

## D-41 WHS Data Management, Standard Forms, Recording and Reporting

### NQS

QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 2.2.3	Child protection.
QA. 7.1.2	Management systems.

### National Regulations

Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 89	First aid kits
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 174	Time to notify certain circumstances to Regulatory Authority
Reg. 177	Prescribed enrolment and other documents to be kept by approved provider
Reg. 183	Storage of records and other documents

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
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### Policy Statement

The Work Health Safety Management System (WHSMS) is the framework of how WHS is organised in the workplace. WHS data management for WHS records and information is retained on the GELSafe software system and on site.

### Related Policies

- CONCORD OSHC Policy A-11: Maintenance of Records
- CONCORD OSHC Policy A-15: Role of the Management Committee
- CONCORD OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC Policy C-5: Professional Development
- CONCORD OSHC Policy D-2: Hygiene

- CONCORD OSHC Policy D-5: Hazardous Materials
- CONCORD OSHC Policy D-10: First Aid
- CONCORD OSHC Policy D-12: Death of a Child or Staff Member
- CONCORD OSHC Policy D-13: Illness and Infectious Diseases
- CONCORD OSHC Policy D-20: Medication
- CONCORD OSHC Policy D-28: Workplace Health, Safety and Environment
- CONCORD OSHC Policy D-29: Manual Handling
- CONCORD OSHC Policy D-33: Legal Responsibilities and WHS information
- CONCORD OSHC Policy D-34: Hazard Identification, Risk Assessment, and control
- CONCORD OSHC Policy D-35: Workplace Inspection
- CONCORD OSHC Policy D-36: Incident Reporting and Investigation for Staff Members
- CONCORD OSHC Policy D-37: Safety Meetings and Consultation
- CONCORD OSHC Policy D-38: Electrical Safety
- CONCORD OSHC Policy D-40: WHS Continuous Improvement and Self Audit

## Scope

This procedure covers all the documentation, records and materials related to WHS at the Centre.

## Responsibilities

Management has the responsibility to:

- Ensure that all documentation and recording and reporting of WHS related information is stored and easily accessed by all staff and anyone else who requests access
- Ensure where possible documents are stored in GELSafe

Staff have the responsibility to:

- Follow procedures for recording and reporting information in the manner required

## Procedure

All WHS related information will be stored securely.

Centre specific and detailed departmental information is recorded elsewhere within the Centre.

Standard Section lists are:

- WHS Consultation: Records all consultation between staff and management regarding WHS
- WHS System Self Audit: This is an internal 'mini-audit', and you will be reminded to undertake this every 26 weeks via email reminder through the GELSafe system
- Workplace Inspection: A checklist used in the regular workplace WHS inspection. You will be reminded to undertake this every 3 months.

- Incident Report Form: An electronic form used when an incident has occurred, with corrective / preventative actions that need to be actioned and followed through to completion
- Register of Injuries: Documentation of all injuries sustained by workers in the workplace
- Hazardous Substances Register: A form for listing all the MSDS relating to hazardous substances / chemicals used in the workplace
- Staff Induction Register: A form for listing all staff and details of their induction in the workplace
- WHS Training Plan: A form used to create a training plan for staff and to upload any certificates detailing staff qualifications in the workplace
- Contractor Management Tool: A form used to list all Contractors, insurance details and expiry dates and to upload any certificates of currency of those insurances and safe work method statements for the workplace.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work, Health and Safety Act 2011
  - div.3 pt.3 ss.35 to 39 (incident notification)
  - pt.2 div.1 subdiv.1 s.17 (risk management)
- Privacy Act 1988
- Children (Education and Care Services National Law Application) Act 2010
- First Aid Manual
- SafeWork Australia – Incident Notification Factsheet (2013)
- WHS Regulation 2017
  - ch.3 pt.3.1 ss.32 to 38 (risk management)

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