



Mt Lofty Kindergym

Policy Manual



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The content of this Policy Manual has been aligned with key elements from: AS/NZS 4801; OHSAS 18001; WHS Act and Regulations 2011

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WORK HEALTH AND SAFETY POLICY

Mt Lofty Kindergym recognises its moral and legal responsibility to provide a safe and healthy setting for Leaders, families, children, volunteers and visitors to the Kindergym. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

Our WHS objective is to actively work towards elimination of injuries and fatalities. Annual reduction targets for all injuries and incidents will be set by the Committee each year.

Responsibilities

The Mt Lofty Kindergym Committee is committed to:

- Integrating WHS into all aspects of Mt Lofty Kindergym operations
- Compliance with relevant State Department of Education requirements, WHS legislative requirements, current industry standards and co-operation with Regulatory bodies, as far as is reasonable
- Exceeding legislative requirements and aiming for best practice systems of work
- Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels
- Provision and maintenance of a kindergym environment that is safe and without risks to health for Leaders, families, children, volunteers and visitors
- Consultation with employees and volunteers and other parties to improve decision-making on WHS and environmental matters
- Development, implementation and review of written safe work procedures
- Distribution and communication of safety information and safe work procedures
- Information, training and supervision to Leaders, families, children, volunteers and visitors to ensure safety
- Support and assist employees and volunteers in effective injury management and rehabilitation
- Review and assessment of WHS policies

Leaders, employees, volunteers and families are expected to:

- Take reasonable care for the health and safety of themselves and others at work
- Co-operate with Mt Lofty Kindergym to enable compliance with WHS legal obligations
- Participate in consultative arrangements
- Assist the Committee to meet WHS targets/key performance indicators
- Participate in return to work programs

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Work Health and Safety: Consultation, Cooperation and Coordination Code of Practice.

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BACKGROUND CHECKS AND PROHIBITED PERSONS POLICY

Aim:

Mt Lofty Kindergym is committed to providing a safe environment for Leaders, families, children, volunteers and members of the public that is free from violence, harassment and inappropriate workplace behaviours.

Objective

Ensure that all Leaders, Committee Members and other employees or volunteers are assessed as suitable to work with children.

Policy:

All persons who conduct work (or volunteer) for Mt Lofty Kindergym that involves any contact with or decision making concerning children will be subjected to an approved background check (including a police check). It is a condition of employment and Committee Membership that persons consent to the above named checks.

Only trainee's and volunteers with an appropriate Police Check for Working with Children or equivalent (for example teacher registration certificates) for South Australia, will be permitted to work with children at Mt Lofty Kindergym. Details of current Police Checks or equivalent will be maintained on file. It is the employee's/ volunteer's/ trainee's duty to ensure renewal takes place when required and make the renewed details available to Mt Lofty Kindergym in a timely manner once received.

The Committee will regularly review these details and provide appropriate information to Gymnastics SA and/or other authorised bodies as required.

Mt Lofty Kindergym will not permit any person who meets the definition under 33PA of the Commission for Children and Young People Act 1998 of a "Prohibited Person" to work/volunteer onsite.

A "Prohibited Person" is someone that has committed certain crimes against children and includes Registrable Persons under the Child Protection (Offenders Registration) Act 2000.

All information obtained from Police checks will be treated in line with the requirements of relevant child protection legislation, State police department guidelines and Privacy Acts.

Relevant information will be reviewed at agreed intervals to ensure the latest information is obtained about all workers/volunteers and any other person who may attend the Mt Lofty Kindergym site.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011
Commission for Children and Young People Act 1998
Child Protection (Offenders Registration) Act 2000

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ANTI-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Aim

Discrimination is unlawful under State and Federal legislation and Mt Lofty Kindergym is committed to the principles of equal employment opportunity and to putting procedures into place to effectively deal with complaints of discrimination.

Policy

Mt Lofty Kindergym will meet its obligations under the legislation by implementing procedures to ensure that no persons are discriminated against because of the following:

- Sex
- Marital or parental status
- Race
- Age
- Impairment
- Religion
- Political belief or activity
- Trade union/industrial activity
- Lawful sexual activity
- Pregnancy or breastfeeding
- Physical features
- Direct or indirect discrimination against someone who is associated with any of the above

Mt Lofty Kindergym will not tolerate unfavourable treatment because of a protected personal characteristic including:

- Refusing employment
- Setting unfair terms of employment
- Denying or limiting access to promotion, transfer, performance bonus pay, training or any other benefits
- Sacking, retrenchment or demotion
- Unreasonable workplace policies/practices that are difficult for an employee to comply with because of their personal characteristic compared to other workers

Mt Lofty Kindergym will ensure prompt action, observing the principles of natural justice, is taken if any worker feels they have been discriminated against.

Non-compliance with this policy will result in disciplinary action and workers may be legally liable for breaches of State and Federal Anti-discrimination/Equal Opportunity laws.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

WorkSafe Victoria – Anti-Discrimination and EO Sample Policy

Equal Opportunity and Human Rights Commission – Information for Employers

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HAZARDOUS CHEMICALS MANAGEMENT POLICY

Aim

Mt Lofty Kindergym is committed to providing a safe environment for Leaders, families, children, volunteers, members of the public and the environment in relation to hazardous chemicals.

Objective

Mt Lofty Kindergym will ensure that hazards associated with the use, handling, generating, storage and disposal of hazardous chemicals are identified, assessed and controlled as far as reasonable.

Policy

Mt Lofty Kindergym will ensure a systematic approach to managing health and safety risks associated with hazardous chemicals. Consideration will be given to the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions with the hazardous chemicals.

Mt Lofty Kindergym will implement a system to manage all hazardous chemicals to include:

- Register of hazardous chemicals
- Legislative requirements for quantities:
 - Manifest
 - Placarding
- Consultative approach to risk assessments
- Suitable storage facilities that are locked to prevent unauthorised access
- Substitution with less hazardous chemicals where possible
- Access to Information:
 - Correct Labelling
 - Safety Data Sheets (accessible and current – within 5 year issue date)
 - Safe Work Instructions
 - Results of risk assessments
 - Training and Supervision
- Responsible persons
- Health monitoring
- Suitable Personal Protective Equipment
- Regular audits of system

Mt Lofty Kindergym will ensure risk controls are reviewed if there are changes to Safety Data Sheets, health monitoring results indicate exposure, atmospheric monitoring reveals concentrations have exceeded the exposure standard for the chemicals and at least every 5 years.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Australian Dangerous Goods Code, 7th Edition, 2008

SafeWork Australia (2011) Code of Practice: Hazardous Chemicals: Labelling

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CONSULTATION, COOPERATION & COORDINATION POLICY

WHS legislation requires Mt Lofty Kindergym to consult with their workers and other relevant duty holders on matters that will or are likely to directly affect their health and safety. Mt Lofty Kindergym recognizes the benefits that regular and effective communication/consultation can produce and is committed to fulfilling this duty.

Objective

Ensure formal consultation, cooperation and coordination methods are established so workers and other duty holders, such as volunteers, are aware of health and safety matters relevant to them.

Policy

Mt Lofty Kindergym will establish the following AGREED consultative arrangements in line with State legislative requirements:

- Appointment of a Safety Officer
- Regular reports by the Safety Officer to Committee, employees and Members
- Regular Committee meetings with WHS as a standing agenda item
- Annual reporting to all members at the Annual General Meeting

Further to this, consultation will take place in the following ways:

- Formal Inductions
- Training
- Information on hazards and the existing WHS Management System for the Kindergym
- Emergency Response
- Committee meeting minutes relating to WHS made available on request
- Incident investigation and corrective actions
- Make available results of WHS evaluations including audits, non-conformances
- Review of WHS objectives
- Safe Work Procedures, Safe Work Method Statements
- Risk Assessments, Risk controls and feedback regarding long-term controls
- Safety Data sheets, product safety sheets, operating manuals etc
- Reporting and keeping records in line with legislative requirements

Mt Lofty Kindergym will make every effort to ensure that the above information will be modified for languages other than English and persons with learning disabilities as relevant.

Consultation will be timely and allow for relevant persons to contribute their views and feedback. Feedback will be considered during hazard identification, risk assessment and implementation of risk controls.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Work Health and Safety: Consultation, Cooperation and Coordination Code of Practice

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COMPLIANCE EVALUATION

Mt Lofty Kindergym is committed to the development and implementation of a WHS Management System and understands the importance of evaluating the WHS Management system to ensure it is effective.

Objective

Mt Lofty Kindergym will establish an annual audit program to identify any areas for improvement and embrace any legal obligations that may arise from inspections undertaken by Regulatory bodies.

