Policy.

6 Work, Health and Safety Committee

6.1 The Consultative Work Health and Safety Committee has been established under the requirement of the Work Health and Safety Act and Regulation 2011. Under the Act and Regulation it is mandatory for employers to consult with matters affecting their health and safety.

6.2 The functions of the Work Health and Safety Committee are to:
   i. Keep under review the measures taken to ensure health, safety and welfare of persons at the place of work.
   ii. Investigate any matter that may be a risk to health and safety at the place of work.
   iii. Attempt to resolve any matter, but if unable to do so, an investigation by a Workcover inspector for that purpose may be arranged.

6.3 The Work Health and Safety Committee has its own constitution and stated terms of reference and operation. (SEE Consultation Committee Constitution, Formation of the Committee and Election Procedures.)

6.4 The Consultation Committee meets on a quarterly basis to review workplace safety for UOW Pulse Ltd Children’s Services. All committee members have received accredited training to enable each member to act effectively.

6.5 A copy of the training undertaken is kept at UOW Pulse Ltd Children’s Services and a second copy is kept on the employee's personal file.

6.6 Copies of minutes from the Consultation Health and Safety Committee are forwarded to the General Manager and Board of UOW Pulse Ltd Children’s services each quarterly. Recommendations from meetings are provided for all employees through the Work Health and Safety Committee representatives.

7 Level of Responsibility

The promotion and maintenance of work health and safety is primarily the responsibility of management. Management at all levels within UOW Pulse Ltd Children's Services is required to make contributions to the health and safety of all persons in the workplace.

8 Unit Managers

Each Manager is required to ensure that this policy and Work Health and Safety programs are effectively implemented in their area of control and to support the Nominated Supervisors and hold them accountable for their specific responsibilities.

9 Nominated Supervisors of Services

9.1 Nominated Supervisors of each service is responsible and will be held accountable for taking all practical measures to ensure:
   i. That the workplace under their control is safe and without risk to health.
   ii. The Nominated Supervisor will always be held accountable for detecting any unsafe or unhealthy conditions or behaviour.
   iii. That the behaviour of all persons in the work place is safe and without risk to health.
9.2 If the Nominated Supervisor does not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly - together with any recommendations for remedial action to the Manager.

9.3 Depending on the cost of the modification, the Manager may approve the project. If the cost of the remedial action cannot be covered by the service budget, an application will be made to the General Manager for the issue to be addressed as a matter of urgency.

10 Work, Health and Safety Program

10.1 A program of activities and procedures have been developed to implement the general provisions of this policy.

10.2 The program and procedures are to be reviewed by UOW Pulse Ltd HR Unit, and updated to ensure that all aspects of work health and safety are included. All staff must check the staff intranet (for Work Health and Safety Employer policies) as well as UOW Pulse Ltd Children’s Services policies and staff orientation handbooks.

10.3 The program involves:
   i. Work Health and Safety training
   ii. Work design, work place design and safe work practices
   iii. Changes to work methods and practice including those associated with technological change
   iv. Safety rules
   v. Emergency procedures and drills
   vi. Provision of Work Health and Safety equipment, services and facilities
   vii. Workplace inspections and evaluations
   viii. Reporting and recording of incidents, accidents, injuries, illnesses and ‘near misses’
   ix. Provision of information to employees
   x. Contractors and sub-contractors - providing Safe Work Method Statements
   xi. Consultation Committee
   xii. Buildings and Equipment Safety Maintenance

11 Work, Health and Safety Training

11.1 Training on Work Health and Safety issues is:
   i. Posters and relevant literature is to be available to all employees.
   ii. A checklist is provided on recruitment for employees (first aid kit, accident forms, emergency and a summary of the Work Health and Safety.
   iii. At staff orientation employees trained in manual handling, procedures and Safe Working Practices.
   iv. Immunisation of staff – all staff to advise the Nominated Supervisor of immunisation status upon commencement of employment, and update this information as necessary. All staff intending to become pregnant are advise to seek medical advice from a GP regarding immunisation status for contagious diseases such as rubella; slap cheek; hand, foot & mouth; chicken pox; etc (as per National Health and Medical Research Council Guidelines).
12 Workplace Design

12.1 The internal and external layout of buildings will be specifically designed by architects, landscape gardeners, Kids’ Safe Playground Unit, with input from Work Health and Safety committee, and Council safety division.

