

# Keeping your staff safe



**KPV**

Kindergarten Parents Victoria Inc

# Safety is not just for children



# The Law

- Occupational Health and Safety Act, 2004  
Jan 2012 – Work Health and Safety Act
- Occupational Health and Safety Regulations, 2007  
Jan 2012 – Work Health and Safety Regulations
- WorkSafe Codes of Practice



# Employer Responsibilities

- Provide and maintain plant and safe systems of work
- Provide safe working environment
- Provide adequate welfare facilities
- Provide information on hazards
- Provide instruction and training
- Provide adequate supervision



# Employee Duties

- Must take reasonable care for their own safety
- Must take reasonable care for others affected by their acts or omissions
- Co-operate with health and safety actions undertaken
- Must not interfere with anything provided in interests of health and safety



# Safety is not just about common sense



# Work Health and Safety System



# Hazard Identification

- A hazard is something with the potential to cause injury, illness or disease.
- Ask yourself “what could possibly go wrong here to cause an injury or disease?”

## Use

- Check lists
- Inspections
- Consultation
- Incident reports (including injuries and near misses)
- Information from KPV and WorkSafe
- Information from suppliers (eg chemical suppliers)





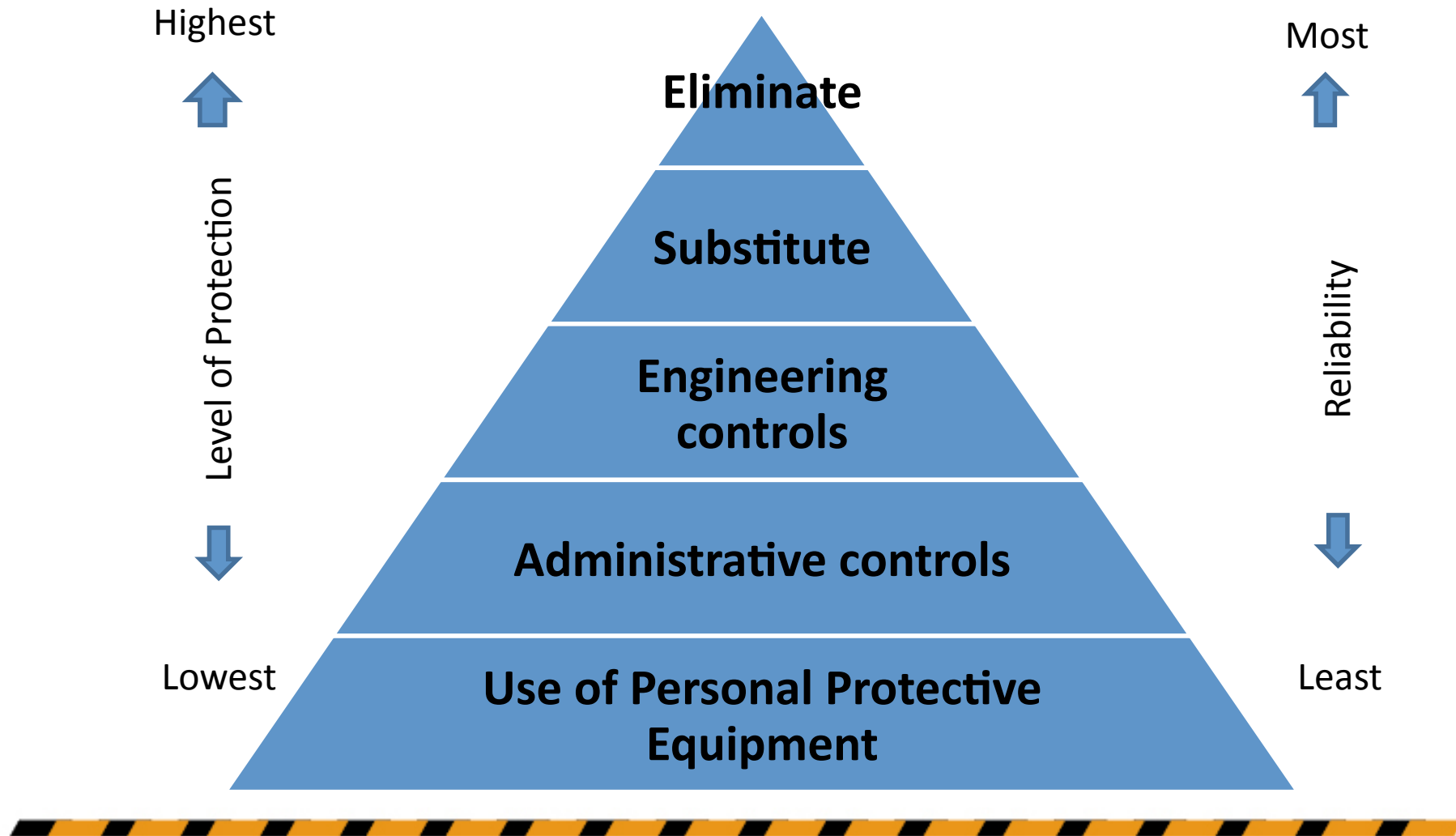
# Risk Assessment

Is the danger associated with each hazard high, medium or low ?