Policy

Mt Lofty Kindergym will implement the following:

- Kindergym facility inspections by Safety Officer as required or at least fortnightly (during Term time)
- Routine maintenance programs
- Internal audits
- Health Surveillance Monitoring where required

Audits to evaluate compliance will be undertaken in line with:

- Legal obligations
- Mt Lofty Kindergym WHS policies and procedures
- AS/NZS 4801: Occupational Health and Safety Management Systems
- OHSAS 18001:2007 Occupational Health and Safety Management Systems Requirements
- Relevant Child-related organisations, accreditation boards and authorities

Results of audits/inspections will be analysed, corrective actions identified and rectified in a timely manner.

Results of audits, inspections and any corrective actions will be communicated to employees and relevant contractors.

Regular meetings will take place with Executive Committee Members to report on progress of Corrective Actions and to identify trends/areas for improvement.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

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CONTRACTOR MANAGEMENT

All contractors, sub-contractors and employees of contractors, engaged to perform work on Mt Lofty Kindergym premises or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice, Mt Lofty Kindergym's health and safety policies, procedures and programs and to maintain current public liability and workers compensation insurance.

Objective

To incorporate WHS requirements into every stage of contractor selection, approval, work processes and completion.

Policy

Mt Lofty Kindergym will allocate responsibilities as follows:

- Mt Lofty Kindergym Committee:
 - Review WHS considerations for job
 - Review contract to ensure WHS requirements are met, including any additional controls (such as child interaction)
 - Induction for contractors
 - Permits to work
 - Licenses, competencies
 - Safe Work Method Statements
 - Hazard identification, risk assessments and risk controls
 - Supervision
- Contractor:
 - Evidence of WHS management system in place
 - Evidence of licenses, training and competency to perform work
 - Development and implementation of Safe Work Method Statements and hazard identification, risk assessments and risk controls
 - Compliance with above
 - Compliance with WHS legislation, site rules and participate in government inspections where required
 - Police/background checks as required before access to Kindergym grounds where children may be present
 - Participate in site WHS staff meetings and site consultative arrangements
 - Provision of appropriate Personal Protective Equipment (PPE) in compliance with above WHS framework

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Work Health and Safety: Consultation, Cooperation and Coordination Code of Practice

Document No. PWWC1.12.007

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DRUG AND ALCOHOL POLICY

Mt Lofty Kindergym is committed to providing a work environment for Leaders, families, children, volunteers and visitors that is without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both employers and employees in terms of workplace incidents/near misses, absenteeism and other individual costs. It also undermines the key objectives and aims of Mt Lofty Kindergym to provide a safe and fun environment for children to develop their physical potential.

Objective

An environment in which the safety and wellbeing of children and volunteers, and safety and performance of workers and volunteers is not adversely affected by the use of alcohol or other drugs.

Policy

Workers or volunteers must not perform duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.

Work duties include:

- Presenting at the Kindergym or off-site for Kindergym-related activities (such as promotion activities)
- Using or moving equipment
- Interacting with parents or children
- Use of vehicles

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their supervisor and work will be modified to accommodate impairment.

On occasion, Mt Lofty Kindergym will host social functions, where the Committee may permit limited alcohol consumption. However, alcohol consumption will not be permitted if children are included in any Mt Lofty Kindergym events.

Where a worker or volunteer presents for duty and appears not to be in a fit state to carry out their normal duties Mt Lofty Kindergym reserves the right to remove the worker or volunteer from the work site and seek advice from a medical practitioner on the employee's fitness for duty. An investigation will be undertaken in line with State Department of Education or other relevant policies/procedures.

Leaders and Committee Members are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk for workers, volunteers or children.

Confidentiality is to be strictly observed in these matters.

A breach of this policy will lead to disciplinary action and may result in the termination of employment or Committee Membership.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

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PHYSICAL ENVIRONMENT POLICY

Aim

Mt Lofty Kindergym is committed to conducting all activities (indoor and outdoor) in a manner that ensures the health and safety of Leaders, employees, parents, children, volunteers and members of the public.

Objective

To eliminate or reduce as far as reasonable, risks to health and safety of Leaders, employees, parents, children, volunteers and members of the public that may arise from the physical environment (indoors, outdoors and off-site).

Policy

Mt Lofty Kindergym will develop a comprehensive risk management program to identify hazards and risks in the work environment. Focus areas will include:

- Kindergym equipment and play environments
- Setting up, packing up and moving equipment
- Storage areas
- Entry and exit areas
- Parking
- Power (electric, gas etc)
- Fire Risk
- Heating
- Lighting
- Noise
- Security
- Activities such as off-site promotion
- Biological contamination and infection control

Where required, Mt Lofty Kindergym will conduct risk assessments for any hazards identified in these focus areas and consult with relevant persons to determine suitable controls. Risk control selection will be undertaken in line with Mt Lofty Kindergym's risk management policies.

Detailed inspections will be undertaken by the Safety Officer or other nominated persons each Term. Records of inspections will be provided to the Kindergym Committee for follow-up and corrective actions. Spot checks to determine compliance with this policy will also be undertaken by the Safety Officer or other nominated persons.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

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Document No. PWWC1.12.009

OFF-SITE ACTIVITIES POLICY

Aim

Mt Lofty Kindergym is committed to conducting all off-site activities in a manner that ensures the health and safety of Leaders, employees, parents, children, volunteers and members of the public.

Objective

To eliminate or reduce as far as reasonable, risks to health and safety of Leaders, employees, parents, children, volunteers and members of the public that may arise from the location and/or activities undertaken.

Policy

Mt Lofty Kindergym will develop a comprehensive risk management program to identify hazards and risks for all proposed locations / activities.

The following information (at least) must be gathered:

- Exact Location
- Licenses/ Operating permits etc from Persons in control of Location/Activities (such as Adelaide Hills Council, event organising committee etc)
- All proposed activities
- Licenses, permits or specialist equipment required
- Emergency plans relevant to the location
- Known hazards of the location and all activities
- Previous incidents /near misses at the location
- Strategies in place to reduce known hazards and prevent any injury/illness
- Communication equipment and methods
- Safe transport to and from
- Number of Leaders to child ratios required
- Training for employees and volunteers as relevant
- Sanitation /hygiene facilities

Where required, Mt Lofty Kindergym will conduct risk assessments for any hazards identified and consult with relevant persons to determine suitable controls. Risk control selection will be undertaken in line with Mt Lofty Kindergym's risk management policies.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.010

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TRAFFIC MANGEMENT PLAN POLICY

Aim

Mt Lofty Kindergym is committed to ensuring the health and safety of Leaders, employees, parents, children, volunteers and members of the public through the implementation of a site Traffic Management Program (TMP)

Objective

To eliminate or reduce as far as reasonable, risks to health and safety of Leaders, employees, parents, children, volunteers and members of the public being struck by moving vehicles in the parking areas on this site.

Policy

Mt Lofty Kindergym will develop a comprehensive traffic management system to include the following:

- Speed Restrictions for vehicles on site
- Placement of signs as required (eg Caution Children in Area)
- Installation of physical barricades where required
- Investigation of any incident (including near miss) reports
- Qualified Stop-Go Operators where required
- Increased protection provided for peak times if needed

The TMP will be promoted to all Parents/Guardians, employees, contractors and visitors to site.

All employees will be required to provide evidence that they have a current driver's license applicable for the vehicle being driven on to this site.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

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RIGHTS OF THE CHILD

Aim:

Mt Lofty Kindergym is committed fostering the health, self-respect and dignity of children through understanding and adopting principles associated with Rights of Children.

Objective:

To ensure all workers, visitors, volunteers and contractors are adequately trained to understand and protect the rights of children at this facility.

Policy:

Mt Lofty Kindergym will ensure all relevant persons undergo training, including refresher training, in relation to rights of children.

The training will reflect the core values outlined in the United Nations Convention on the Rights of the Child (CRC 1989). This will include:

- Consider of the rights of the child in program development and delivery
- Effective communication with children and parents
- Providing opportunities for children to express their views
- Respecting the right of the child to be listened to and views taken into account
- Respecting the right of the child to cultural expression

Responsibilities:

Mt Lofty Kindergym Committee:

- Arrange for and/or conduct training as required
- Supervise all workers, visitors, contractors and volunteers to ensure the rights of children are being respected
- Conduct appropriate investigations into reports of any incident where children's rights are not being observed
- Arrange further training and / or disciplinary action towards persons who fail to adopt the principles associated with rights of children.

Leaders, Employees, Contractors, Visitors, Volunteers:

- Participate prescribed training and refresher training
- Act in a manner that fosters the health, self-respect and dignity of children and following requirements outlined in training
- Report to the Committee, any incident where children's rights are not being observed

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

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CHANGING STATIONS / TOILETING

Aim:

Mt Lofty Kindergym has an obligation to ensure appropriate toileting facilities are available for children.

Objective:

To ensure all toileting facilities and equipment accessible, appropriate, respectful of rights, appropriate for the specific child and available in a hygienic manner.

