

D-40 WHS Continuous improvement and self audit

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing
LO. 5	Children are effective communicators

Policy Statement

The Work Health Safety Management System (WHSMS) is the framework of how WHS is organised in the workplace. This policy and procedures manual contains all the basic procedures for safe work. WHS records and information is retained on the GELSafe. The self-audit in GELSafe is completed every twenty-six (26) weeks as a gap analysis to help direct the process of continuous improvement.

Related Policies

- CONCORD OSHC OSHC Policy A-4: Enrolment
- CONCORD OSHC OSHC Policy A-13: Participation and Access
- CONCORD OSHC OSHC Policy A-17: Privacy and Confidentiality
- CONCORD OSHC OSHC Policy A-19: Nominated Supervisor
- CONCORD OSHC OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC OSHC Policy C-9: Relief Staff
- CONCORD OSHC OSHC Policy C-10: Volunteers / Students / Visitors
- CONCORD OSHC OSHC Policy C-15: Return to Work Program
- CONCORD OSHC OSHC Policy D-22: Child Protection – Mandatory Reporting
- CONCORD OSHC OSHC Policy D-33: Legal Responsibilities and WHS information
- CONCORD OSHC OSHC Policy D-34: Hazard Identification, Risk Assessment and Control
- CONCORD OSHC OSHC Policy D-35: Workplace Inspection
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Scope

This procedure applies to the whole Centre and all staff.

Responsibilities

Management has the responsibility to:

- Collect information
- Ensure the self-audit with GELSafe is completed every 26 weeks
- Complete the action items identified and provide resources for their implementation

Staff have the responsibility to:

- Raise issues with management to ensure there is an effective program of continuous improvement at the Centre

Procedure

- The self-audit will be completed either at management level or by delegating to other designated staff member
- The results of the self-audit will be discussed through the consultation process and at staff and management meetings
- Actions will be completed within the designated time frame
- Monitor and review of the items will occur regularly to determine their effectiveness

External WHS Management System Audit

In addition to the internal audit process an independent third-party audit may be performed by an Accredited WHS Auditor. If this occurs, the audit will be conducted on the agreed date and the Auditor will hand back the documentation to the Manager. In most instances, the Auditor would provide a report to the Management, detailing the results of the Audit and where recommendations for changes are to be made. Management would then review the recommendations and determine follow up action.

Sources

- AS/NZ4801:2001 - Section 4.5 & 4.6.

Endorsed: 08/07/2022

Review date: 08/07/2024

Work health and safety management self-audit questionnaire



Trading name

Legal name

Review completed by

Position

Email

Telephone

Date

WHS management system criteria

A work health and safety (WHS) policy is available, signed, committed to by your centre's management and known by all staff.

Example evidence: WHS policy for your centre

Yes No N/A

Comments/actions

Staff position descriptions reflect WHS responsibilities and 'officer' roles are identified with specific due diligence requirements.

Example evidence: Position descriptions

Yes No N/A

Comments/actions

Specific hazards related to child safety risk management are identified and documented (e.g. medical condition policy, excursion policy, etc.)

Example evidence: Policies and procedures

Yes No N/A

Comments/actions

Procedures exist for emergency management, including fire and evacuation, critical incidents, threatening situations, or serious injury to a child in care.

Example evidence: Policies and procedures, incident investigation records, evacuation map

Yes No N/A

Comments/actions

HR policies are in place addressing discrimination, bullying and harassment, grievance, performance management, and any other relevant issues.

Example evidence: HR policies and procedures

Yes No N/A

Comments/actions

Regular consultation and communication on WHS matters takes place and is documented, such as during team meetings, with all relevant centre staff and contractors.

Example evidence: Meeting minutes, action items, completed items

Yes No N/A

Comments/actions

A Workers Compensation Return to Work (RTW) program is in place and implemented in line with your centre's WHS policy.

Example evidence: Centre procedures, incident records, RTW program

Yes No N/A

Comments/actions

Procedures are in place to record contractor insurance certificates and a sign in/out process is implemented for contractors.

