

D-35 Workplace Inspection

NQS

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|-----------|----------------------------------|
| 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

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| 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

We are committed to ensuring that monthly inspections are conducted at this Service to identify hazards and control those risks or eliminate hazards. All areas are regularly inspected.

This procedure covers all workplace inspections conducted by staff or Management.

Related Policies

- CONCORD OSHC Policy A-4: Enrolment
- CONCORD OSHC Policy A-13: Participation and Access
- CONCORD OSHC Policy A-17: Privacy and Confidentiality
- CONCORD OSHC Policy A-19: Nominated Supervisor
- CONCORD OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC Policy C-9: Relief Staff
- CONCORD OSHC Policy C-10: Volunteers / Students / Visitors
- CONCORD OSHC Policy C-15: Return to Work Program
- CONCORD OSHC Policy D-22: Child Protection – Mandatory Reporting

Responsibilities

Management have the responsibility to:

- Either complete the inspection themselves or delegate to a suitable competent individual
- Ensure the individual appointed have the skills, knowledge, and competency to undertake the inspection in order to recognise any hazards that may need attention

Staff have the responsibility to:

- Maintain the premises in a clean and tidy manner
- Ensure equipment / toys are stored safely
- Mop up any spills and remove trip hazards without instruction
- Ensure rubbish is kept in designated areas

Procedure

- The “Workplace Inspection Checklist” will be used to identify hazards in the Centre. This checklist will be regularly reviewed to ensure it addresses all areas of the service, and matches GELSafe and legislative requirements.
- The checklist will be completed electronically or in hard copy. Additional hazards specific to the Centre can be noted at the end of the relevant section

Areas to be inspected will include:

- Internal areas: All areas of the Centre including but not limited to the play area, kitchen, amenities, storerooms, etc.
- External areas: All areas around the Centre including play areas, storage areas, carparks etc.

On completion of the inspection any urgent hazards must be brought to management’s attention immediately for rectification and a risk assessment documented.

Examples of hazards that should be addressed during the inspection include:

- Spillage on floors
- Uneven floors, worn floor coverings, slippery surfaces
- Obstructions on floor
- Protruding fixtures / fittings
- Sharp corners / ends on fixtures
- Unstable chairs
- Heavy items stored above waist height
- No ladders or steps for accessing high storage areas
- Overloaded power cords, poor electrical cord condition
- Lack of fire extinguishers

Signage

Signs are a source of warning or information and are not a risk control by themselves. Signage in all areas will be correct, particularly 'prohibition' signs and 'warning' signs.

There are a variety of signs that require specific compliance such as:

- Exit signs – indicating the path to an exit door, located above head height, indicating the exit route from the building. They are illuminated and powered by an emergency power source
- Emergency exits - signs indicate that the door is used as an emergency exit and therefore should never be blocked or locked on the inside. These signs are located on fire escape doors including on external surfaces
- Fire Extinguisher Signs - There are two types of fire extinguisher signs required, one above the device noting its location simply stating, "fire extinguisher" and the second sign specifying the type of extinguisher and the fires that it can be used for. It is located above the fire extinguisher itself to allow for easy reading in an emergency. Access to extinguishers must be clear at all time
- Fire Hose Reel Signs – These are placed on the outside of the Fire Hose Reel cupboard. Access to fire reels must never be blocked
- Portable Wet Floor Signs are yellow in colour and must be used when the floor is slippery from mopping, spills, rain, or any other reason. They should be stored in the same place for easy access
- First Aid Kit signs indicate the location of the first aid kits. They are green and white in colour. They are located above the first aid kit above head height so they can be seen clearly from a distance

Endorsed: 08/07/2022

Review date: 08/07/2024

Workplace safety inspection checklist

This form is used for assessing the general safety of your early learning centre. Tick the **yes** column if everything is in order.

Note – A **no** answer may indicate there's an opportunity to improve health and safety risk at the centre. Complete a risk assessment to rectify the issue.



Trading name

Legal name

Review completed by

Position

Email

Telephone

Date

 / /

Access and exit routes/security

Are safety gates and locks working properly? Do all doors close and operate correctly?

Yes No N/A

Comments/actions

Are all areas well lit, including outdoor paths and driveway/car park area?

Yes No N/A

Comments/actions

Are walkways, hall ways, corridors, and exits clear of obstructions? Are pathways/walkways non-slip, free from cracks, frayed materials, drops, lifts?

Yes No N/A

Comments/actions

Are exits all clearly marked and all exit lights in operation?

Yes No N/A

Comments/actions

Is video surveillance (where installed) in operation, and monitored regularly?

Yes No N/A

Comments/actions

Fire safety/emergency management

Are fire extinguishers in place, with clear signage, securely mounted and out of reach of children?

Yes No N/A

Comments/actions

Have fire extinguishers been serviced in the past six months?

Yes No N/A

Comments/actions

Are smoke detectors operating and tested on a regular basis?

Yes No N/A

Comments/actions

Is a copy of the emergency evacuation plan on display?

Yes No N/A

Comments/actions

Electrical safety

Is the centre equipped with a residual current device (RCD) safety switch?