12.2 Any new additions or changes should also be reviewed by the relevant agencies during design phase. Playgrounds and equipment must meet national playground and under-surfacing safety standards.

13 Changes to Work Methods and Practice

13.1 This must always be done in consultation with the Work Health and Safety committee / UOW Pulse Ltd Board of Directors/ Assistant General Manager/ Manager / Nominated Supervisors prior to consultation with all staff.

13.2 Any changes initiated must be reviewed by Work Health and Safety representatives within a 12 month period, with a written report forwarded to the Work Health and Safety committee. Staff must always check UOW Pulse Ltd intranet – Work Health and Safety section, for updates.

14 Key Safety Rules

14.1 The Key Safety Rules:
   i. Electrical tagging
   ii. Testing Circuit breakers
   iii. First Aid Kit checking
   iv. Playground checks
   v. Thermostatic mixing valves
   vi. As per Education and Care Services National Regulations 2011
   vii. Supervision of children maintained at all times
   viii. Breathing checks of babies
   ix. Yard and playroom checks – daily
   x. Food safety procedures and checks (as per Health Act)

15 Emergency Procedures and Drills

15.1 These are to be undertaken at least quarterly across every working week day, by all children’s services, and at least on one occasion during a vacation care program and after school programs.

15.2 The emergency evacuation programs are to be recorded on the Emergency Evacuation Form and then filed on the work premises. The evacuation evaluations are to remain on the premises at all times.

16 Provision of Work, Health and Safety Equipment, Services and Facilities

16.1 Regular Work Health and Safety inspections will highlight the appropriate equipment and facilities required for each area in the children’s services – relevant to ages and development of children; staff; parents; community visitors; trades and service staff.

16.2 Back to Base emergency alarm system

16.3 Suitable heating and cooling for playrooms, kitchens
16.4 Fire detection equipment provided and serviced monthly
16.5 Air conditioners services 6 monthly – or more frequently if required
16.6 Electrical breaker installed and maintained on main power board
16.7 Non slip mats in kitchens and entrance areas – replaced weekly for hygiene purposes
16.8 Manual handling equipment – eg long handled tongs / correct height for shelving in outdoor sheds
16.9 Disposable gloves; soap; shower facilities provided
16.10 First aid kits provided and checked quarterly
16.11 Work Health and Safety training provided / manual handling training provided

17 Inspection of the Workplace

17.1 All staff are responsible for being aware of potential hazards within the work environment daily and should act on rectifying these as soon as possible. In addition to these normal daily inspections each work place will be inspected by designated staff members on a quarterly basis to ensure the environment meets health and safety standards.

17.2 The Nominated Supervisor of the service is responsible for the designating each staff member to a particular area to be inspected. Where possible, staff are to inspect a different area on each occasion, (e.g. you may be responsible for checking the outdoor play area on one inspection and the storeroom on the next inspection).

17.3 These quarterly inspections are to be recorded on the UOW Pulse Ltd Children's Services WH&S Workplace Inspection Safety Check List. Should any hazards be recognised this needs to be documented on a notification form, and referred to the service's immediate supervisor for attentions and prioritising.

17.4 Work Health and Safety must be listed as an agenda item at each educator meeting.

17.5 An annual inspection will also be carried out – done by an external person who report directly back to Work Health and Safety committee.

18 Accident Investigation

18.1 The Nominated Supervisor of the service is to carry out an immediate investigation of any accident resulting in injured staff not being able to attend their normal shift. A report of this investigation is to be given to the Consultation Committee for review.
   i. One copy is to remain on the premises at all times.
   ii. A second copy is to be forwarded to the Assistant General Manager.

19 Accident Categorisation

19.1 A summary of the Inspections and copy is to be forwarded to the Work Health and Safety Consultation Committee for review.

19.2 A quarterly report is provided to UOW Pulse Ltd Children's Services Consultative Committee regarding the number of accidents and injuries occurring across the organisation.

19.3 Accident notifications occurring on UOW Pulse Ltd Children's Services premises where employees, children, families or visitors require hospitalisation are also to be provided to the General Manager.
20 **Safety Review**

20.1 In addition to workplace inspections, members of the Consultation Committee are to conduct safety reviews twice a year. These reviews will include the following:
   i. Discussion of workplace inspections and action taken.
   ii. A complete safety review of specific areas nominated by the Consultation Committee. The nominated review area may be related to the workplace or work practices.