Example evidence: Centre policy, sign in records, insurance certificates

Yes No N/A

Comments/actions

Building and workplace premises

Inspections of your centre are completed monthly at a minimum.

Example evidence: Inspection reports

Yes No N/A

Comments/actions

Action items arising from any workplace inspections are completed and recorded.

Example evidence: Action plans, workplace inspection forms

Yes No N/A

Comments/actions

Risk assessments are undertaken prior to introducing new equipment or work systems.

Example evidence: Risk assessment records, action plans

Yes No N/A

Comments/actions

There is a documented maintenance program in place for all equipment (e.g. play equipment, kitchen appliances) to ensure it operates safely.

Example evidence: Maintenance records

Yes No N/A

Comments/actions

Risk assessments are undertaken when a hazard is identified or following an incident.

Example evidence: Risk assessment records, action plans

Yes No N/A

Comments/actions

Risk assessments include you looking at hazards such as:

- Environmental/physical
- Ergonomic/manual handling
- Chemical
- Biological (including bodily fluids)
- Electrical/mechanical
- Psychological

Example evidence: Risk assessments records, action plans, safe work procedures

Yes No N/A

Comments/actions

Activities are developed to address and help fix the hazards identified in the risk assessment (e.g. equipment modifications, training, PPE).

Example evidence: Risk assessments records, action plans, safe work procedures, training records

Yes No N/A

Comments/actions

There is a process in place to ensure actions resulting from risk assessments are completed and monitored.

Example evidence: Completed risk assessments records and reviews

Yes No N/A

Comments/actions

Incident 'near misses' are reported to ensure further occurrences are prevented.

Example evidence: Incident records

Yes No N/A

Comments/actions

Incidents and injuries are reported, recorded and investigated. Appropriate actions are taken after the incident where applicable (e.g. professional counseling etc.).

Example evidence: Incident records and action plans

Yes No N/A

Comments/actions

Specific hazards

Chemical hazards have been identified, safety procedures in place and staff have adequate training to deal with the hazard (e.g. cleaning products, child medication, gardening chemicals etc.).

Example evidence: Chemical register, safe work procedures, training records

Yes No N/A

Comments/actions

All safety data sheets (SDS) are up-to-date and listed in a chemical register which is displayed close to chemical storage area.

Example evidence: Chemical register

Yes No N/A

Comments/actions

All chemicals are labelled correctly.

Example evidence: All containers labelled

Yes No N/A

Comments/actions

Processes are in place to manage the risks posed when staff and children are unwell.

Example evidence: Sick leave records, child absence records

Yes No N/A

Comments/actions

Safety systems and procedures are in place ensuring electrical fixtures, fittings and equipment are maintained. This includes testing by accredited electricians, circuit-breakers installed and child-proof socket covers.

Example evidence: Electrical test and tag records, maintenance logs, training records, workplace inspection forms

Yes No N/A

Comments/actions

Safe working procedures or instructions are documented and used when training staff.

Example evidence: Safe work procedures, training records, policies and procedures

Yes No N/A

Comments/actions

Where applicable, safe working procedures are part of the control measures you use when you've identified a hazard such as:

- manual handling
- potential exposure to sources of infection
- slips, trips and falls
- working late/alone

Example evidence: Policies and procedures, safe work procedures, training records

Yes No N/A

Comments/actions

Training

All staff have received an induction that includes details of their individual responsibilities, emergency responses and incident reporting, HR policies and consultation.

Example evidence: Training and induction records

Yes No N/A

Comments/actions

Your centre's contractors and temporary staff receive an induction.

Example evidence: Induction records, contractor records

Yes No N/A

Comments/actions

All staff participate in activities (e.g. meetings and training) to ensure their knowledge is up to date in areas such as critical incidents, threatening events or persons, infection risk and other procedures relevant to their role.

Example evidence: Training documents and records, safe work procedures

Yes No N/A

Comments/actions

All staff are trained and assessed based on the documented safe work procedures for that centre. Inexperienced staff are mentored where appropriate.

Example evidence: Safe work procedures, training records, policy documents/guidance

Yes No N/A

Comments/actions



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