

## Background

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The *Work Health and Safety Act 2011* encourages Queensland workplaces and work practices to be healthier and safer for everyone. A safe workplace requires the cooperation of both employer and employee and the participation of workers in regular application of a risk management approach that can respond to the daily activities of the Service.

## Policy statement

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To protect the health and safety of educators, parents, and visitors to the Service by keeping informed about the *Work Health and Safety Act* and ensuring appropriate codes of practice are followed.

## Strategies and practices

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- Information about the *Work Health and Safety Act 2011*, *National Quality Framework*, codes of practice and guidelines are held at the Service and may be read by educators and parents/guardians of children attending the Service.
- Employee and employer responsibilities for workplace health and safety are included in the Staff Handbook. These responsibilities are highlighted to new educators as part of their induction.
- A Work Health and Safety Representative must be nominated from the educators at each Service. If delegated by the Nominated Supervisor, the WHS representative will be responsible for receiving and investigating all hazards and breaches of the Services work health and safety policies. The name of the WHS representative must be advised during a new employee's induction and displayed accordingly. The Work Health and Safety representative will undertake periodic checks of the Service and investigate and provide advice on WHS matters that may arise. If a hazard is reported, the hazard report form is completed and forwarded to Sunkids Management.
- Sunkids Services will ensure that health and safety practices followed in the Service comply with *Health Regulations*, *National Regulations* and *Australian Standards*.
- All new equipment will be checked against *Australian Standards*.
- The following must be kept current by the Service and training arranged as required: -
  - Work Health and Safety Act
  - Sunkids policies
  - National Law and National Regulations
- The service is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight of the children.
- Complete opening and closing checklists.
- Complete daily checks of equipment and play areas in the course of setting up equipment and operating the curriculum.
- Check play areas and equipment daily to ensure they are in a clean and safe condition.

- Record any damaged/broken equipment on the maintenance register.
- Record all injuries to adults on the service's Staff injury report form. Refer to the Services Staff Injury Policy.
- Record all injuries requiring medical attention in the Staff Accident/Illness Register.
- Record all incidents with the potential to cause injury or illness on the services Hazard Report Form.
- Report incidents leading to high stress levels to allow positive steps to be taken to understand and minimise stress suffered by individual educators.
- Sunkids will ensure appropriate workers compensation cover is available to all employees of the Service and that employees understand the importance of reporting injuries or illnesses which occur during the course of their work.
- Sunkids will ensure that injured employees are provided with appropriate rehabilitation and health care services and that a flexible rehabilitation curriculum is implemented in the Service. Refer to the Services Workplace Rehabilitation policy.

## **Additional safe practices for babies**

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- N/A

## **Responsibilities of parents**

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- N/A

## **Procedure and forms**

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- Educators Accident/Illness Register
- Hazard Report Form
- Staff Injury Incident Report Form
- Monthly safety check
- Open and Close Checklist
- Weekly Safety Checklist

## **Links to other policies**

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- Managing Manual Handling and Back Care Policy
- Staff Injury Policy
- Workplace Rehabilitation Policy

## **Links Education and Care Services National Regulations 2011, National Quality Standard 2011**

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Regs	12	Meaning of serious incident
	85	Incident, injury, trauma and illness policies and procedures

	89	First Aid kits
	90	Medical conditions policy
	136	First Aid qualifications
	146	Nominated supervisor
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures

QA	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

## Sources

- Workplace Health and Safety Queensland – <https://www.worksafe.qld.gov.au/> accessed 24 June 2025
- Safe Work Australia – <https://www.safeworkaustralia.gov.au/> accessed 24 June 2025
- WorkCover Queensland – <https://www.worksafe.qld.gov.au/rehab-and-claims/injuries-at-work> accessed 24 June 2025

## Further reading and useful websites

- Workplace Health & Safety Act 2011 – <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018> accessed 24 June 2025
- WorkCover Queensland – <https://www.worksafe.qld.gov.au> accessed 24 June 2025
- Safe Work Australia – <https://www.safeworkaustralia.gov.au> accessed 24 June 2025

## Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	15 February 2019	Kaylene Harper	Accessed sources and further reading/useful websites.	February 2020
3	3 February 2020	Kaylene Harper	Accessed sources and further reading/useful websites.	February 2021
4	14 October 2020	Kaylene Harper	Reviewed policy. Accessed sources and further reading/useful websites.	October 2021
5	23 September 2021	Kaylene Harper	Reviewed policy	September 2022
6	7 October 2022	Linda Hollard	Reviewed policy	October 2023

## Work Health and Safety

7	23 August 2023	Grace McKinstry	Reviewed Policy Accessed sources and further reading.	August 2024
8	9 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
9	24 June 2025	Gen Mahaki	Reviewed policy. Updated sources, further reading, and version control.	June 2026

