

# Occupational Health and Safety (OHS)

## Policy Statement

Kids Biz OSHC is committed to providing a workplace that is safe and without risk to health or the welfare of all employees, contractors, children and members of the public in our workplaces, and the effective rehabilitation of injured employees.

## Policy Considerations

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers Compensation Act 1951
- Workers Compensation Regulation 2002
- Children's Services Award
- National Quality Standard Quality Areas 2, 3, 7

## Related Policies & Procedures

- Building Equipment Repairs and Maintenance
- COVID-19
- Governance and Management
- Hazardous Substances
- Hygiene
- Illness and Infectious Disease
- Indoor environment
- Induction
- Injury and Trauma
- Outdoor Environment
- Pest Control
- Risk Management
- Security
- UV Protection
- Water

## Procedure

To achieve this objective Kids Biz OSHC undertakes to comply with all relevant OHS legislation and regulations. Where it is identified that these do not adequately cover a health and safety risk to its employees, children, contractors, visitors or members of the public, a standard will be determined quickly and adopted.

Kids Biz OSHC is committed to the implementation and continuous improvement of OHS policies and procedures, maintained and set out in Policies and Procedures and the Coordinator Manual. In implementing this policy the Management Team, Director and Coordinators, Program Leaders and employees will:

- a) Adopt a consultative approach with employees, contractors or other affected groups, and encourage the dissemination of OHS information;

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- b) Comply with OHS legislation and standards and WorkSafe ACT's Compensation and Injury Management requirements;
- c) Facilitate ongoing management and improvement of hazard and risk management based on a 'best practice' approach;
- d) Facilitate the integration of OHS into all of planning and operations;
- e) Support the establishment and operation of an effective workplace OHS committee (on an as needs basis) to foster ongoing employee involvement in OHS issues;
- f) Ensure employees, contractors or other affected groups are appropriately researched and trained in relation to OHS processes/issues;
- g) Treat OHS as a core management responsibility to improve understanding of responsibilities at all levels in the organisation;
- h) Minimise the exposure of Kids Biz to human and financial loss and respond quickly to assess the impact of any potential problem.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
24/09/2021	Full review – Legislative considerations updated

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