

# WORKPLACE HEALTH AND SAFETY POLICY

Updated: October 2025



**What are we talking about in this document?**

This policy discusses employees’ wellbeing, health and safety, including risk management, bullying and harassment, pregnancy and return to work procedures.



**Who is this for?**

This policy applies to children, families, staff, management, students, and visitors of the service.



**Why do we need this policy?**

Everyone has a right to be safe at work. We believe that the provision of a safe working environment for families, staff and visitors is an integral and essential responsibility during the service operation.

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## Key Terms

Term	Meaning	Source
Complainant	The person lodging a complaint or issue	
Duty of Care	The legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.	
ECRU/Regulatory Authority	The Education and Care Regulatory Unit	<a href="http://www.wa.gov.au">Education and Care Regulatory Unit (www.wa.gov.au)</a>
Hazard	A source of potential harm or a situation that could cause or lead to harm to people or property. Work hazards can be physical, chemical, biological, mechanical, or psychological.	<a href="https://www.acecqa.gov.au/media/31336">https://www.acecqa.gov.au/media/31336</a>
Investigator	The impartial person appointed to conduct the investigation into the complaint. This person may be	

	an internal or external person dependent on the circumstances and seriousness of the complaint.	
Investigation Coordinator	An internal person delegated to coordinate the investigation process. This may or may not also be the investigator. The Investigation Coordinator must be impartial to the process. Typically, the Investigation Coordinator will be the People and Culture Manager.	
Psychosocial hazards	<b>Psychosocial hazards</b> at work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm.	www.commerce.wa.gov.au
Risk Management	A formal and structured process of identifying and managing risk	www.commerce.wa.gov.au
Support Person	An independent person chosen by the complainant, respondent or witness to be present during interviews and communications.	
Workplace Participant	refers to all employees, families, contractors and visitors to the service.	



## The Important Stuff

In Western Australia we are regulated by [WorkSafe](#) and follow the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022.

All employees and visitors have a duty of care to take responsibility for their own health and safety and to not adversely affect the health and safety of others.

Keiki Early Learning provides all employees, volunteers, students and visitors with a safe and healthy environment, so far as is reasonably practicable.

The Nominated Supervisor will ensure all practical steps are taken to certify the health and safety of all educators, staff, volunteers, children, their families and any other people impacted by the service operations. This includes ascertaining and eliminating or decreasing all realistically foreseeable hazards and providing suitable training and instruction for employees.

## Risk management

Risk Management is the systematic and methodical examination and minimisation of potential risks and hazards within our working and learning environment and is an ongoing part of daily practice. The service will eliminate or minimise risks in the workplace so far as is reasonably practicable.

The process of risk management aims to identify hazards; assess who or what might be harmed and how; evaluate the risks and deciding on appropriate control measures; record findings; review and update as necessary; consult and communicate with all stakeholders.

Risk assessments are routinely conducted and documented for learning environments, sleep safety, potential emergency situations and excursions. Additionally, risk assessments can be undertaken when presented with an unexpected hazard such as a pandemic.

The Nominated Supervisor/Centre Coordinator is responsible for implementing a proactive process of risk management, ensuring adherence to relevant law and legislation and Keiki Early Learning’s policies and procedures. They will investigate any workplace incidents or accidents and follow record keeping and notification requirements as detailed in the policy.

It is the responsibility of all educators and staff to take a risk management approach to all activities and plan for the safety of themselves and children. This includes following all Keiki Early Learning policies and procedures as well as reporting any hazards or incidents to the Nominated Supervisor/Centre Coordinator. Staff are responsible for taking reasonable steps to ensure their own health and safety, as well as that of others affected by their actions.

Families and visitors are required to comply with service policies and procedures, and to take reasonable care of their own health and safety, as well as that of others who may be affected by their actions

### Manual tasks

Potentially hazardous manual tasks may include picking up and holding babies and children, picking up toys and equipment, and lifting children in and out of cots. Educators will undertake annual manual tasks training and follow the correct hazardous manual tasks procedures to minimise the risk of work-related musculoskeletal disorders (MSD).

