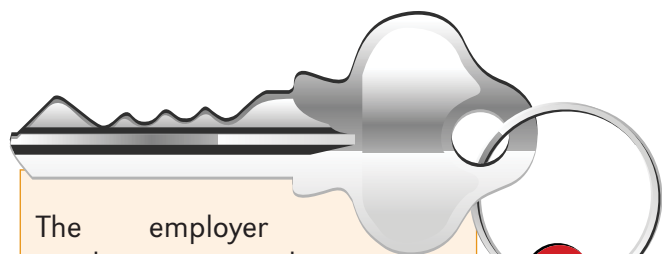




OH&S TIP SHEET

Health and Safety in Early Childhood Services



Who's got the key?

The employer needs to ensure that the service environment and workplace procedures are established and maintained to control access to the site.

For example, during service operating hours this may require:

- employees or employer representatives to be the only authorised people to allow others into the facility
- these authorised persons provide adequate supervision of visitors
- the responsibility to supervise persons visiting or accessing the service, including contractors, does not end until these other persons are confirmed to have left the site and relevant security measures are in place and functioning properly.

The proper management of service access and security may require a comprehensive review, which may lead to increasing or decreasing visibility of some areas and altering accessibility of various doors, gates and lock

Management of service access and security

The management of access to the service during working hours and the prevention of access by unwanted persons during working hours and after hours is the employer's responsibility.

mechanisms to certain parts of the building and site.

When considering site and building security, including lock mechanisms, the following requirements need to be considered and met:

- need to stop unwanted access to others
- unwanted escape of children



- facilitating easy access to families when dropping off and picking up children

- the need to meet the requirements of the Department of Education and Early Childhood Development and the Building Code of Australia with regard to the need to be able to escape in emergency situations.

When undertaking such a review consider hazards and risks that alter or may be introduced as a result of proposed access and security changes.

This includes the consideration of hazards and risks that alter or may be introduced as a result of proposed access and security changes.



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