Policy:

Mt Lofty Kindergym will ensure the following is provided:

- Clean, accessible and appropriately private facilities for nappy changing
- Clean, accessible and appropriately private toilet facilities for children
- Provide for other appropriate equipment. Such as:
 - Disinfectant / Soap/water / Hand sanitiser and other required clean-up equipment
 - Disposal facilities
 - Paper Towel
 - Sturdy changing stations set-up at comfortable height
 - Steps for older children to assist with access to toilets

Regular spot checks will be undertaken to ensure facilities and equipment remains clean, accessible and appropriate.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Hazardous Manual Tasks: Code of Practice

Document No. PWWC1.12.013

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SUPERVISION OF CHILDREN AND RELEASE TO GUARDIANS

Aim:

All children attending Mt Lofty Kindergym or participating in activities conducted by Mt Lofty Kindergym must be accompanied and supervised by an approved care-giver or guardian at all times.

In an emergency situation, Mt Lofty Kindergym is committed to development and implementation of structured procedures for release of children into guardian care.

Objective:

To ensure all children are accompanied and supervised by a parent or guardian at all times and are only ever released to approved care-givers/guardians nominated as emergency contacts.

Policy:

Mt Lofty Kindergym will develop and implement a Code of Conduct and other procedures for the following:

- Appropriate supervision of all children at all times by an approved care-giver or guardian
- Release to emergency care providers in the event of an accident or illness.

Mt Lofty Kindergym will ensure that care-givers/guardians are aware of their responsibility to supervise all children at all times, as well as the Code of Conduct and other procedures before any child attends Kindergym. Guardians must complete enrolment documentation, including the provision of emergency contacts before any child is enrolled or participates in Mt Lofty Kindergym activities.

Mt Lofty Kindergym will develop site-specific emergency response procedures in the event that, as a result of accident or illness, a care-giver is unable to continue to supervise a child during a session or is unable to transport the child home safely. In these instances, a child will only be released to care providers nominated as an emergency contact on their enrolment form.

All Leaders, employees, volunteers, and visitors will receive appropriate training in relation to the release to guardian procedures and the emergency response procedures to follow in the event of an un-approved person requesting release of a child.

All uncontrolled possessions or abduction of a child will be immediately notified to the Police.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

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REPORTING SUSPECTED ABUSE

Aim:

Mt Lofty Kindergym has a legal and moral obligation to ensure the health, safety and welfare of children and workers, visitors, volunteers and contractors. Mt Lofty Kindergym is committed to protecting children and Leaders, employees, and volunteers from the effects of violence/abuse as far as is reasonable.

Objective:

To ensure all relevant persons are provided with sufficient training to recognise signs of suspected abuse and the legal and correct reporting protocols to follow.

Policy:

Mt Lofty Kindergym workers are required by law to report any suspected cases of any of the following to the relevant State Authority.

- Suspected murder of any child
- Sexual abuse or exploitation
- Medical, physical neglect
- Psychological harm from witnessing domestic violence
- Non-accidental physical injuries

Mt Lofty Kindergym will ensure that all relevant persons are provided with sufficient training in how to recognise signs of suspected abuse and, make available to any relevant persons, procedures and contact details for making reports to the State Authority.

Further to this, Mt Lofty Kindergym will develop and implement protocols to follow in relation to dealing with guardians once a complaint / report has been made and ensure all relevant persons are made aware of these protocols.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Child Protection Act 1999

Children and Young Persons Act (1989) Victoria

Document No. PWWC1.12.015

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



CHILD SAFETY: BULLYING

Aim:

Mt Lofty Kindergym has a legal and moral obligation to ensure the health, safety and welfare of children, parents, Leaders, employees, volunteers and visitors. Mt Lofty Kindergym is committed to a Zero Tolerance towards bullying and bullying behaviours.

Objective:

To adopt a Zero Tolerance Policy towards bullying and ensure all relevant persons are provided with sufficient training to recognise signs of suspected bullying and appropriate reporting procedures to follow.

Policy:

Mt Lofty Kindergym will adopt the following strategies:

- As part of its Codes of Conduct, develop and promotion of Zero Tolerance commitment towards bullying and bullying behaviours.
- Modelling respectful interactions with colleagues, volunteers, visitors, Committee Members, children and other relevant persons
- Adequate supervision of children in all areas
- Open and positive communication
- Development and promotion of coping strategies

Mt Lofty Kindergym will ensure all relevant persons are trained to recognise types of bullying behaviours, such as:

- Physical and/or verbal abuse
- Social isolation
- Cyber bullying

Mt Lofty Kindergym will ensure all relevant persons are trained to recognise the physical, social, emotional and cognitive signs that a child may exhibit from being exposed to bullying.

In line with Zero Tolerance requirements, all suspected reports of bullying, and bullying behaviours, will be investigated by a nominated person (such as a Leader or Committee Member) and suitable action will be undertaken.

Mt Lofty Kindergym will work with the relevant children, families of relevant children, workers and volunteers and contractors, to develop strategies to stop bullying and bullying behaviours and reduce the negative effects on bullying victims.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Child Protection Act 1999

Children and Young Persons Act (1989) Victoria

National Childcare Accreditation Council Inc (NCAC) (2009): Managing Bullying in Childcare

Document No. PWWC1.12.016

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



BEHAVIOURAL STRATEGIES POLICY

Aim:

Mt Lofty Kindergym recognises the physical and psychological impact that dealing with children's behaviours can have on Leaders, employees, families and volunteers and is committed to providing a safe and healthy workplace for those persons.

Objective:

To provide training, guidance and support for persons dealing with challenging child behaviour to enable positive OHS outcomes.

Policy:

Though its Codes of Conduct and program planning and delivery, Mt Lofty Kindergym will:

- Suggest strategies to assist children to identify, manage and learn from negative behaviours in a positive and non-threatening way
- Acknowledge and strike a balance between the Rights of Children and the rights of workers and volunteers to a safe and healthy workplace

Where appropriate, the Committee or other nominate person/s will provide information for children, families, Leaders, employees and volunteers about:

- How to promote positive behaviour patterns
- How to promote importance of positive interactions between Leaders and children
- Understanding why children act out in a negative way
- How to set acceptable behavioural limits

Though Codes of Conduct and dispute resolution policies, Mt Lofty Kindergym will ensure adequate physical and psychological support is provided to assist with the management of negative child behaviour.

Training will be provided to Leaders and volunteers if needed to assist in managing children's negative physical behaviours (such biting, hitting, screaming, or "tantrums") to ensure the safety of the child and Leaders, employers and volunteers.

Committee Responsibilities:

- Ensure behavioural management strategies are incorporated in to Mt Lofty Kindergym's Codes of Conduct and dispute resolution policies
- Ensure all relevant persons are trained in all aspects of the behavioural management
- Ensure families of children are made aware of the behavioural management strategies employed as part of the Codes of Conduct and dispute resolution policies
- Where appropriate distribute information to families about strategies to identify, manage and learn from negative behaviours in a positive and non-threatening way

Leader, employee and volunteer responsibilities:

- Interact with children in a positive, non-threatening way
- Respect the Rights of Children at all times
- Comply with the requirements of the Codes of Conduct and dispute resolution policies
- Attend training, and refresher training as recommended by the Committee

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Child Protection Act 1999

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.017

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



CHILDREN WITH ADDITIONAL NEEDS POLICY

Aim:

Mt Lofty Kindergym recognises the physical and psychological impact that working with children with additional or special needs can have on Leaders, employees and volunteers and is committed to providing a safe and healthy workplace for those persons

Objective:

To provide training, guidance and support for persons working with children with additional or special needs to enable positive OHS outcomes

Policy:

Mt Lofty Kindergym will ensure that adequate resources are provided before a child with additional or special needs is accepted into this facility. Resources may include:

- Additional staff
 - To ensure help is adequate to deal with increased needs (such as program adjustment, equipment adjustment, personalised attention, and specialist equipment/toys)
- Advice from relevant persons
 - For example occupational therapists, medical providers, consultants, previous care providers etc
- Training and awareness
 - About the condition that creates special/additional needs
 - About the physical and psychological needs of the affected child
 - How to use specialist equipment /toys
 - How to monitor and report any difficulties / development issues/progress
- Speciality equipment and facilities

Mt Lofty Kindergym will liaise with family members and relevant medical providers to gain as much information about the additional needs the child requires before they attend Kindergym.

Mt Lofty Kindergym will enlist available Government financial assistant as required to enable tailored programs to be developed and implemented to effectively and positively manage a child with additional or special needs.