Yes No N/A

Comments/actions

Are all portable appliances tested and tagged annually?

Yes No N/A

Comments/actions

Is all lighting in good repair with no exposed globes and with lighting covers in place?

Yes No N/A

Comments/actions

Is the electrical switchboard closed tightly and switches clearly labelled?

Yes No N/A

Comments/actions

Are all electrical cords in good condition (e.g. not frayed, damaged or faulty)? Are all cords off centre floors and not across benches/walkways?

Yes No N/A

Comments/actions

Are all sockets internal and external protected with child proof covers?

Yes No N/A

Comments/actions

General systems

Are mobile signs, e.g. wet floors, readily available for use as needed?

Yes No N/A

Comments/actions

Are all chemicals (disinfectant, dishwashing liquid, dishwasher detergents) stored safely and securely? Are all chemicals properly labelled?

Yes No N/A

Comments/actions

Is the poisons Information telephone number on display where chemicals are stored?

Yes No N/A

Comments/actions

Is there a Safety Data Sheet (SDS) readily available for any chemicals classified as a hazardous substance or dangerous good used or stored in the centre?

Yes No N/A

Comments/actions

Are all first aid kits fully stocked and readily available with names of all qualified first aiders clearly displayed and the injury register located near the kit?

Yes No N/A

Comments/actions

Is the notice board/other means of communication to staff or parents regularly updated with health and other urgent information eg head lice, gastro, policy on discrimination and bullying and harassment, the mandatory 'If you get injured' poster, and other relevant policies?

Yes No N/A

Comments/actions

Indoors

Are floor surfaces maintained, free from lifts, drops or slippery surfaces?

Yes No N/A

Comments/actions

Is all equipment, furnishing, chairs, tables, cots, change areas, shelving, steps, in a safe state of repair, stable and suited for purpose?

Yes No N/A

Comments/actions

Are all surfaces/equipment free from sharp edges?

Yes No N/A

Comments/actions

Are doors fitted with controllers to prevent slamming/sudden closure and cupboards with child safety closures?

Yes No N/A

Comments/actions

Do all lights work, are they appropriate for tasks conducted within all areas of the centre?

Yes No N/A

Comments/actions

Outdoors/playgrounds and equipment

Is the landscape and playground equipment void of trip hazards?

Yes No N/A

Comments/actions

Is all outdoor/playground equipment void of protrusions at eye or head level?

Yes No N/A

Comments/actions

Are all surfaces level with no sudden lifts/drops in pathways?

Yes No N/A

Comments/actions

Are the edges of faux turf and rubberised ground covering secure, free from lifts?

Yes No N/A

Comments/actions

Are the plants around the centre the types that do not attract bees and trimmed to ensure clear unobstructed paths/walk ways?

Yes No N/A

Comments/actions

Is sand cleared from paths/pathways?

Yes No N/A

Comments/actions

Are sand pits regularly checked/cleared of foreign objects? Are they covered at night?

Yes No N/A

Comments/actions

Is adequate protection from the effects of the sun e.g. sun screen, hats etc. readily available to staff and children?

Yes No N/A

Comments/actions

Are all children's toys, bikes and play equipment in good working order with no broken or damaged equipment remaining in the play area?

Yes No N/A

Comments/actions

Kitchen/wet areas

Are all equipment and accessories (e.g. coloured chopping boards, labelling, containers, etc) available and compliant with food safety requirements?

Yes No N/A

Comments/actions

Are floor surfaces kept dry and non-slip?

Yes No N/A

Comments/actions

Are all cupboards and fridges secured with child proof catching?

Yes No N/A

Comments/actions

Infection/contagion control

Is personal protective equipment available and easily accessible e.g. gloves, masks?

Yes No N/A

Comments/actions

Are ample hand washing facilities made available and procedures appropriately displayed?

Yes No N/A

Comments/actions

Are sound hygiene and disinfection procedures displayed and enforced?

Yes No N/A

Comments/actions

Is equipment and PPE readily available to ensure children's toilets are cleaned daily or immediately after a toilet accident?

Yes No N/A

Comments/actions

Are nappy disposal bins/units secured to limit child access and regularly emptied?

Yes No N/A

Comments/actions

Are all children's medications stored in a secure and separate location?

Yes No N/A

Comments/actions

Manual handling/ergonomics

Are storage areas organised to minimise effort required to access items, and sufficient space exists to access and egress? This may include regularly utilised items stored at an appropriate height being below shoulder height and above knee height to facilitate safe lifting.

Yes No N/A

Comments/actions

Is there equipment to assist with moving awkward/heavy inanimate objects? e.g. trolleys

Yes No N/A

Comments/actions

Are work tables, change tables, cots etc. arranged to minimise the frequency and severity of poor posture adoption when staff are conducting tasks?

Yes No N/A

Comments/actions

Are cots raised to minimise bending?

Yes No N/A

Comments/actions

Are staff rotated through repetitive manual tasks such as nappy changing?

Yes No N/A

Comments/actions

Are posters, guidance or instruction on safe manual handling displayed through the centre?

Yes No N/A

Comments/actions



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