Watch the video <https://www.commerce.wa.gov.au/publications/manual-tasks-video>

The service refers to the [Code of Practice, Hazardous Manual Tasks \(Department of Commerce\)](#) as part of our commitment to ensure a best practice approach.

### Slips and trips

All staff will ensure floors and walkways are clear of hazards throughout the day. The service conducts regular safety checks which include checking the floors for potential hazards. Any spills are cleaned up immediately and wet floor signs are available and used as necessary.

### Maintenance of equipment

All fire equipment at Keiki Early Learning is maintained as per WHS General Regulations. External agencies are employed to conduct the maintenance of the fire equipment.

All electrical equipment that is over a year old is tested by a qualified person on a regular basis which is recorded with a tag attached to the equipment tested.

RCD testing is conducted annually and documented within the service's electrical box.

Keiki employees must notify others of any items requiring maintenance by raising a ticket on the 1Place system and communicating with their Centre Coordinator or Assistant Coordinator. If something is high risk and may cause injury or harm before being repaired, they must notify someone immediately.

### Hazardous substances

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials through taking the following steps as far as is reasonably practical.

The Nominated Supervisor/Centre Coordinator will maintain a current register of hazardous substances. The register will be accessible and contain Safety Data Sheets (SDS) for all hazardous substances used at the service. All hazardous substances will be correctly labelled in accordance with WHS General Regulations, including substances that are decanted. Adequate training will be provided on the safe use and storage of all hazardous substances.

If educators or staff introduce a new hazardous substance into the service, they will source a current SDS and provide it to the Nominated Supervisor/Centre Coordinator to add to the hazardous substance register. Staff and educators will ensure they have read and know where to access the hazardous substance register and follow directions for storage and use of the substances. Ensure any hazardous substances that are decanted are correctly labelled as per

WHS Regulations to ensure correct handling and usage. Keiki Employees will not store hazardous substances in alternative storage containers

### Psychosocial risks

Keiki Early Learning is committed to creating a healthy workplace that values and enhances the health and wellbeing of our employees. All staff, visitors and students must abide by the code of conduct and ensure the workplace is free of bullying, discrimination and/or harassment. All staff have a responsibility to report any instances of bullying, discrimination and/or harassment to the Nominated Supervisor/Centre Coordinator (or to the People and Culture Manager if required).

Working with children requires sustained high physical, mental and emotional effort to complete our job. Such sustained work demands can have an impact on the wellbeing of employees.

Management supplies information about mental health and wellbeing to all staff regularly and provides access to AccessEAP which is an Employee Assistance Program. See below for further information on [how to use AccessEAP](#).

The Nominated Supervisor/Centre Coordinator will build and maintain a workplace environment and culture that supports mental health, physical health and wellbeing and prevents discrimination. In the case of a complaint, the Grievance Policy will be followed.

Staff will support and contribute to Keiki's aim of providing a mentally and physically healthy workplace for all workers through abiding by the code of conduct and being respectful, caring and inclusive of all colleagues. Staff will communicate any changes in their physical or mental health that may have an impact on their work to the Nominated Supervisor/Centre Coordinator.

### Infectious diseases

Due to constant close contact with children, early childhood workers may be at an increased risk of contracting some vaccine-preventable diseases.

Upon employment, staff are required to complete a Staff Immunisation Record detailing their immunisation status or complete a declaration of choosing not to immunise upon employment at the service. This will be kept in their employment records.

- Staff are encouraged to keep up to date with their immunisations.
- The service encourages staff to discuss with their doctor the topic of immunisation and the additional risks of contracting a vaccine-preventable illness or disease inherent in their close, regular contact with the children.

Ways to reduce risks of contracting infectious diseases for staff and Educators:

- Educators, students, volunteers, and staff should follow all Keiki policies at all times, including but not limited to:
  - Cleaning of Service and Equipment Policy
  - Health and Hygiene Policy
    - Handwashing Procedure
    - Toileting and Nappy Changing Procedures
  - Incident, Illness, and Administration of First Aid Policy
- Educators, students, volunteers, staff, and children who are unwell are excluded from the service as per Staying Healthy 6<sup>th</sup> Edition guidelines or directions from Medical Practitioners (whichever is longer).
- Nominated Supervisors/Centre Coordinators will keep up to date about current health risks and implement risk minimisation measures as required.