This Policy should be read in conjunction with Mt Lofty Kindergym's Disability Action Plan and general commitment to encouraging and supporting diversity at Kindergym.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Child Protection Act 1999

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



ENVIRONMENTAL POLICY

Aim

Mt Lofty Kindergym is committed to conducting our Kindergym activities in an environmentally aware and responsible manner. We seek the co-operation of Leaders, employees, volunteers, children, families and the community in ensuring our organisational practices are conducted with minimal environmental impact.

Objective

To work with Leaders, employees, volunteers, children, families and the community to minimise the negative impact on the environment from Kindergym activities (on and off site).

Policy

Mt Lofty Kindergym will endeavour to minimise impact on the following:

- Noise Emission
- Damage to flora and fauna
- Storm water management
- Unnecessary energy consumption

To fulfil this commitment, Mt Lofty Kindergym, will observe all environment laws and promote environmental awareness among all Leaders, employees, volunteers, children and families to increase understanding of environmental matters.

Mt Lofty Kindergym will actively take part in the following:

- Program develop and delivery that promotes an increased understanding of environmental matters
- Regularly identify environmental impacts and move towards more sustainable practices
- Improve purchasing (buy recycled materials, reduce waste, use less harmful/volatile chemicals)
- Improve storage (reduce quantity, waste and spills, reduce odours by keeping containers closed)
- Conserve energy (eco-friendly lights, turn lights off, emergency efficient equipment, greener fuel sources – such as LPG and methane)
- Conserve water (install water saving accessories, repair leaks)
- Preserve waterways (no chemicals disposed down sink)
- Emergency planning and spill response
- Seek appropriate licenses/permits from State Environmental Protection Agencies and other relevant Authorities
- Notify relevant authority in the event of a major environmental impact

Committee Rep : _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

EPA Victoria – ECO footprint – Managing Impact on the Environment

EPA Victoria – Sustainable Business and Industry

WorkSafe Victoria – Sample Environmental Policy

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



EMERGENCY MANAGEMENT POLICY

Aim

Mt Lofty Kindergym has an obligation to provide and maintain a safe environment for all people at the Kindergym. Mt Lofty Kindergym is committed to the development of an Emergency Management Plan (EMP) to ensure an effective response to an emergency.

Policy

Mt Lofty Kindergym will determine likely emergency situations and develop and implement an EMP for action in the event of an incident or situation that could pose a threat to life, health or property. Including:

- Fire and/or explosion
- Medical Emergency
- Bomb Threats
- Violence or Robbery / Guardian Violence / Aggression
- Other relevant matters based on the nature of the work, hazards, size and location and number and composition of persons at the workplace

The EMP will ensure the health and safety of persons by including the following:

- Written instructions to ensure emergency service organisations are contacted at the earliest opportunity
- Written instructions for specific emergencies
- Site Plan displayed and accessible to all persons on site
- Evacuation procedures and assembly points clearly marked
- Alert /Warning Alarms/Systems
- Emergency Exits well lit and clear of obstructions
- Fire Protection that is accessible and in working order
- Trained First Aid personnel and First Aid equipment
- Roles/Responsibilities, such as Fire Wardens
- Specialised training and drills
- Specific procedures for mobility impaired persons
- Contact details for Emergency Services
- Reliable and functional communication equipment
- Instructions for notifying relevant Authorities
- Involvement with Emergency Response Organisations and neighbours as relevant

The EMP will be reviewed and tested at least once in both Terms 1 and 4 to ensure its effectiveness.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.020

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



FIRST AID POLICY

First Aid is the provision of initial care for an illness or injury and generally consists of a series of simple and in some cases, potentially life-saving techniques that can be done with minimal equipment. Mt Lofty Kindergym has a moral and legal obligation to provide First Aid services to Leaders, employees, volunteers, children, families and visitors.

Aim

To minimise the negative effects of an incident/injury by providing First Aid resources and trained First Aid Officers (FAO's).

Policy

Mt Lofty Kindergym will ensure the provision of a prompt, coordinated First Aid response in the following ways:

- Meet and/or exceed legislative requirements
- Identify and assess the potential for an injury/incident occurring by:
 - Observing tasks/work performed/work environment
 - Consulting with workers/ Safety Officers
 - Reviewing near misses and past injury reports
 - Other means as necessary
- Determine suitable resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace
- Specify minimum requirements based on risk. Example:
 - Type, contents and number of kits
 - Number and location of FAO
 - Provision of First Aid areas and specialist kits
- Clearly communicate location of First Aid Kits, Rooms
- Clearly communicate details of FAOs
- Regularly audit contents of kits and contact details
- Document all treatment, injuries and illness for children and Leaders/employees/volunteers/ contractors and visitors
- Appointing, training and replacing FAO as required
- Ensure FAO's:
 - Receive adequate training from Registered Training Organisation
 - Able to perform First Aid duties
 - Willing to provide First Aid treatment as required

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

St John's Ambulance – First Aid Information

Document No. PWWC1.12.021

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



INCIDENT REPORTING POLICY

Aim:

Mt Lofty Kindergym is committed to reducing the impact and severity of incidents in the workplace.

Objective

Mt Lofty Kindergym will identify and record all WHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

Policy

An incident can include injury, illness, fatality, near miss or dangerous occurrence to Leaders, employees, volunteers, children, families and visitors or members of the public relating directly to activities undertaken for the Kindergym.

Mt Lofty Kindergym will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency Response and harm minimization action
- Notification to relevant Authorities for serious incidents/dangerous occurrence
- Incident reporting
- Responsible persons
- Incident investigation
- Consultation with relevant persons (confidential where applicable)
- Identification of root causes
- Corrective and Preventative Actions
- Review of effectiveness of corrective/preventative actions
- Regular review of all incidents to identify any trends
- Report and action identified trends
- Meet legislative requirements for record keeping

Comprehensive Incident Reporting and Incident Investigation forms will be provided.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Accident Compensation Legislation

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.022

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



REPORTING CONDUCT AND ACTS OF VIOLENCE POLICY

Mt Lofty Kindergym is committed to reducing the impact and severity of incidents in the workplace for children and families as well as Leaders, employees and volunteers.

Aim

To eliminate the risk of any incident involving reportable conduct or acts of violence against children to ensure potential for harm is minimised and to prevent recurrence.

Objective

Mt Lofty Kindergym will immediately investigate any reportable conduct and act of violence as required by relevant legislation and ensure regular training is provided for all Leaders, employees, volunteers and contractors about unacceptable actions against children, or unacceptable actions undertaken in the presence of children.

Policy

An incident can include injury, illness, fatality, near miss or dangerous occurrence to Leaders, employees, volunteers, children, families, visitors or members of the public relating directly to activities undertaken for this Kindergym.

Reportable conduct and Acts of Violence can include the following:

- Sexual Misconduct / Acts
- Physical Assault
- Ill-treatment
- Negligence
- Psychological harm

This includes undertaking these activities directly to a child, or undertaking these activities in the presence of a child.

Mt Lofty Kindergym will provide appropriate training and support for all Leaders, employees and volunteers to ensure awareness of what constitutes reportable conduct and acts of violence. Relevant training must be undertaken before any person works or volunteers on the Kindergym site.

Furthermore, procedures will be developed to ensure that any observed incidents are reported and investigated following correct and timely protocols. Actions will be taken immediately following State Government guidelines. This could result in suspension and termination of workers and subsequent police actions.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Commission for Children and Young People Act 1998

Child Protection (Offenders Registration) Act 2000

Document No. PWWC1.12.023

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



INTERNET AND EMAIL POLICY

Aim

Mt Lofty Kindergym relies on Internet and Electronic Mail (Email) to increase our efficiency and enhance communication. Leaders, employees and volunteers are requested to use good judgement and integrity when using the services provided by Mt Lofty Kindergym. Abuse of the Internet and Email system can lead to threats to company security, privacy of staff and legal liabilities.

Objective

To prevent misuse or abuse of Internet and Email services and provide a workplace free of harassment and violation of Equal Opportunity legislation.

Policy

This policy is to be implemented in conjunction with Anti-discrimination and Harassment, and Code of Conduct Policies at Mt Lofty Kindergym.

Administrators have access to everything on the computer network, even when passwords are used. All emails, sent and received, remain the property of Mt Lofty Kindergym.

The following activities are prohibited when using Internet and Email services provided by Mt Lofty Kindergym:

- Promoting personal, business and commercial gain not related to Mt Lofty Kindergym
- Sending/receiving or accessing illegal or offensive materials (including pornography, profanity, violent, or other materials that constitute harassment under the Australian Human Rights and Equal Opportunity Commission's guidelines)
- Any materials that violate copyright laws
- Anything that interferes with ability of others to perform their work duties
- Sending/uploading sensitive information under Freedom of Information Act
- Chain letters, anonymous messages (threatening or otherwise)
- Downloading files without the express permission of the Committee

If a Leader, employee or volunteers receives prohibited materials, they must:

- Inform the Committee
- Reply to sender to inform them of the breach of Kindergym policy and ask that no further such material is to be sent

Mt Lofty Kindergym may randomly monitor Internet and Email activities. Evidence of misuse will be recorded and reported to the Committee, and if relevant, to State Department of Education in line with relevant policies/procedures.