20.2 The purpose of the safety review is to:
   i. ensure regular review of specific aspects of the workplace and work practices.
   ii. identify any potential causes of accidents or injury.
   iii. provide opportunities for employees to raise concerns in relation to health and safety standards in the workplace and work practices.

20.3 The Nominated Supervisor of the service is responsible for ensuring action is taken as identified by members of the Consultation Committee. A copy of the safety review form is to be forwarded to the Consultation Committee. After the review forms have been discussed at the Consultation Committee, these will be forwarded and signed by the General Manager.

20.4 A copy of each review is to be kept on file in the service and at Central Admin Unit. A third copy is to be placed on the staff notice board to be discussed at the next educator meeting.

21 **Accident Procedure**

21.1 UOW Pulse Ltd Children's Services has a commitment to train employees in an effort to reduce the number and severity of accidents in the work environment.

21.2 Immediately that an accident occurs employees are to:
   i. Ensure immediate first aid is rendered
   ii. Contact an ambulance if necessary
   iii. Ensure the safety of children, other staff, equipment and the building. It may be necessary to deploy the help of parents, neighbours or other responsible adults to assist with children.
   iv. Contact the Manager once the situation is under control.

21.3 In case of accidents warranting transportation to hospital by ambulance, or emergency medical treatment, next of kin must be notified as soon as possible.

21.4 The Nominated Supervisor of the service is to complete the **Staff Injury Checklist** to ensure that all steps have been undertaken.

21.5 In the case of a serious accident/injury as far as practicable, the scene of the accidents should not be touched as it may need to be inspected by an inspector from Workcover Authority.

21.6 Following the immediate action an accident report must be prepared by the supervisor.

22 **Register of Injuries Comment**

An accident/injury report must be completed in the Register of Injuries once immediate action has been taken.
23 Provision of Information to Employees

23.1 UOW Pulse Ltd takes its responsibilities towards staff, with respect to Work Health and Safety matters, very seriously. All staff must undertake an Work Health and Safety induction within one week of commencement of employment.

23.2 All staff must also be shown and given time to read Work Health and Safety requirements outlined in the staff handbook including casual staff.

23.3 All staff must undertake the Work Health and Safety modules on the staff intranet within 12 months of commencement of employment. (These modules are nationally recognised training modules specific to Work Health and Safety).

23.4 Work Health and Safety representatives from UOW Pulse Ltd Children’s Services must be included on Work Health and Safety Committee – these reps will feedback any Work Health and Safety information from committee to all staff.

23.5 Work Health and Safety will be a regular item at combined staff meetings and Nominated Supervisors meetings.

23.6 All staff have access to the Orange Work Health and Safety folder – this contains all relevant Work Health and Safety information.

23.7 Manual handling information will be provided to UOW Pulse Ltd Children’s Services staff.

23.8 Pregnant staff will be advised to seek medical advice regarding immunisation status and information about working in child care. All pregnant staff will be advised they are NOT to change nappies for duration of pregnancy whilst working for UOW Pulse Ltd Children’s Services.

23.9 Work Health and Safety posters and circulars will be displayed in staff rooms and photocopying room.

24 Visitors to UOW Pulse Ltd Children’s Services

24.1 Visitors to any of the premises of UOW Pulse Ltd Children's Services must sign in and out of any of premises. (Visitors sign in and out sheet)

24.2 Each visitor must sign the date, time of arrival, time of departure, purpose of the visit and signature. This folder is kept in the administration area.

25 Contractors and Sub-Contractos – Providing Safe Work Method Statements

25.1 Contractors are considered visitors to UOW Pulse Ltd Children's Services.

25.2 All contractors used by UOW Pulse Ltd Children's Services must be licensed trades people. A photocopy of the tradesperson's license must be attached with the successful quote for work to be undertaken. The person who has received the quote originally will need to sight the original license.

25.3 The original License of the tradesperson must state what work the tradesperson is licensed to undertake. For example:

   i.   A Carpenter and Joiner will have a specific Carpenter and Joiners license.

   ii.  The date of expiry of the license must be clearly visible.

   iii. The tradesman must also provide a copy of their own Public Liability Insurance and a copy of their own Workers Compensation Insurance before work can be undertaken.
25.4 Ensure to work safely / Contractor to agree to work safely (Safe Work Method Statement Section 227) / Contractors must comply with the Work Health and Safety Regulations 2011 and provide UOW Pulse Ltd with safe work Method Statement. These are to be kept by the UOW Pulse Ltd Operations Manager.