## Kitchens

Staff will follow the service's Food Safety Plan, Food and Nutrition Policy and any related procedures. Regular audits will be undertaken to ensure kitchen safety.

## Pregnancy

As all pregnancies will vary, so will the needs of the individual. As appropriate, variations to duties will be negotiated, and equipment that supports the health, safety and wellbeing of pregnant workers will be provided.

Employees who are considering pregnancy or are pregnant will:

- Consult with their doctor if planning a pregnancy to establish their immunity status for common childhood infections, and receive vaccinations as required.
- Ensure they are aware of the risks of Cytomegalovirus and discuss these with their doctor and the Nominated Supervisor/Centre Coordinator.
- Notify the Approved Provider and/or Nominated Supervisor/Centre Coordinator of the pregnancy if health and safety issues that may affect the pregnancy are experienced or may be foreseen.
- Immediately advise the Approved Provider and/or Nominated Supervisor/Centre Coordinator if they believe there is a hazard or potential risk to the pregnancy in the workplace.
- Be familiar with and adhere to policies and procedures pertaining to infection control and hand hygiene.
- Consult with their doctor should there be an outbreak of an infectious disease in the centre that they are not immune to, regarding whether they should continue to attend work.
- Supply their Nominated Supervisor with a letter written by their medical practitioner clearing them for work if they wish to continue work past 6 weeks prior to their due date.
  - Employees must use their position description when discussing their duties with their doctor.
- Understand that they may be asked to take leave in the 6 weeks prior to their due date if they are unable to complete their duties and provide high-quality education and care for children.

### Manual tasks in pregnancy

During pregnancy, there is more strain on your back due to the pregnancy hormones allowing ligaments and joints to loosen, and muscles to stretch. To avoid or minimise the risk of back pain and back injury the service will ensure that pregnant employees are aware of the following strategies:

- Avoid bending over: Use your knees and hips to lower yourself to the children's level or when picking something up from a low level
- Try to maintain a correct posture as the growing uterus can frequently cause postural problems.
- Try not to stand in any one position for too long.
- Ensure you use correct lifting and carrying techniques.
- Ensure that furniture such as nappy change tables are at the correct height to avoid unnecessary bending
- Use stepladders and trolleys if required.
- Use adult-sized furniture, for example, adult-sized chairs rather than children's chairs.
- Ensure that heavy or awkward items are stored at an appropriate height and close to where they are needed.

## Immunisation and infectious diseases

Authorities advise against pregnant women receiving live viral vaccines during pregnancy, or within 28 days prior to falling pregnant. Therefore, women of childbearing age should ensure that vaccinations are up to date. More information about this can be found in Staying Healthy 6<sup>th</sup> Edition. The service also recommends that staff who may be considering pregnancy apply for screening for immunity for infections that carry risks of miscarriage or damage to the foetus (e.g. rubella, chicken pox, cytomegalovirus, hepatitis A and B).

### Cytomegalovirus (CMV)

CMV is a common Viral infection that affects many people. It is spread from person to person by contact with body substances, including urine and saliva. An infected person may not have symptoms. CMV can be passed from a mother to baby during pregnancy.

Educators can reduce their risk of infection by:

- Washing their hands frequently, including after contact with saliva, urine and after removing gloves
- Covering cuts with water-resistant dressings
- Not kissing children on the face or mouth
- Following the nappy changing and toileting procedure
- Following the cleaning procedures
- Discussing moving rooms with the Centre Coordinator and communicating with the Centre Coordinator if trying to become pregnant.

## Staff training

Upon employment, staff will participate in a thorough induction process which includes training on workplace health and safety issues.

The Nominated Supervisor/Centre Coordinator will provide staff with appropriate information, training, and guidance to facilitate a safe and productive work and learning environment. They will also ensure all staff have a comprehensive understanding of the Service's code of conduct, Grievance Policy and the Early Childhood Code of Ethics.