Any Leader, employee or Committee Member who does not comply with this policy will be subject to disciplinary action and possible termination of employment or Committee membership.

Community Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Australian Government – Office of Privacy Commissioner – Guidelines on Workplace Email, Web Browsing and Privacy

Document No. PWWC1.12.024

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



LEGISLATIVE CHANGE POLICY

Mt Lofty Kindergym is committed to providing a safe and healthy setting for Leaders, employees, volunteers, children, families and visitors that embraces opportunities to improve knowledge about new legislation and best practice solutions.

Objective

Mt Lofty Kindergym will proactively seek out advice, education and industrial knowledge to foster continual improvement in WHS systems and updates of relevant legislation.

Policy

Mt Lofty Kindergym will endeavour to manage legislative change by:

- Regular liaison with Gym SA and other relevant bodies regarding legislative changes with State and Federal Authorities
- Participate in learning opportunities such as information sessions provided by Gym SA, Gymnastics Australian, Office of Recreation and Sport etc
- Seek advice from suitably competent persons where required (such as Occupational Health and Safety Consultants, Engineers etc)
- Attending conferences, training sessions etc where possible
- Ensuring refresher training is undertaken where required
- Liaising with local Authorities as required

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.025

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



MANAGEMENT CHANGE POLICY

Mt Lofty Kindergym recognizes the importance of reviewing the adequacy and effectiveness of the WHS Management System and objectives to identify opportunities for improvement.

Objective

Establish a "Policy Manager" position within the Kindergym Committee to review the WHS Management System and identify areas for improvement.

Policy

Committee meetings will be held at regular intervals and may include the following agenda items:

- Review of internal and external audit results, inspection and other compliance programs
- Evaluation of legal compliance issues
- Results of participation and consultation from all levels – Committee Members, employees, Leaders, Members and families
- Performance evaluation of the WHS management system and objectives
- Status of incident reports, investigations, corrective and preventive actions
- Communication from interested parties, complaints - action taken status and suggestions
- Management of change
- Corrective Actions, Accountability and Timeframes
- Follow-up on previous management reviews

Meeting minutes will be recorded and results of these will be provided to Members on request.

If authorised to do so by the Committee, the Policy Management Officer may also communicate any issues arising to Committee Members and Kindergym Members outside of Committee meetings on a needs basis.

This Policy is to be read in conjunction with Mt Lofty Kindergym's Performance Management policies and Strategic Plan

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.026

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



HAZARDOUS MANUAL TASKS POLICY

Mt Lofty Kindergym is committed to preventing injuries caused by manual tasks through the identification of hazardous manual tasks and implementation of suitable risk controls.

Objective

Mt Lofty Kindergym will endeavour to eliminate or reduce the number and severity of musculoskeletal injuries (MSD) through implementing a systematic approach to managing hazardous manual tasks.

Policy

Mt Lofty Kindergym will take a consultative approach to manage risk associated with hazardous manual tasks. Steps include:

Identifying hazardous manual handling tasks:

- Discomfort surveys
 - Observing tasks
 - Breaking tasks down where required
 - Seeking worker input
- Hazardous tasks can include use of force (high or sudden, repetitive, or sustained), repetitive movement and sustained or awkward postures
- If risk is well known and controls are generally accepted and available, a risk assessment will not be undertaken
- If a risk assessment is required, it will be documented and take the following risk factors into account:
 - Duration and frequency
 - Forces exerted
 - Sources of risk (such as layout of workplace, loads, tools, systems of work, environment)
- Implement controls using a hierarchy of controls. Example:
 - Eliminate task
 - Substitute for less hazardous options
 - Isolate persons from risk
 - Use engineering controls
 - Develop procedures and administrative controls
 - Provide Information, training and instruction
- Review risk controls whenever:
 - Control is no longer effective
 - Before any change likely to introduce new or different hazards that current controls will not adequately address
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed
 - Where requested by employees or Health and Safety Representative

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Hazardous Manual Tasks: Code of Practice

Document No. PWWC1.12.027

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



OBJECTIVES AND TARGETS POLICY

Mt Lofty Kindergym is dedicated to providing a workplace that is free of injury and illness and promotes a culture of safety first. Mt Lofty Kindergym is committed to making WHS an integral part of decision making in all operations.

Mt Lofty Kindergym will measure objectives based on the following:

- Reduction in Lost Time Injury rate annually
- Reduction in Lost Time Injury – average days lost
- Inspections/audits completed within specified timeframes
- Corrective Actions completed within specified timeframes
- Legislative Requirements met
- Emergency Management Plan practices undertaken within specified timeframes
- Employee satisfaction survey
- Review of consultative arrangements

Performance targets will be set specific to the workplace and incorporated into Position Descriptions and the Mt Lofty Kindergym's Five Year Plan.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

Document No. PWWC1.12.028

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
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WORKPLACE BULLYING POLICY

Mt Lofty Kindergym recognises the risk to worker health and safety from exposure to bullying and has adopted a ZERO tolerance policy. This does not include guidelines for Child Bullying (such guidelines are included above).

Policy

Workplace bullying is defined as “repeated, unreasonable behaviour, directed toward workers, that may create a risk to health and safety in the workplace”

Bullying can include:

- Verbal abuse and/or harassment
- Humiliation
- Intimidation
- Deliberately:
 - Assigning meaningless tasks
 - Unrealistic volume of tasks
 - Withholding information that prevents persons from working effectively
 - Changing rosters to inconvenience person

Mt Lofty Kindergym will engage a 3-part approach to workplace bullying.

1. Prevention:
 - Training Leaders, employees and volunteers about what constitutes bullying behaviour
 - Creating awareness of the health and safety risks associated with bullying
 - Encouraging reporting
2. Investigation:
 - All reports will be investigated by suitably trained persons
 - All cases will be investigated in a fair, unbiased manner following set guidelines
3. Control
 - Control strategies will be put in place that include (where relevant):
 - Re-assigning tasks/shifts/work locations
 - Mediation (internal or external)
 - Counselling
 - Disciplinary action that could result in termination of employment

Responsibilities

Committee:

- Be familiar with bullying policy and investigation procedure
- Remain impartial and treat all cases fairly
- Manage each case in a confidential and timely manner
- Respond to all reported cases
- Ensure prompt referral to support/mediation
- Oversee controls and follow-up as required

Leaders, employees and volunteers:

- Report bullying to Committee Member and/or complete bullying report form

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.029

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



ACCOMODATION AND EQUIPMENT POLICY

Mt Lofty Kindergym recognises its responsibility to provide and maintain a safe workplace, including the identification of hazards and control of risks associated with accommodation and equipment.

Objective

Mt Lofty Kindergym will take a consultative approach to ensure risks associated with equipment, and accommodation, whether owned, leased or hired, are eliminated or reduced as far as practicable, and injuries to Leaders, employees, volunteers, children, families and visitors are minimised.

Policy

Mt Lofty Kindergym will endeavour to prevent injury and eliminate hazards associated with accommodation by ensuring:

- No changes are made to the physical accommodation unless health and safety risks are controlled
- Any changes the physical accommodation are made by competent persons and risks during these activities are monitored
- The accommodation is used only for its purpose unless an assessment has been carried out by a competent person for any other proposed use
- The accommodation complies with WHS legislative requirements.

Mt Lofty Kindergym will endeavour to prevent injury and eliminate hazards associated with equipment by ensuring:

- A documented system is developed and implemented to identify hazards, conduct risk assessments where required. Risk controls will be selected following a hierarchy of control:
 - Elimination
 - Substitution
 - Isolation
 - Administrative Controls
 - Safe work procedures
- Adequate training, information, instruction and supervision as required
- Particular attention is given to the storage, set up, pack up and moving of heavier or larger equipment
- Heavier or larger equipment, or any equipment identified as posing a hazard or risk, must only be moved by a minimum of two authorised persons, in accordance with any instructions provided by the Committee
- Access to areas where equipment is stored is controlled to prevent unauthorised access
- Risk controls are reviewed whenever:
 - Control is no longer effective
 - Before any change likely to introduce new or different hazards that current controls will not adequately address
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed
 - Where requested by employees or Safety Officer

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

AS 4024 Series, 2006 – Safety of Machinery

Document No. PWWC1.12.031

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
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PRIVACY POLICY – WORKERS, RELEVANT PERSONS & CHILDREN

Aim

Mt Lofty Kindergym is committed to the protection of personal privacy.

Our commitment to privacy will be demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act.

Policy

Mt Lofty Kindergym will only collect information that is relevant and necessary. The information will be collected in an unobtrusive manner directly from employees. We will also collect information from referees in the initial hiring phase of employment.