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H



# Control Hazards & Risks



## Monitor or review risk controls

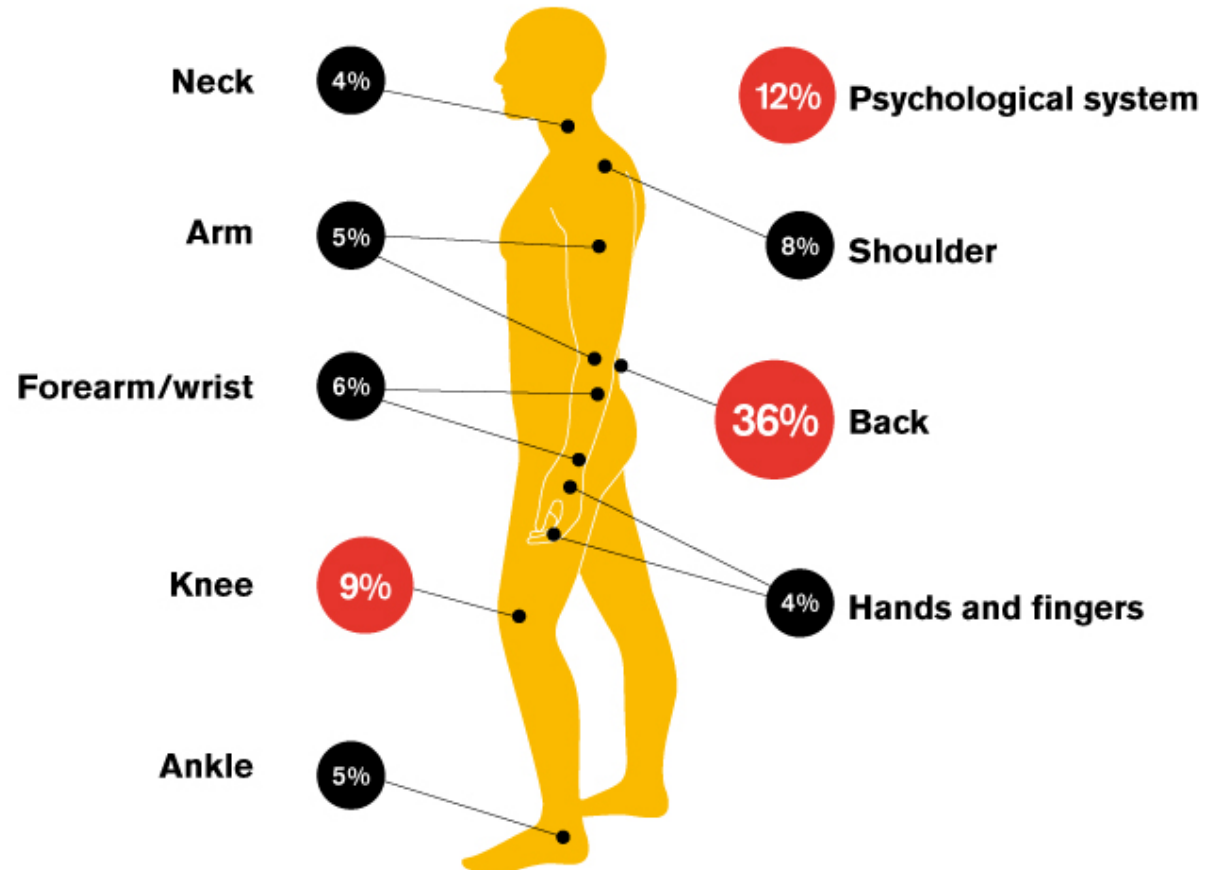
- whenever alterations to the systems of work involving the hazard
- new information about the hazard or associated risks becomes available
- there is an incident
- if for any reason the risk control measures do not adequately control the risk
- following a request from a health and safety representative



# What is manual handling?

*...any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object'* OHS Regulations 2007, Part 3.1





# WorkSafe Inspectors

## Have legislative powers to

- enter a workplace during normal working hours or any time they believe there is an immediate threat
- inspect anything or make inquiries at the workplace
- issue improvement notices or prohibition notices or directions
- conduct interviews
- take photos, recordings and measurements
- take possession of items, substances or objects for examination
- examine and copy documents



# Resources

- *Early childhood Management Manual* – KPV
- *WorkSafe Victoria inspectors* – WorkSafe Victoria
- *Overview of how inspectors deal with specific issues* – WorkSafe Victoria
- *Children's Services – Occupational Health and Safety Kit: How to control the risks of the most common hazardous tasks in children's services sector* – WorkSafe Victoria
- [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- [www.kpv.org.au](http://www.kpv.org.au)
- [www.communityohs.org.au/resources/free-ohs-audits/](http://www.communityohs.org.au/resources/free-ohs-audits/)



# QUESTIONS