Staff will:

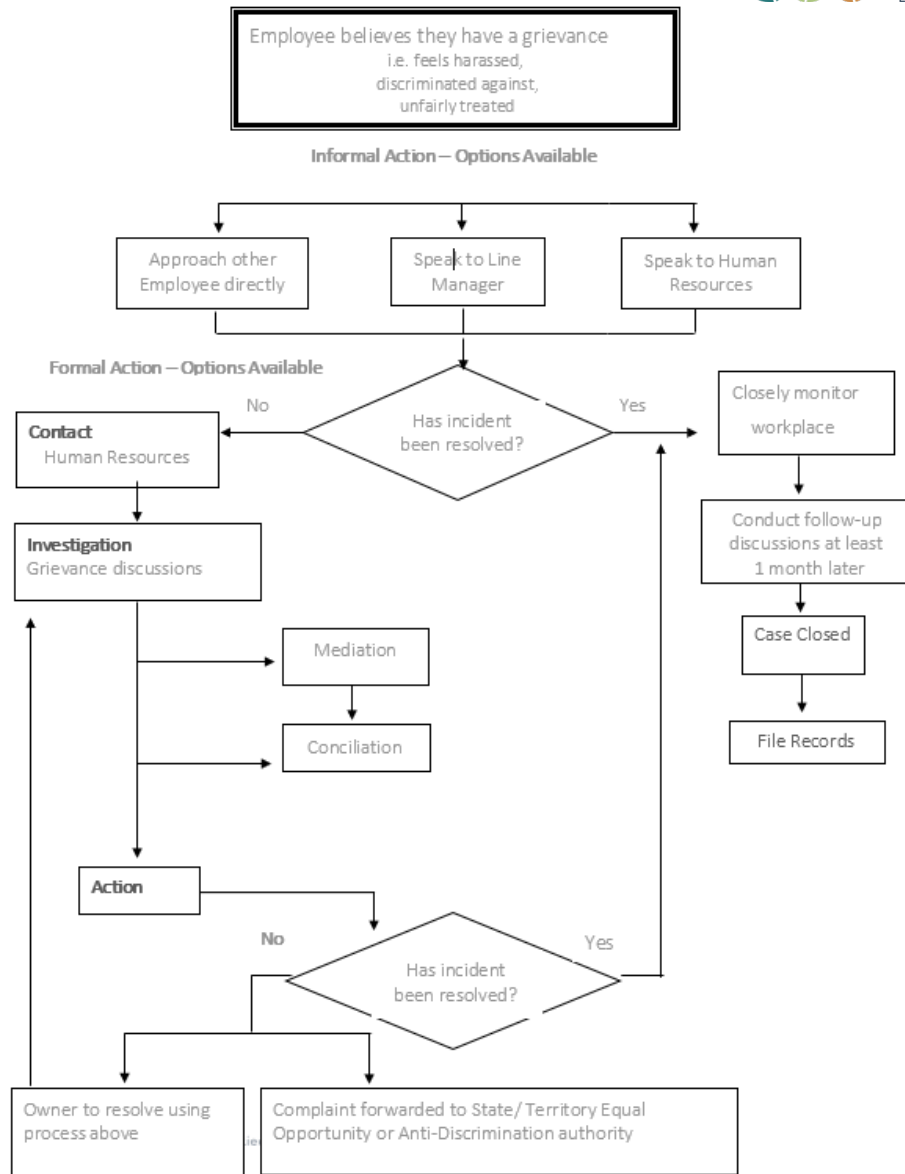
- Ensure service policies and procedures are being followed and adhered to and they actively participate in the review of the policies and procedures.
- Be aware of the location and how to use fire extinguishers, fire blankets and fire alarm system, if applicable.
- Have a comprehensive understanding of the Service's code of conduct, Grievance Policy and the ECA Code of Ethics.
- Support colleagues and students or casual staff in their awareness of this policy.
- Take responsibility for their knowledge of work health and safety recommendations, including back care.
- Take responsibility for their knowledge of how to safely use chemicals and hazardous substances, after training.



## Procedures and Guidelines

### Bullying and harassment

Keiki Early Learning does not tolerate bullying or harassment in the workplace. Where a complaint of bullying or harassment has been received, the below flow chart and procedure will be followed.



1. **Confront the issue**

If a workplace participant feels comfortable doing so, they should address the issue with the person concerned.

