



Winston Hills Pre-School Association Inc.

"A Joyful Beginning"

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Approved Provider Number PR-00001921
Association Number A0001315N
ABN 55 651 298 057

OCCUPATIONAL HEALTH AND SAFETY POLICY

Mandatory – Quality Area 3

PURPOSE

This policy will provide guidelines and procedures to ensure that:

- all people who attend the premises of Winston Hills Pre-School, including employees, children, parents/guardians, students, volunteers, contractors and visitors, are provided with a safe and healthy environment
- all reasonable steps are taken by the Approved Provider, as the employer of staff, to ensure the health, safety and wellbeing of employees at the service.

POLICY STATEMENT

1. VALUES

Winston Hills Pre-School has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance Winston Hills Pre-School places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

Winston Hills Pre-School is committed to ensuring that:

- the committee of management, staff and volunteers are aware of their health and safety responsibilities as employers, employees and volunteers
- systematic identification, assessment and control of hazards is undertaken at the service
- effective communication and consultation form a fundamental part of the management process to encourage innovative ways of reducing risk in the service environment
- it fulfils its obligations under current and future laws (in particular, the *Occupational Health and Safety Act 2004*), and that all relevant codes of practice are adopted and accepted as a minimum standard.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, children, parents/guardians, students on placement, volunteers, contractors and visitors attending the programs and activities of Winston Hills Pre-School.

3. BACKGROUND AND LEGISLATION

Background

Everyone involved in an early childhood education and care service has a role to play in ensuring the service's operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2007* specifies the ways duties imposed by the OHS Act must be undertaken and prescribes procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters.

The legal duties of an **employer** under the OHS Act are:

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that the service's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the organisation's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

The OHS Act places the responsibility on **employees** for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training if required, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at the service, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at the service, such as fire extinguishers.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Accident Compensation Act 1985* (Vic)
- *AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected
 - Element 2.3.1: Children are adequately supervised at all times
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *National Quality Standard*, Quality Area 3: Physical Environment
 - Standard 3.1: The design and location of the premises is appropriate for the operation of a service
 - Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose
 - Element 3.1.2: Premises, furniture and equipment are safe, clean and well maintained
- *National Quality Standard*, Quality Area 7: Leadership and Service Management
 - Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of education and care services to provide children, staff, students, volunteers, contractors and anyone visiting the service with an adequate level of care and protection against reasonable foreseeable harm and injury.

Hazard: An element with the potential to cause death, injury, illness or disease.

Hazard identification: A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

Hazard management: A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises of Winston Hills Pre-School or while engaged in activities endorsed by Winston Hills Pre-School.

Harm: Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

Material safety data sheet: Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

OHS committee: A committee that facilitates co-operation between an employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of employees in the workplace.

Risk: The chance (likelihood) that a hazard will cause harm to individuals.

Risk assessment: A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

Risk control: A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

5. SOURCES AND RELATED POLICIES

Sources

- *Early Childhood Management Manual, ELAA*
- *Getting into the Act, WorkSafe Victoria*

- *Getting help to improve health and safety*, WorkSafe Victoria
- *Guide to the OHS Act 2004*, WorkSafe Victoria
- *Managing safety in your workplace*, WorkSafe Victoria
- OHS in Early Childhood Services (ELAA): www.ohsinecservices.org.au
- WorkSafe Victoria: www.worksafe.vic.gov.au

Service policies

- *Child Safe Environment Policy*
- *Code of Conduct Policy*
- *Emergency and Evacuation Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- providing and maintaining a work environment that is safe and without risks to health (OHS Act: Section 21). This includes ensuring that:
 - there are safe systems of work
 - all plant and equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards
 - substances, and plant and equipment, are used, handled, and stored safely
 - material safety data sheets are supplied for all chemicals kept and/or used at the service (refer to: www.ohsinecservices.org.au)
 - there are adequate welfare facilities e.g. first aid
 - there is appropriate information, instruction, training and supervision for employees

(Note: This duty of care is owed to all employees, children, parents/guardians, volunteers, students, contractors and any members of the public who are at the workplace at any time)
- ensuring there is a systematic risk management approach (refer to: www.ohsinecservices.org.au) to the management of workplace hazards. This includes ensuring that:
 - hazards and risks to health and safety are identified, assessed and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled
 - measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly
- ensuring regular safety audits of the following:
 - indoor and outdoor environments
 - all equipment, including emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services
 - horticultural maintenance
 - pest control
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)
- protecting other individuals from risks arising from the service's activities, including holding a fete or a working bee etc., or any activity that is ancillary to the operation of the service e.g. contractors cleaning the premises after hours (OHS Act: Section 23)
- providing adequate instruction to staff in safe working procedures, and informing them of known hazards to their health and wellbeing that are associated with the work that they perform at the service