Applicants for positions

Applicants will be asked to provide certain personal details. They will at no stage be obliged to provide details. However, omission of certain details may mean we are unable to assess their suitability for the job.

Information held will only be used to assess applicant's suitability to the position. It is required so that we can organise remuneration and so we can provide appropriate care should you fall ill at work. The information will not be used for any purpose other than that for which it was collected and will only be disclosed to our insurers, the relevant banking institutions, and government bodies.

Workers

The information held for each worker will be as follows: name, date of birth, address, career details, references, tax file number, bank account details, any medical conditions or allergies, any other details relevant to the position (such as police background checks etc).

Workers will at all times be allowed access to their file, which holds the personal information Mt Lofty Kindergym holds. We will endeavour to always hold accurate, up to date and complete information. Should employees find any errors, or need to update their personal details they will be able to have the information corrected.

Worker files are to be kept locked to ensure confidentiality.

Children and Families

Information will be kept for all children. This will include address details, all relevant telephone numbers, custodial details, important or relevant medical information and management plans, and emergency contacts as relevant. Guardians will be requested to update any information as necessary. This information will be treated with confidence and will only be provided to workers of Mt Lofty Kindergym as required to provide the most suitable care for the child and only persons nominated by guardians.

Complaints

Requests to access personal information by employees should be directed to the Treasurer. Complaints by employees regarding the privacy of their own personal information should be made directly to the President.

Should Members or any other relevant person have any complaints about the privacy of their personal information contact should be made with the Committee who should convene as soon as possible to determine an appropriate response.

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



The Committee should be notified of any complain via email
(mtloftykindergym@fastmail.com.au) or mail c/o Mt Lofty Kindergym PO Box 243 Uraidla
5154..

Committee Rep: _____ **Date:** ____/____/____

Reference:

Commonwealth Privacy Act 1988

Document No. PWWC1.12.033

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



PURCHASING POLICY

The most effective way of reducing risks to health and safety in the workplace is through elimination. Mt Lofty Kindergym is committed to eliminating hazards before they are introduced into the Kindergym by the implementation of a WHS purchasing policy.

Objective

Mt Lofty Kindergym will ensure suitable consideration is given when purchasing equipment, materials, facilities, substances or contractors which may have an adverse impact on health and safety.

Policy

Mt Lofty Kindergym will implement a purchasing policy that incorporates the following:

- Guidance for any person who purchases, leases or hires goods and services
- Training if required for any person responsible for the above
- Consideration of the following:
 - Consultation
 - Specify WHS requirements with supplier before purchasing
 - Determine WHS risks
 - Conduct risk assessments
 - Obtain WHS information, manuals, instructions, design specifications
 - Compliance with legislation, Australian Standards etc
 - Worker capability/training/licensing requirements
 - Appropriate risk control strategies in place for use, transport and storage
 - Choosing best practice/least hazardous options
 - Review purchased item prior to accepting admission into workplace
 - Adequate documentation/records are kept

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.034

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
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RECORDS & DOCUMENT MANAGEMENT POLICY

Mt Lofty Kindergym is committed to the provision of a written WHS management system and keeping records that meet legislative requirements.

Objective

To provide direction for the implementation of WHS document and record control at Mt Lofty Kindergym to ensure all legislative requirements are met and that all persons are using the latest WHS documentation.

Policy

Mt Lofty Kindergym will establish the following for the generation and management of WHS documents and records:

- Create an administration system to contain relevant documents
- Create a record control register to capture the following information:
 - File number or other identifier
 - Document number
 - Document title
 - Initial issue date
 - Current version number
 - Current version issue date
 - Next review date
 - Responsible officer

All printed documents are considered uncontrolled.

Documents are approved by the Committee and only nominated people shall have the authority to create and modify documents.

Mt Lofty Kindergym will access and rely on external public documents such as Law Guides, Standards and Legislation. These documents are controlled by relevant government authorities through on-line databases, which maintain up-to date versions of all documents.

Health and safety records are controlled in accordance legislative requirements. Nominated persons shall have responsibility for holding, storing, retaining and disposition of WHS related records.

Mt Lofty Kindergym will ensure records are kept in line with specific legislative requirements for health monitoring data, injury records, Safe Work Method Statements, Notifiable Incidents and other specified matters. Records will be kept for the required timeframe and will be accessible for review by Regulatory bodies and/or Health and Safety Representatives as appropriate.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.035

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
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Issue Date: 26 March 2013	Revision Date:	



REMOTE OR ISOLATED WORK POLICY

Mt Lofty Kindergym has an obligation to manage risks to health and safety for their workers, including remote or isolated workers. Remote or isolated workers include those workers who may not have the adequate assistance from rescue or emergency service workers or medical treatments whilst performing duties for Mt Lofty Kindergym.

Aim

Mt Lofty Kindergym is committed to the development of a system to ensure an effective risk management for workers who may be at increased risk with working remotely or in isolation.

Policy

Mt Lofty Kindergym will develop a system to:

- Identify persons/tasks working remotely or in isolation.
- Assess the risk to workers or volunteers in remote isolated areas. Consideration will be given to the following:
 - Duration of activities
 - Time
 - Existing communication systems
 - Location
 - Proximity to medical treatment facilities and emergency responders
 - Nature of activities
 - Skills and Experience of persons at site
- Suitable controls will be selected for remote/isolated workers:
 - Reducing time spent in remote/ isolated wherever possible
 - Develop list of tasks that are considered too risky to be undertaken in isolation or remote areas
 - Provision of effective and functional communication equipment
 - Provision of distress alarms/beacons or other equipment as necessary
 - Mobile phones
 - GPS locators
 - Reporting /checking-in procedures
 - Other equipment specific to the tasks as required.
- All controls will be reviewed whenever:
 - Control is no longer effective
 - Before any change likely to introduce new or different hazards that current controls will not adequately address
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed
 - Requested by employees or Health and Safety Representative

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Managing the work environment and facilities: Code of Practice

Document No. PWWC1.12.036

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WHS REPORTING POLICY

Mt Lofty Kindergym is committed to the provision of a functional and effective WHS management system and as such, understands the value in seeking feedback on certain elements of this.

Objective

To provide direction for nominated persons to provide feedback via reports submitted to the Committee on selected WHS management system elements.

Policy

Mt Lofty Kindergym will select nominated persons to report on the following:

Legislative:

- Injury reporting
- Notifiable incidents
- Health Monitoring
- Other legislated matters as relevant (such as Asbestos Removal Process, Plant registration etc)
- Reviews of risk controls
- Consultative arrangements

Non-legislative:

- WHS performance
- Results of audits
- Incident reports and investigation
- Corrective Actions
- Lost Time Injuries rates and times
- Return to Work statistics
- Hazard Identification
- Risk Assessments
- Safe Work Method Statements
- Preventative actions

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.037

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
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Issue Date: 26 March 2013	Revision Date:	



RETURN TO WORK POLICY

Mt Lofty Kindergym realises that workers are its greatest asset. Mt Lofty Kindergym is committed to assisting injured workers to return to work as soon as medically appropriate and work with the medical community to help injured employees regain quality of life.

Objective

Mt Lofty Kindergym will develop a program to ensure injured workers return to work in a timely and safe manner.

Policy

Mt Lofty Kindergym will undertake the following in the case of a workplace injury:

- Ensure the injured worker's right to confidentiality of medical information
- Ensure that no information will be used to discriminate against the injured worker
- Nominate a Committee Member who has
 - Authority and time to adequately consult, liaise and make decisions with the relevant parties, subject to this policy and procedure
 - Ability to communicate across cultures, including ethnicity, gender and age,
 - No function in the role of a claims manager
- Has required training Establish a return to work group, which will comprise the nominated Committee Member, the injured employee (where medically able), the Safety Officer and any relevant union delegates
- Ensure RTW plans are completed within the legal timeframes
- RTW plans will:
 - Commence as soon as possible after the likely time off work is known
 - Be based on the advice of the employee's own treating health practitioner/doctor, and the occupational rehabilitation provider
 - Be developed with regard to the health and safety of co-workers
 - Be developed in adherence to the risk management plan
 - Be in compliance with the relevant legislation and agreed consultation procedures
 - Be written using the Return to Work plan agreed format and provided to the employee and their health care provider
 - Be regularly evaluated, monitored and updated by the Committee

Mt Lofty Kindergym will ensure the employees early return to work where it is safe to do so.