This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behaviour continues, the workplace participant should report the issue to the Nominated Supervisor/Centre Coordinator or People and Culture/Human Resources if required.

If a workplace participant is unsure about how to handle a situation and is also unsure if they want to make a complaint, they should discuss the matter with the Nominated Supervisor/Centre Coordinator or People and Culture/Human Resources if required.

2. **Report the issue**

Once the issue has been reported to the Nominated Supervisor/Centre Coordinator or People and Culture/Human Resources, either the informal or formal complaint procedure will be followed.

3. **Informal complaint procedure**

The Nominated Supervisor/Centre Coordinator is responsible (where appropriate), for resolving an informal complaint in conjunction with advice from the People and Culture Manager.

The complainant may opt to pursue a formal complaint procedure at any time, even if an informal complaint procedure is initially chosen.

#### 4. Formal complaint procedure

The formal complaint procedure involves a formal investigation of the complaint. Formal investigations may be conducted by the Nominated Supervisor/Centre Coordinator, People and Culture Manager or a person from outside Keiki Early Learning, appointed by Keiki Early Learning, if appropriate.

If Keiki Early Learning considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be required not to report for work during the period of an investigation. Keiki Early Learning may also provide alternative duties or work during the investigation period. Generally, employees will be paid their normal pay during any such period.

Promptness and confidentiality will be adhered to during the investigation. Care will be taken to ensure that the complainants' (the person/s making the complaint) issues will remain confidential.

The timeframes indicated below reflect best practice and demonstrate KEIKI EARLY LEARNING's commitment to resolving any complaints in a timely manner. It is understandable that the time frames will not always be feasible or practicable. Where these timeframes cannot be met, it is important for the Investigation Coordinator or Investigator to clearly document the reason and justification for the delay.

- The Line Manager/Supervisor receiving the complaint is to notify, within 24 hours, People and Culture (Human Resources) of the matter, who will coordinate the process. Where appropriate the People and Culture Manager will be the Investigator of the complaint, however if this is not deemed appropriate then an independent Investigator will be appointed by the Owner.
- The Investigation Coordinator is to contact the complainant within 48 hours of receipt of the complaint and advise them of the process of the investigation and who will be involved in the investigation. The coordinator will keep the complainant up to date throughout the investigation process.
- The Investigation Coordinator is to contact the respondent within 48 hours of receipt of the complaint to advise of the allegations that have been made. Depending on the content of the complaint the following action may be taken:
  - The respondent may continue in their role as normal.
  - The respondent may be relocated until the investigation is completed.
  - The respondent's job tasks may be altered until the investigation is completed.
  - The respondent may be stood down until the investigation is completed.
- Within two (2) days of the complaint being made the investigator is to be given all relevant details of the complaint by the Investigation Coordinator. The Investigator then develops the following details:
  - Terms of reference for the investigation.
  - An interview list, which may change as the investigation progresses.
    - An action plan including a timeline of key events from beginning to end of the investigation.
    - Development of report pro-forma, in order to provide a full report on completion of the investigation.
- The Investigator will ensure the following during the investigation process:
  - All relevant parties are kept up to date with progress of the investigation.

- All paperwork and recordings are kept strictly confidential and in a secure location.
- Only those directly related to the complaint should be involved in the investigation process.
- The Investigator is to document all interviews and communications relating to the complaint.
- The Investigator is to establish a thorough report of the complaint. This will include the who, what, where, when and how of the complaint.
- Where there is more than one respondent the Investigator must interview each separately.
- Witnesses identified by the complainant and the respondent be interviewed by the Investigator as appropriate.
- All questions posed to the complainant, respondent/s and witnesses are to be direct. Questions are not to have a double meaning, be tricky or leading.
- The Investigator is to record details in a simple language format for appropriate interpretation.
- The Investigator is to ascertain the outcome the complainant would like to happen as a part of the investigation.
- The Investigator is to request after each interview that the interviewee not discuss the matter with anyone until the complaint has been resolved to ensure a fair and objective investigation process.
- The Investigator will not raise issues during the investigation process that are not directly related to the complaint.
- The Investigator is to contact both the complainant and the respondent within 48 hours of receiving the complaint details to establish a date, time, and place for interview. A notice period of at least two (2) days should be given for interviews. Both interviewees must be offered the opportunity to have a support person present at the interview. The Investigator is to document the interview and have the interviewee sign the document at the conclusion of the interview. A copy of the interview transcript should be provided to interviewees on their request.
- On completion of all interviews the Investigator is to review all material relating to the complaint and prepare a final report which is to include:
  - Outline of the complaint.
  - Outline of Respondents response.
  - Summary of witness responses regarding the allegations.
  - Copies of all interview transcripts.
  - Copies of all relevant documentation; and
  - Recommendations based on the investigation.
- The report is to be submitted to the Investigation Coordinator within 3-5 days of the completion of all interviews and material reviews. The coordinator then passes the report to the appropriate member of the Executive team for review and implementation of appropriate recommendations.
- Recommendations may include, but are not limited to some or all the following:
  - No action.
  - Mediation.
  - Training.
  - Managing Underperformance
  - Disciplinary action
- Termination (in the case of gross misconduct)