26 Consultation Committee

26.1 Under the Work Health and Safety Act 2011, it is the responsibility of UOW Pulse Ltd Children's Services to consult with employees, enabling all employees to contribute to the making of decisions affecting their health, safety and welfare. Under the Act, UOW Pulse Ltd Children's Services are required to share information about work health, safety and welfare with employees, and to value these contributions.

26.2 Employees will be given the opportunity to express their views and to contribute in a timely fashion to the resolution of work health, safety and welfare issues in their place of work.

26.3 The function of the Work Health and Safety Committee is to:

i. Keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work.

ii. To investigate any matter that may be risk to health and safety at the place of work.

iii. Attempt to resolve any outstanding Work Health and Safety matters and request an investigation by a Workcover inspector for that purpose.

27 Work, Health and Safety Consultation Committee Constitution

27.1 The Work Health and Safety Consultation Committee aims to bring employees and management together in a non-adversarial, cooperative effort to promote safety and health.

i. Casual Vacancies - If a committee member is on leave short term they may be replaced by an untrained person.

ii. Permanent Vacancies - If a committee member leaves they must be replaced by a trained person.

iii. Shadow Members - a notice will be placed on the staff Intranet inviting people to be on future standby. These people may represent committee members in their absence.

iv. Quorum will be 6 members - there must be 6 Work Health and Safety committee members present for a meeting to be valid

v. Missing Meetings - If a committee member is absent for 3 meetings in a row they may be considered a non-member unless there is a valid reason. This includes any case where a shadow member for three consecutive meetings represents a member.

vi. Visitors, such as observers, can attend meetings depending on the purpose of the visit. The visitor must be agreed on during the meeting preceding their visit.

28 Buildings and Equipment Safety Maintenance

28.1 The safety of service buildings and equipment directly contributes to the safety of children, staff and others.

28.2 Regular and systematic inspections of all buildings and equipment are essential for child safety. Staff are responsible to conduct safety checks on all equipment and buildings each day and throughout the day.
28.3 On identifying equipment and buildings that require maintenance, the Nominated Supervisor of the service contacts the University Buildings & Grounds Department, who allocate the tasks to appropriate contractors according to the following priorities:

29 Priority Codes

29.1 Code definitions are as follows (maintenance repair tasks in priority order):

i. Priority Code (1 - High) we will respond on Notification and we will attend to the problem within (2 hours - between 7am to 5pm Monday to Friday & 4 hours outside of these hours)

A Priority Code (1) task is defined as any task required to address a condition / situation that has caused one or more of the following

a. Immediate safety hazard. Action will be continued until condition is rendered safe. If further action is required, downgrade to a priority 2 or 3 and advise client.

b. Teaching, research and other essential activity interrupted and work around not available.

c. Significant consequential damage to university facilities would occur if not responded to within the priority code 1 time frame.

d. University security compromised

e. Environment has been polluted

ii. Priority Code (2 - Urgent) we will respond within (24 hours). The task requires attention in the shortest possible time whilst taking advantage of cost effective and appropriate job planning.

A Priority Code (2) task is defined as any task required to address a condition that would result in an escalation of the defect to a priority code 1 if not attended to within 24 hours, and a work around is not available.

iii. Priority Code (3 - Normal) we will respond within (28 Days). The task requires attention but the defect has only minimal adverse impact on the customers business objectives and can be scheduled to take advantage of cost effective and appropriate job planning.

a. Note (1) any deviation from these priorities and associated time frames will be discussed with the customer.

b. Note (2) Maintenance is also responsible for some new building work projects. The time frames for these will be agreed with the customer and a priority code is not applicable

iv. Priority - (Category) Four (4). Priority/category Four (4) work requests are only to be used for customer requested work & B&G continuous improvement and project work that can not be accommodated in priorities 1,2 or 3. They shall be those jobs that require extensive planning or specific time allotment, ie. Semester breaks. All Priority/category four- (4) work will have an expected start date and expected finish date.
30 Work, Health and Safety Procedure

30.1 Work Health and Safety is considered a very important aspect of operating a child care service. It is imperative that everyone is aware of Work Health and Safety responsibilities and always ensures hazards are promptly identified and removed, cleared, or fixed.