Options for a RTW plan shall be in accordance with the following preferred order:

- Original duties within work area/shift, with modification of workstation and equipment where required
- Modified duties, hours, and/or work area
- Alternative duties with appropriate training
- Retraining or further training and/or education

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RETURN TO WORK POLICY - CONTINUED

Employees of Mt Lofty Kindergym must participate in RTW by:

- Contacting the employer as soon as possible after injury/illness
- Maintaining communication
- Assisting to identify suitable modified duties
- Accepting modified duties where agreed/reasonable

Mt Lofty Kindergym will:

- Maintain a register of acceptable modified duties
- Make offers for modified duties in writing and provide these to the injured worker and healthcare practitioner. Written offers will be made using the State Authority approved Offer of Suitable Employment forms
- Not terminate the employment of an injured worker by reason of their injury or reasons that include their injury
- Educate employees in relation to the causes of the injury and subsequent risk controls
- Keep records as required by State Authority
- Display an "If you are injured" (or similar) poster for employees
- Ensure all employees are aware of responsibilities and rights in relation to RTW through training and education
- Manage disputes through agreed procedures and legislative requirements

Committee Rep: _____ **Date:** ____/____/____

References:

COMCARE Safety, Rehabilitation and Compensation Act 1988

COMCARE Safety, Rehabilitation and Compensation Regulations 2002

Document No. PWWC1.12.038

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RISK MANAGEMENT POLICY

Risk is inherent in all Mt Lofty Kindergym functions. All Mt Lofty Kindergym Leaders, employees and volunteers are responsible for managing the risks that relate to their particular area of work or duties.

Objective

To embed principles of effective risk management into existing practices all levels of the Kindergym

Policy

The following structure for risk management will apply:

- Where specific Regulations require certain controls, Mt Lofty Kindergym will ensure compliance with those matters

In consultation with relevant persons (including Leaders, Committee Members):

- Hazard Identification:
 - Identify reasonably foreseeable hazards that may pose risks to health and safety to children, families, Leaders, employees, volunteers and visitors
- Manage risk
 - Where risk cannot be eliminated, it will be minimised so far as is reasonably practicable
- Evaluate risks where required
 - Compare estimated levels of risk against pre-established criteria (such as a risk matrix) and consider the balance between potential benefits and adverse outcomes
- Implement risk controls
 - Selection of controls will follow a hierarchy:
 - Substitution with less hazardous options
 - Isolate persons from the hazards
 - Use of engineering controls
 - Where risk still remains:
 - Implement administrative controls
 - Where risk still remains:
 - Use of Personal Protective Equipment
 - Any one or combination of these controls will be used as appropriate.
- All controls must be fit for purpose, suitable for the nature and duration of task and installed, set-up and used correctly
- Risk controls will be reviewed whenever:
 - Control is no longer effective
 - Before any change likely to introduce new or different hazards that current controls will not adequately address
 - A new hazard or risk is identified
 - Results of consultation indicate a review is needed
 - Where requested by employees or Safety Representative

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.039

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
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ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES POLICY

Successfully managing health and safety in the workplace relies on commitment, consultation and co-operation. Everyone in the workplace needs to understand the need for health and safety, what their role is in making the workplace safer, and how they can fulfill their responsibilities and duties

Policy

Mt Lofty Kindergym allocates the following responsibilities:

PCBU – Officer (President, Policy Manager, Committee Member, Leader or other):

- Approval of WHS documentation
- Communication of WHS policies and objectives
- WHS Leadership
- Allocating sufficient WHS resources
- Reviewing WHS performance
- Providing direction for increasing WHS performance
- Establishing and promoting a WHS culture
- Legal obligations to provide and maintain a safe workplace

PCBU - Committee:

- Integration of WHS into all decision making
- Consult with workers and other duty holders/contractors
- Plan, develop, implement, monitor and review WHS policies and programs
- Control risks
- Support WHS Committees
- Provide WHS Communication
- Discuss WHS at toolbox meetings
- Identify training needs and enable training as required
- Reporting and recording
- Liaise with relevant Regulatory Authorities
- Legal obligations to provide and maintain a safe workplace

All Leaders, employees and volunteers:

- Comply with WHS policies, procedures and programs
- Work in a manner that is safe and does not create risks to themselves or others
- Report and assist to rectify hazards
- Participate in consultative arrangements
- Legal obligations to not endanger others by their acts or omissions

Safety Officer and/or Policy Manager

- Develop, monitor and review WHS policies and procedures
- Monitor and report on WHS performance
- Monitor changes in legislation
- Review Corrective Actions
- Provide WHS information to employees

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.040

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SMOKE-FREE WORKPLACE POLICY

Under Work Health and Safety legislation an employer must ensure that the working environment is safe and without risks to health. Smoking and passive smoking pose serious health risks, therefore Mt Lofty Kindergym is committed to providing a smoke-free work environment.

Objective

To achieve a smoke-free workplace to protect all children, families, Leaders, employees, volunteers, contractors and visitors from the effects of environmental cigarette smoke.

Policy

Smoking is prohibited on the premises including:

- Enclosed or partially enclosed areas
- Work vehicles
- Near doorways, windows or vent ducts
- In the presence of children

Persons who wish to smoke during work hours must only do so outside the workplace and in their scheduled breaks or other approved times.

Mt Lofty Kindergym may promote quit programs, provide assistance with advice and information to quit smoking.

Adherence to this policy is a condition of employment. Workers who breach this policy will face disciplinary action and in some cases, prosecution under the State Tobacco Acts and relevant WHS legislation.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Managing the Work Environment and Facilities: Code of Practice

National Occupational Health and Safety Commission's Guidance Note on Elimination of Environmental Tobacco Smoke in the Workplace (NWHSC: 3019 (2003))

Document No. PWWC1.12.041

Workplace: Mt Lofty Kindergym	Document Title: Mt Lofty Kindergym Working with Children Policy Manual	Approval:
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Issue Date: 26 March 2013	Revision Date:	



STRESS POLICY

Mt Lofty Kindergym is committed to protecting the health, safety and welfare of our workers. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Objective

To identify and reduce risks in relation to stress and to manage the negative impact of stress.

Policy

Mt Lofty Kindergym will:

- Identify sources of workplace stressors
- Determine risks by describing the circumstances and exposure to risk and the potential effects
- Control risks by implementing risk controls to eliminate or reduce risks in relation to stress
- Consult with industry stakeholders, State Authorities, Health and Safety Representatives and workers in relation to stress risk controls
- Promote recognised stress management techniques
- Provide awareness raising and training for appropriate management of employees
- Establish reporting, issue and conflict resolution guidelines
- Recognise and support workers who may be experiencing work related stress
- Ensure injured workers receive treatment and assistance they require to return to work
- Reviewing systems work and risk control measures regularly, and in the event of an injury report in relation to stress.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

WorkSafe Victoria, Guidance Notes - Preventing stress Series

Document No. PWWC1.12.042

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SUN SAFETY POLICY

Australia has the highest incidence of skin cancer in the world - more than 380,000 people are treated for the disease every year. Mt Lofty Kindergym has a legal obligation to ensure the health and safety of all their Leaders, employees, volunteers, children, families and that includes any worker who may be placed at risk when working outdoors.

Objective

Minimise the harmful impact of UV radiation when performing work outdoors.

Policy

To reduce the risk of injury from exposure to UV radiation, Mt Lofty Kindergym will develop a sun safety program to:

- Organise work to avoid the UV peak of the day wherever possible
- Provide natural or artificial shade wherever possible
- If needed, provide appropriate protective clothing (covering as much skin as possible, UPF rating of 30+, protective glasses, broad-brimmed hats or caps with neck-flaps)
- Ensure all protective equipment meets sun protection factors/Australian Standards
- Provide sunscreen for workers, contractors, volunteers where required.
- Children and families are to provide their own and apply as required..
- For outdoor activities undertaken by Kindergym, children and families are encouraged to have UV-protecting clothing such as long sleeves and hats. Suitable hats should be considered compulsory for outdoor activities. Hats should include a wide brim and or neck flap.
- Develop training and awareness programs to include:
 - Health effects of exposure to UV radiation and why outdoor workers are a high risk group
 - Factors affecting levels of UV radiation
 - Correct use of sun protection measures, and
 - Early detection of skin cancer

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

AS/NZS 1337 - 1992: Eye protectors for industrial applications

AS/NZS 1067 – 2003: Sunglasses and Fashion

WorkSafe Victoria 2004 Guidance Note: Sun Protection for Construction and other outdoor workers

Document No. PWWC1.12.043

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TRAINING, COMPETENCY AND AWARENESS POLICY

Training is vital to assist workers to perform their work safely. Mt Lofty Kindergym will arrange training which covers health and safety issues related to tasks being performed, as well as training in the overall approach to health and safety taken by our organisation.

Objective

To provide training to all Leaders, employees, volunteers and contractors to ensure they have the skills and competencies to work in a manner that is safe and without risks to health.