- If the investigation finds that an internal complainant had acted vexatiously then disciplinary action could be taken against the complainant. KEIKI EARLY LEARNING Disciplinary Policy must be consulted in this circumstance.
- The Line Manager/Supervisor is to contact or meet with the complainant within seven (7) to 14 days after the action plan has been enacted to ensure the complainant feels the matter has been resolved.

#### 5. Possible Outcomes

The possible outcomes will depend on the nature of the issue and the procedure followed in addressing it. Where an investigation results in a finding that a person has engaged in unlawful conduct or breach of the relevant policy or this procedure, that person may be disciplined.

The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in gross misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected workplace participant and Keiki Early Learning.

Keiki Early Learning may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the circumstances.

Examples include, but are not limited to:

- Training to assist in addressing the problems underpinning the complaint.
- Monitoring to ensure that there are no further problems.
- Implementing a new policy.
- Requiring an apology or an undertaking that certain behaviour stop; and/or
- Changing work arrangements.

#### 6. What to do if you are not satisfied with the outcome

If any of the parties are not satisfied with the way the situation was handled or the outcome of the process, they can contact People and Culture. The handling process and/or the outcome may then be reviewed by the Owner.

Keiki Early Learning aims to resolve issues in-house wherever possible. Workplace participants can seek the assistance of an outside agency at any time if they feel that their issue is not being adequately addressed.

### **Roles and Responsibilities if there is a complaint of bullying, harassment or other unacceptable workplace conduct**

#### **Nominated Supervisor/Centre Coordinator**

- Work with the complainant and to resolve the matter in a timely manner.
- Listen objectively and without judgement.
- Provide the complainant with information and options available for resolution.
- Resolve the issue in a timely manner.
- Maintain confidentiality to preserve the reputations of any employees involved.
- Ensure that the work environment and working relationships are stable by addressing any discrimination, harassment or bullying issues in a timely manner.
- Seek advice from People and Culture/Human Resources or other People with Management or Control when required.
- Seek consent from the complainant prior to making any written or oral reports (the exception to this is if it is required under legislation, there is a threat to the organisation's reputation or out of concern for the wellbeing and safety of others).
- Inform the complainant of their right to have a support person present for any discussions or investigation into the matter.

- Inform the complainant of their right to escalate the matter internally or externally if they are not satisfied with how the matter has been dealt with.

#### People and Culture/Human Resources

- Provide timely advice to the Nominated Supervisor/Centre Coordinator on how to best handle the situation and any subsequent investigation.
- If the matter is dealt with in a formal manner, The People and Culture Manager is responsible for coordinating the investigation, as per the process set out in this document.
- Be involved in investigations and interviews where required.

#### Complainant

- Communicate honestly and as clearly as possible with your manager/supervisor or other appropriate person.
- If possible, keep a record of incidents, including any witnesses.

#### All workplace participants

- Report any instances of discrimination, harassment or workplace bullying immediately to the Nominated Supervisor/Centre Coordinator or People and Culture Team (Human Resources).

