

## Commitment

This Policy states the commitment of the Creche and Kindergarten Association Ltd (C&K) to the health and safety of all people who work or attend our workplaces or have the potential to be affected by our activities.

C&K believes that providing a safe working and learning environment for everyone at its workplaces is an integral and essential part of its responsibilities as an education provider. C&K is committed to:

- Providing everyone in its workplaces with a safe and healthy working and learning environment
- Promoting dignity and respect in all workplaces
- Adopting a preventative and strategic approach to health and safety and using measurable objectives and targets to monitor performance
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work related health conditions
- Meaningful consultation with employees, their representatives and others on work health and safety (WHS) issues
- Providing appropriate information, training and instruction to facilitate safe and productive work and learning environments
- Providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces
- Reporting incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident and prevent further incidents
- Providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards
- Communicating this policy throughout C&K via public display and training

## Legislative Compliance

C&K will comply with the QLD Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011, and other relevant legislation and industry standards.

## Accountability

It is important to understand that failure to follow safe systems of work, misuse of C&K equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely may lead to prosecution under the WHS Act and will also be dealt with under C&K's code of conduct.

## Responsibilities

CEO, Executive Leadership Team and Board of Directors will ensure:

- So far as is reasonably practicable, the health and safety of employees, others undertaking work and others in C&K workplaces, by ensuring that appropriate systems are in place, responsibilities appropriately defined and managers and supervisors receive the training and resources they need to carry out their WHS responsibilities

Senior managers and workplace managers are to ensure:

- This policy is implemented in their area of control
- Safe systems of work and WHS procedures and guidelines are implemented locally, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement
- Employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- Meaningful consultation takes place with employees, their representatives and others on WHS issues
- Workplace incidents are reported and investigated to ascertain the circumstances leading up to the incident, and appropriate action is taken to prevent further incidents from occurring
- Effective emergency response plans and procedures are in place which include the provision of first aid and actions to support the resumption of normal operations
- Audit and other compliance requirements are complied with and appropriate document management processes are in each workplace and
- Employees with injury or illness are managed in accordance with the C&K Return to Work Program and other relevant guidelines
- Where workplace managers are unable to ensure any of these provisions they should escalate them for appropriate action and support.

Employees and others undertaking work are to:

- Take reasonable care for the health and safety of themselves and those under their supervision, and take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply with any reasonable instruction or lawful direction as far as they are reasonably able, including wearing personal protective equipment supplied by the employer as required
- Cooperate in following C&K health and safety guidelines and procedures
- Report incidents and hazards, and participate in training and consultation with the support of C&K and
- Meet their obligations under the return-to-work program and other guidelines to support their return to the workplace following injury or illness.

All families, contractors and visitors are to:

- Take reasonable care of their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others
- Report all incidents and accidents as soon as possible and participate in consultation in WHS matters affecting them and
- Follow local procedures in relation to WHS



**Sandra Cheeseman, CEO**