- ensuring that all plant, equipment and furniture are maintained in a safe condition
- developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace
- ensuring that OHS accountability is included in all position descriptions
- allocating adequate resources to implement this policy
- displaying this policy in a prominent location at the service premises
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- implementing/practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Nominated Supervisor, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources, induction and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- ensuring the Nominated Supervisor, educators, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy
- consulting appropriately with employees on OHS matters including:
 - identification of hazards
 - making decisions on how to manage and control health and safety risks
 - making decisions on health and safety procedures
 - the need for establishing an OHS committee as required
 - proposed changes at the service that may impact on health and safety
 - establishing health and safety committees as required
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- holding appropriate licenses, registrations and permits, where required by the OHS Act
- attempting to resolve OHS issues with employees or their representatives within a reasonable timeframe
- not discriminating against employees who are involved in health and safety negotiations
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks
- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

The above list of procedures is not exhaustive. Services must develop specific procedures to be followed in managing hazards and issues identified. Such specific issues include chemical management, purchasing of equipment, hazard identification and risk assessment etc. For more information and guidance, refer to: www.ohsinecservices.org.au

The Nominated Supervisor is responsible for:

- ensuring that all educators/staff are aware of this policy, and are supported to implement it at the service
- organising/facilitating regular safety audits of the following:
 - indoor and outdoor environments
 - all equipment, including emergency equipment
 - playgrounds and fixed equipment in outdoor environments
 - cleaning services

- horticultural maintenance
- pest control
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that child-proof locks are installed on doors and cupboards where contents may be harmful
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- ensuring that all equipment and materials used at the service meet relevant safety standards
- ensuring the service is up to date with current legislation on child restraints in vehicles if transporting children (refer to *Road Safety and Safe Transport Policy*)
- implementing and practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- implementing and reviewing this policy in consultation with the Approved Provider, educators, staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

Certified Supervisors and other educators/staff are responsible for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the Approved Provider, including:
 - following OHS rules and guidelines
 - helping to ensure housekeeping is of the standard set out in service policies
 - attending OHS training as required
 - reporting OHS incidents
 - co-operating with OHS investigations
 - encouraging good OHS practices with fellow employees and others attending the service
 - assisting the Approved Provider with tasks relating to OHS, such as conducting OHS inspections during working hours
- not interfering with safety equipment provided by the Approved Provider
- practising emergency and evacuation procedures (refer to *Emergency and Evacuation Policy*)
- ensuring the physical environment at the service is safe, secure and free from hazards for children (refer to *Child Safe Environment Policy*)
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- implementing and reviewing this policy in consultation with the Approved Provider, Nominated Supervisor, educators, staff, contractors and parents/guardians.

Students on placements, volunteers, contractors and parents/guardians at the service are responsible for:

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by the service
- not acting recklessly and/or placing the health and safety of other adults or children at the service at risk.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to identifying and responding to occupational health and safety issues
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)).

ATTACHMENTS

- Attachment 1: Hazard, Near Miss, Other Incident and Injury/Illness Report (Register of Injuries) and Investigation Form
- Attachment 2: Detailed Guidance On Incident Investigation
- Attachment 3: Daily Safety Checklists

AUTHORISATION

This policy was adopted by the Approved Provider of Winston Hills Pre-School on 25 July 2017.

REVIEW DATE: JULY 2019

ATTACHMENT 1

**HAZARD, NEAR MISS, OTHER INCIDENT AND INJURY/ILLNESS REPORT
(REGISTER OF INJURIES) AND INVESTIGATION FORM**

Complete relevant part(s) of the form and forward to employer as soon as possible.

PART 1: NOTIFICATION OF HAZARD OR INCIDENT

Name of person reporting the hazard, near miss or incident (optional):

Room Group.....

Hazard, near miss or incident location:
.....

Date of incident: Time of incident: AM PM

Detailed description of hazard, near miss or incident – including all immediate and underlying factors contributing to the incident.