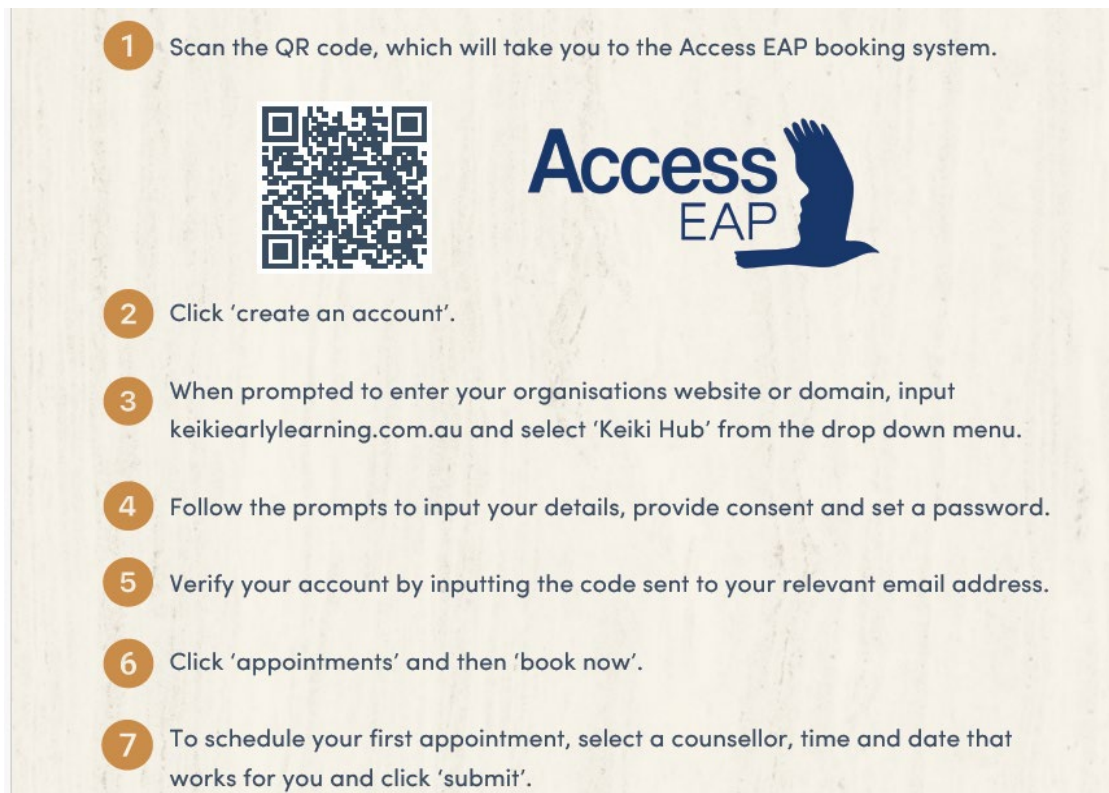
#### Support person

- Be present and supportive without getting actively involved.
- Speak up if you feel the person, you are supporting requires a break during an investigatory interview.



### Access EAP

The EAP is voluntary, confidential and complimentary counselling service. It is a short-term, solution focused approach to help you enhance your overall wellbeing.

EAP can assist when personal, family or work-related concerns are impacting on your health or quality of life and also when you need guidance on professional or person goals, or effective communication skills. The AccessEAP app provides access to counsellors and tools and resources that are based on your preferences, goals and interests. Read tips, strategies and new ways to support your mental health and wellbeing journey.



1 Scan the QR code, which will take you to the Access EAP booking system.

2 Click 'create an account'.

3 When prompted to enter your organisations website or domain, input [keikiearlylearning.com.au](http://keikiearlylearning.com.au) and select 'Keiki Hub' from the drop down menu.

4 Follow the prompts to input your details, provide consent and set a password.

5 Verify your account by inputting the code sent to your relevant email address.

6 Click 'appointments' and then 'book now'.

7 To schedule your first appointment, select a counsellor, time and date that works for you and click 'submit'.

### Staff incident & injury

If a staff member is injured or involved in an incident in the workplace, staff will follow procedure in the [Incident, Illness and Administration of First Aid Policy](#).

Staff will complete an [Educators Incident & Injury record](#) and ensure the Nominated Supervisor/Centre Coordinator is advised of the incident or injury.