Policy

Mt Lofty Kindergym will:

- Conduct training needs analysis across the organisation
- Develop formal training needs and competencies for position requirements at all levels, including Committee Members
- Provide formal induction programs for new leaders, employees, volunteers and contractors
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers
- Ensure training is competency based
- Record all training
- Review effectiveness of training
- Provide training for languages other than English and other relevant learning barriers

Training will include:

- All health and safety policies and procedures for the organization
- All child protection requirements
- Licenses and competencies to perform tasks
- Specific hazards and risk controls
- Consultation and communication arrangements
- Incident reporting and corrective actions
- Emergency Response

All Committee Members and Leaders will be provided with additional training to ensure that they are aware of their responsibilities under the WHS Management System. This training may include legislative responsibilities for managers and supervisors, health and safety representatives training plus training in the principles of risk management.

Committee Rep: _____ **Date:** ____/____/____

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

Document No. PWWC1.12.044

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VOLUNTEER MANAGEMENT PLAN

Volunteering is a challenging and rewarding element of being involved with Mt Lofty Kindergym. Mt Lofty Kindergym deeply values and relies upon its volunteers and recognises that becoming a volunteer gives people the opportunity to make friends, to learn new skills and to be involved in the planning and management of clubs and associations.

Objective

The purpose of this Volunteer Management Plan is to provide guidance and methods for the effective management of volunteers in the Mt Lofty Kindergym.

Implementation

The implementation of this plan should involve annual reviews. These reviews should be conducted in line with the reviews of Mt Lofty Kindergym's Strategic Plan and should involve volunteers. This plan should be tabled regularly at Committee meetings to ensure that it is implemented throughout the season.

Current Volunteer Portfolios

Current formal volunteer portfolios within the organisation include:

- President
- Secretary
- Treasurer
- Safety Officer
- Policy Manager
- Registrations Officer
- Committee Members
- Promotional and Fundraising Activities
- Pack Ups and Set Ups

Recruiting Volunteers

Volunteers will come from varied sources. They may be parents, caregivers or grandparents of members, past members, people from the local community, friends or relatives. Mt Lofty Kindergym recognises that finding volunteers takes an investment of time and effort from existing volunteers.

In identifying the methods most suitable for finding volunteers, Mt Lofty Kindergym has considered the following points:

- Personal contact (i.e. asking potential volunteers for assistance, face-to-face) is usually most successful
- It is necessary to create an awareness of Mt Lofty Kindergym volunteer opportunities by effectively communicating the volunteer requirements of the Club through publicity, promotion and personal interaction
- Some volunteers must be elected or appointed under the club's Constitution (for example, the President, Secretary, Treasurer)

Selection and Screening

Once found, volunteers must be screened to ensure that they fit with Mt Lofty Kindergym and with the positions to be filled. There are also legal requirements such as child protection legislation, privacy, certification and qualifications which must be taken into account when determining the best fit for volunteers within the Mt Lofty Kindergym. It should be clear to prospective volunteers from the outset that they will be required to meet these requirements.

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VOLUNTEER MANAGEMENT PLAN CONTINUED

When considering whether a prospective volunteer is appropriate for Mt Lofty Kindergym, the Committee may:

- Create comprehensive job descriptions for volunteers roles
- Decide on what the steps in the recruitment process will be, including screening measures
- Determine in advance what the screening process might reveal that would make an applicant unsuitable for a volunteer role
- Have a process in place to notify unsuitable applicants
- Use application forms including requests for character references
- Conduct interviews with the applicants, in person
- If required, conduct police checks

Induction and Training

Mt Lofty Kindergym understands the importance of inducting each of its new volunteers and had developed an induction program which includes:

- Induction and Procedures Manual
- Position descriptions
- Volunteer Agreements (as an option)
- Codes of Conduct
- Policy Manual
- Volunteer support and resources available, such as names of helpers and mentors.

Training should be delivered in ways which make the volunteer feel valued and appreciated. Training can be either formal or informal, including non-structured education that is focused on conveying important information that will assist volunteers to do their jobs and to understand their roles and responsibilities.

Volunteer Management

Mt Lofty Kindergym understands the importance of effectively managing its volunteers. Successful volunteer management ensures that voluntary tasks are equitably distributed among volunteers.

Code of Practice for Organisations Involving Volunteers

Volunteering Australia's Model Code of Practice for Organisations Involving Volunteers, below, forms the basis of the way the Mt Lofty Kindergym manages volunteers.

Volunteer Rights

As a volunteer at Mt Lofty Kindergym, you have the right to:

- Work in a healthy and safe environment
- Be interviewed and employed in accordance with equal opportunity and anti-discrimination legislation
- Be adequately covered by insurance;
- Be given accurate and truthful information about the organisation
- Be reimbursed for out-of-pocket expenses incurred on behalf of the organisation
- Be given a copy of the organisation's volunteer policy and any other relevant policies
- Not fill a position previously held by a paid worker
- Not do the work of paid staff during industrial disputes
- Have a job description and agreed working hours
- Have access to a grievance procedure
- Be provided with orientation to the organisation
- Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Be provided with sufficient training for you to do your job

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VOLUNTEER MANAGEMENT PLAN CONTINUED

Volunteer Position Descriptions

Volunteer Position Descriptions can be found in the Mt Lofty Kindergym Induction Manual.

Rewards and Recognition

Mt Lofty Kindergym recognises the importance of delivering consistent positive messages to its volunteers, past, present and future. Mt Lofty Kindergym may do this by:

- Providing profiles of its past and present volunteers on its website and other publications;
- Celebrate the efforts and achievements of particular volunteers;
- Collecting information about past volunteers and re-establishing contact;
- Inviting past volunteers to become mentors;
- Celebrating milestones and anniversaries;
- Supporting volunteers in applications for paid employment;
- Providing character references for volunteers;
- Investigating ways to acknowledge particular contributions in local media.
- Honour volunteers on International Volunteers Day
- Celebrate National Volunteer Week

Dispute Resolution

Mt Lofty Kindergym and its volunteers maintain a commitment to resolving issues in a constructive manner. Issues should be resolved promptly, objectively, consistently and with regard for the people involved.

Some issues, such as alleged criminal activity, must be immediately referred to the appropriate authorities.

The Club will attempt to resolve issues as soon as practicable.

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GLOSSARY

Act

A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principles of law covering, in this case, health and safety in the workplace.

Approved Code of Practice

An approved code of practice provides practical guidance to meeting legislative obligations required by Acts and Regulations. It should always be followed unless there is another solution which achieves the same or a better standard of health and safety in your workplace.

AS/NZS 4801

The joint Australian and New Zealand standard for Occupational health and safety management systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

Contractor

A contractor is any person (other than an Mt Lofty Kindergym employee) or a company performing work for, or on behalf of Mt Lofty Kindergym

Controlled document or record

Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Corrective Action

Action to eliminate the cause of a detected nonconformity or other undesirable situation.

Hazard

A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Hierarchy of Control

A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

Incident

An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

Lost Time Injury (LTI)

An injury or illness that occurs in the workplace as a result of an activity, or exposure to a hazard and results in at least one full days absence from work.

LTI Average Days Lost Rate

The average days lost per LTI.

LTI Incident Rate

The rate of LTI injuries or illnesses expressed as per 100 employees

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GLOSSARY - CONTINUED

Manifest

Document detailing the quantity, types and location of dangerous goods on the site.

Safety Data Sheet

Information containing data regarding the properties and effects of a particular substance that must be provided by the manufacturer, supplier or importer of the hazardous substance/dangerous goods. Safety Data Sheets must be current – within 5 years of the issue date and meet specific legislated format requirements

OHSAS 18001

International audit tool system intended to audit WHS management systems and provide international WHS benchmarks.

PCBU

PCBU stands for “Person who conducts a business or undertaking”. The definition of a PCBU is similar to an employer, however it is termed PCBU to ensure other relevant relationships (such as someone who commissions work, or a landlord) are recognised under the WHS legislation. PCBU’s can include Officers of an organisation (including Member of the Board, Director or Secretary who have substantial decision making power), and management at all levels.

WHS Documents

Include, but not limited to policies, procedures, guidelines, programs, agreements, forms, checklists, templates, risk assessments and safe work procedures.

WHS Records

Include, but not limited to audit reports, workplace inspections, risk assessments, safe work procedures, training plans and registers, WHS meeting minutes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing and monitoring reports and corrective action registers.

Placard

Label identifying substance (hazardous chemicals) for transport or storage.

Regulations

Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk

Risk is a combination of the likelihood and consequences of any injury or harm occurring.

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Author: S Moulds		
Issue Date: 26 March 2013	Revision Date:	



WORKER POLICY AGREEMENT

I _____ (Worker's name) have read and agree to abide by the policies and procedures in the Mt Lofty Kindergym Policy Manual. I have raised any questions or issues that required clarification with my employer. I am aware that breaches of these company policies will be subject to disciplinary action.

Worker's Signature _____ Date _____

Witness' Name _____ Date _____

Witness' Signature _____

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