Consider: (i) plant, machines, tools, equipment (ii) materials (iii) environment, physical layout (iv) people, knowledge, training, behaviour, culture, supervision (v) methods, procedures

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PART 2: DETAILS OF ANY PERSON INJURED

Surname of injured/ill person: First name(s):

Private address:

Work location of injured person:
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Nature of injury/illness:
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Part of body injured: (tick applicable boxes)

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|-------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Eye | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Forearm/wrist | <input type="checkbox"/> Chest |
| <input type="checkbox"/> Ear | <input type="checkbox"/> Upper arm | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Knee |
| <input type="checkbox"/> Head | <input type="checkbox"/> Elbow | <input type="checkbox"/> Groin | <input type="checkbox"/> Leg |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Hip | <input type="checkbox"/> Internal organs | <input type="checkbox"/> Ankle/foot/toe |
| <input type="checkbox"/> Back | <input type="checkbox"/> Other | | |

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Incident type(s): (tick applicable boxes)

- | | |
|--|---|
| <input type="checkbox"/> Slip, trip fall | <input type="checkbox"/> Manual handling |
| <input type="checkbox"/> Strike against object | <input type="checkbox"/> Contact with chemicals |
| <input type="checkbox"/> Struck by moving object | <input type="checkbox"/> Biological affects |
| <input type="checkbox"/> Climbing in or out of vehicle | <input type="checkbox"/> Noise or vibration |
| <input type="checkbox"/> Cut/stabbed by sharp object | <input type="checkbox"/> Psychological stress |
| <input type="checkbox"/> Contact with electricity | <input type="checkbox"/> Other |

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Treatment required: (tick applicable box)

- | | | | |
|--------------------------------|------------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> First aid | <input type="checkbox"/> Doctor | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Other | | | |

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Outcome

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To be completed as soon as possible – depending upon risk level – by employer in consultation with employees.

PART 3: INVESTIGATION AND PREVENTION

To be completed by the AP

Action taken/recommended to reduce risk or prevent reoccurrence.

Consider the contributing factors identified prior (i) plant, machines, tools, equipment (ii) materials (iii) environment, physical layout (iv) people, knowledge, training, behaviour, culture, supervision (v) methods, procedures

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Name (block letters) and signature

Date

Action completed: Yes No If no, state anticipated completion date:

H&S representative or relevant employee comments:

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Name (block letters) and signature

Date

Employer representative and employer committee comments:

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Name (block letters) and signature

Date

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Name (block letters) and signature

Date

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Name (block letters) and signature

Date

ATTACHMENT 2

DETAILED GUIDANCE ON INCIDENT INVESTIGATION

INCIDENT INVESTIGATION PRINCIPLES

In addition to reporting an incident, it must also be investigated. Effective incident investigation is an integral component of an organisation's hazard management program, and the following general principles should be followed:

- In case of injury, first make sure that the injured worker is properly cared for.
- Remember that the main purpose of incident investigation is to establish all the contributing factors, and to take steps to prevent any similar incident.
- Where practicable, have the scene kept undisturbed and investigate as soon as possible. In serious cases, you may need to wait for WorkSafe to investigate first.
- Thorough, extensive, detailed investigations for serious injury/illness and dangerous occurrences, and for minor injury/illness, near misses and asset or property damage with high potential severity.
- The investigation should not be conducted as a 'witch hunt' to find out who is to blame or because the compensation process requires it.
- It is important to avoid the effects of emotional feelings that may be present in any incident investigation. Watch out for the use of words such as 'blame', 'cause', 'unsafe', 'careless', 'fault', 'wrong', 'bad'.
- Look for the contributing factors and their effects.
- Whenever possible, go to the scene of the incident for initial investigation – take photos, make drawings and take measurements.
- Interview all witnesses, one at a time and separately, and reassure each person about the purpose of the investigation.
- Be objective: don't have a fixed opinion in advance.
- Express sincere appreciation to anyone who helped in the investigation.
- Record all data accurately, completely and in writing!

There are three key elements of effective incident investigation: observation, description and analysis.

Observation

Inspect the scene and take photographs if possible, recording any damage regardless of the need for repair. Observation also includes the recording of details from witnesses, and determining whether they actually saw the incident or whether they are surmising.

Description

This involves providing a detailed description of the incident for others to understand the sequence of events leading to the incident. This is generally summarised from the observations and may include photos, statements, plans and so on.

Analysis

Establishing precisely what has occurred, which involves analysis of the descriptions, including information from key witnesses. Here it may be helpful to make use of people who are familiar and unfamiliar with the workplace.