Where the incident or injury requires medical treatment or further investigation the affected staff member will communicate with the Nominated Supervisor/Centre Coordinator and follow Keiki Policies and Procedures as required to ensure the safety of all workplace participants.

The Nominated Supervisor/Centre Coordinator will ensure workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident and take appropriate action to prevent further incidents from occurring.

### Return to work

If an employee has been absent from work for more than **two weeks**, they are required to participate in a brief meeting with their Centre Coordinator or Assistant Coordinator to support a smooth transition back to work.

This meeting will be scheduled before or at the start of the employee's first shift back. During this time, the following topics may be reviewed: updates to the employee's role, staffing changes, new or revised procedures, recent ECRU visits, children with additional needs, new resources, and any changes to routines.

### Notifications and record keeping

The Nominated Supervisor/Centre Coordinator will maintain accurate records of all workplace health and safety issues and maintenance.

If an incident, situation, or event does occur and presents an imminent or severe risk to the health, safety and wellbeing of any person present at the Service or if an ambulance was called in response to the incident/situation (not as a precaution), ECRU must be notified within 24 hours of the incident through the NQA ITS.



### Supporting Documents

#### Policies

[Code of Conduct](#)  
[Emergency Management Policy](#)  
[Grievance Policy](#)  
[Health and Hygiene Policy](#)  
[Immunisation and Infectious Diseases Policy](#)  
[Incident, Illness and Administration of First Aid Policy](#)

### Other Documents

[Incident Injury Form Educators](#)

### Resources

Staying Healthy 6<sup>th</sup> Edition: Preventing infectious diseases in early childhood education and care services

Work Health and Safety Manual Tasks Toolkit

Work Health and Safety Act (2020)

Work Health and Safety (General) Regulations 2022



**Sources**

- Australian Children’s Education & Care Quality Authority (ACECQA).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law (WA) Act 2012. (2023).
- Education and Care Services National Regulations 2012. (2023).
- Guide to the National Quality Framework. (2023).
- Work Health and Safety Act 2020. (2022).
- Work Health and Safety (General) Regulations 2022. (2022).
- Department of Commerce Hazardous Manual Tasks Code of Practice (2022).  
[https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221165\\_cp\\_hazardsousmanualtasks.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221165_cp_hazardsousmanualtasks.pdf) .
- Equal Opportunity Act 1984. (2018).  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a253.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a253.html)



**Links to Regulations**

**National Quality Standard**

**Quality Area 2: Children’s Health and Safety**

2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.2	Incident and Emergency Management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

**Quality Area 3: Physical Environment**

3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
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**Quality Area 4: Staffing Arrangements**

4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other’s strengths and skills.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

**Quality Area 7: Governance and Leadership**

7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service’s operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

**Education and Care Services National Regulations**

77	Health, hygiene and safe food practices
82	Tobacco, drug and alcohol-free environment
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedures

168	Education and care services must have policies and procedures
170	Policies and procedures to be followed



<b>Review &amp; Document Control</b>	
<b>Policy Reviewed</b>	<b>Modifications</b>
April 2021	Combined Safe Workplace environment policy, bullying and harassment policy, return to work procedure, fitness for work policy. Added ECA code of ethics, UN Rights of the child.
October 2021	Added pregnancy policy.
October 2022	New format. Added link and references to 2022 Regulations. Edited to ensure compliance with updates to Act and Regulations. Updated terminology and definitions from Manual Handling to Hazardous Manual Tasks. Edited Staff Wellness section for clarity.
October 2023	Updated template. Added clothing, footwear & manual tasks to risk management section.
December 2023	Reorganised for clarity and readability. Staff incident and injury section added.
October 2025	Updated links to current Staying Healthy, checked against Work Health and Safety Act 2020 and Fair Work Act 2009. Added image for AccessEAP. Updated template. Updated from Human Resources to People and Culture.

### **Disclaimer**

It is each employee, family and visitor to the service’s responsibility to read, understand, follow and address any concerns with management about this policy.

Are you looking at the most recent version of this document?

You can find it at: <https://keikiearlylearning.com.au/policies-and-procedures/>

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