30.2 To ensure this happens there are regular procedures that must be followed.

i. Playroom and yard checks to be done by educators first thing every morning before children access those areas,

ii. Work Health and Safety audit to be conducted every 3 months by service Work Health and Safety staff rep.

iii. External Work Health and Safety audit to be conducted annually.

iv. Assessment of Pest Control; fire systems; smoke detectors; security systems; assessing trees for damage and branches that may potentially fall; electrical tagging; clearing of gutters; must all be done a minimum of at least once a year but preferably quarterly where possible.

v. Cleaning of service – daily / weekly / monthly as per cleaner’s duties; Carpets cleaned annually or on an as needs basis.

vi. Equipment assessed daily.

vii. Soft fall and Shade cloth assessed every 5 years. (or sooner if required)

viii. Work Health and Safety must be a standard agenda item for monthly educator meetings; room meetings; combined children’s services meetings; and senior staff management meetings.

ix. Work Health and Safety awareness and responsibility must be a newsletter item for parents produced every year so that parents also understand the importance of this matter and their role in helping the service stay safe for the children and themselves.

x. Staff Work Health and Safety reps for child care services to be given time to attend UOW Pulse Ltd Work Health and Safety meetings.

xi. Signs to be displayed at relevant sites throughout the service to ensure that visitors are also aware of Work Health and Safety. eg:- latch the door; shut the gate; careful opening this door into the playroom as there may be a child behind; wash your hands (such as in adult toilet areas); chemicals stored here.

xii. All educators and other staff (including casuals) must undertake Work Health and Safety induction at commencement of employment.

xiii. All permanent educators and other staff must undertake the online UOW Pulse Ltd Work Health and Safety modules within 3 months of commencement of work.

xiv. Managers must undertake Work Health and Safety refresher courses every 3 years or as required.

xv. Manual Handling and Back Care Training must be undertaken every 12 months by all staff.

30.3 It is important to note that all Work Health and Safety issues must be dealt with PROMPTLY. The Nominated Supervisor and Children’s Services Manager must be always notified ASAP with respect to Work Health and Safety concerns / hazards.
31 Notification of Death, Serious Injury or Illness

31.1 The Approved Provider/Nominated Supervisor must notify the Work Health and Safety Regulator as soon as they become aware of a death, or a serious injury or illness that results in:

i. Immediate treatment as an in-patient in a hospital, or

ii. Immediate treatment for:

a. the amputation of any part of the body
b. a serious head injury
c. a serious eye injury
d. a serious burn
e. the separation of skin from an underlying tissue (such as degloving or scalping)
f. a spinal injury
g. the loss of a bodily function
h. serious lacerations or

iii. Medical treatment within 48 hours of exposure to a substance.

31.2 A serious illness is:

i. any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

a. With micro-organisms
b. That involves providing treatment to a person
c. That involves contact with human blood or body substances, or
d. Involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

31.3 A dangerous incident is also notifiable under the legislation. Dangerous incidents include:

i. An uncontrolled escape, spillage or leakage of a substance.
ii. An uncontrolled implosion, explosion or fire.
iii. An uncontrolled escape of gas or steam.
iv. An uncontrolled escape of a pressurised substance.
v. Electric shock.
vi. The fall or release from a height of any plant, substance or thing.
vii. The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations.
viii. The collapse or partial collapse of a structure.
ix. The collapse or failure of an excavation or of any shoring supporting an excavation.
x. The inrush of water, mud or gas in workings, in an underground excavation or tunnel.

31.4 The Approved Provider or Nominated Supervisor must notify the regulator by telephone or in writing (including by facsimile or email) as soon as possible after the injury, illness or incident. If notified by telephone, the regulator may require a written notice of the incident within 48
hours. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The approved provider/nominated supervisor must ensure the site where the incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by the regulator.

32 Source
Work Health & Safety Act 2011
Work Health & Safety Regulation 2011
Kids Safe Playground Unit
Manual Handling & Safe Work Practices
National Health and Medical Research Council Guidelines - Staying Healthy in Childcare – 5th Edition
Wollongong City Council
www.standards.org.au
www.kidsafe.com.au
www.healthinsite.gov.au/topics/child_safety

33 Review
This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

34 Version Control Table

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