CONDUCTING INCIDENT INVESTIGATION INTERVIEWS

The first step in a normal incident investigation is (if possible) to interview the employee involved. Here is some guidance on good interview technique:

- Put the worker at ease: Remind them that you are interested solely in preventing a recurrence of the incident and that you can only do this with their help. Convince them that the interview is simply a joint effort to prevent other incidents that could be more serious. A friendly and understanding manner is a necessity in gaining cooperation.
- Conduct the interview at the scene of the incident whenever possible: It will help the person explain, and you understand. Make the interview as private as you can. This will not only put the worker at ease, but will also prevent his/her observations and ideas from being influenced by the opinions of others. It also avoids possible embarrassment over any mistakes.
- Ask for his/her version of the incident: Be sure he/she understands their version just as they saw it and not 'dressed up' for your benefit. Then let them tell it! Try not to interrupt them. If you don't understand something, wait until they have finished their story and then ask. Above all, don't make judgements or judgemental remarks. This will only put him/her on the defensive and defeat the whole purpose of the interview.
- Ask any necessary questions: The key word here is 'necessary'. Limit your questions to facts as much as possible, particularly early in the interview. Find out:
 - What happened?
 - What was done?
 - How it was done?

Try to avoid 'why'-type questions, such as 'Why were you doing...?' Wait until you have all other information because 'why' questions are likely to make him/her defensive. Ask open questions – ones that can't be answered 'yes' or 'no' – whenever possible. They will give you much more information. Naturally, all questions should be asked in a friendly, constructive manner.

- Close the interview on a positive note: The best way to wind up an interview is by discussing strategies that can be taken to control the incident from happening again. This reaffirms the purpose of the interview in the employee's mind and will assure his/her further cooperation.

These same techniques can be used in interviewing a witness to an incident. Witnesses should be treated just as tactfully as a person involved in an incident. They 'don't want to get anyone in trouble' any more than a person wants to incriminate him/herself.

A witness does not have to be an eyewitness. He/she may simply be someone familiar with the circumstances involved in the incident. In the case of a fatality or serious injury, a witness may be the only source of information for the incident investigation. Whether a person is involved in or is a witness to an incident, the interview should be held as soon as possible while the circumstances are fresh in the mind.

HOW TO MAKE INVESTIGATIONS SUCCESSFUL

Successful investigations are those in which an organisation learns what has happened and can then apply this to identify immediate and underlying causes, which can then be used to determine corrective action to prevent similar incidents occurring again.

In addition to the guidance provided above, some other important factors required for successful investigations are:

- allow sufficient time for the investigation
- ensure personal bias is removed
- ensure consultation with employees throughout the investigation process
- ensure relevant contributing factors are considered

- ensure appropriate risk control measures are selected and included in recommended corrective action
- ensure corrective action is tracked through to completion and that a review is conducted to determine if they have proven to be effective.

Ensuring that at least one person in the investigation team is familiar with the guidance in this OHS section

of the manual will help with due consideration of these important factors.

SOME LEGAL POWERS OF HSRs RELEVANT TO OHS INCIDENTS

According to the *OHS Act 2004* (Section 58 [1][a][i] and [ii]): 'A health and safety representative (HSR) may inspect any part of the workplace at which members of their designated work group (work team) works at any time after giving reasonable notice to the employer, and immediately in the event of an incident or situation involving an immediate risk to health and safety of any person.'

Also, the HSR can:

- accompany a WorkSafe Victoria inspector during an inspection of a workplace at which a member of their designated work group works (Section 58[1][b])
- be requested (by the worker) to be present at an interview concerning OHS (Section 58[1][d] and 58[2])
- assist in situations where communication may be a problem
- be present and assist at an incident investigation (Section 58[2])
- help in developing control measure strategies (Section 58[2])
- request the review of control measures relevant to specific types of hazards (such as manual handling, noise, hazardous substances, plant and machinery) based on reasonable grounds (various OHS Regulations).

OBLIGATIONS OF EMPLOYERS RELEVANT TO HSRs AND OHS INCIDENTS

The employer must also allow an HSR to have access to information that an employer has relevant to actual or potential hazards relevant to the designated work group (work team) whom the HSR represents (Act 69[1][a], s69[1][b]).

ATTACHMENT 3

DAILY SAFETY CHECKS - INDOOR/OUTDOOR

OUTDOOR/INDOOR ENVIRONMENT DAILY SAFETY CHECK

WEEK BEGINNING: _____

The following items need to be checked daily prior to the children's attendance at the service.

OUTDOOR - ITEMS CHECKED	MON	TUES	WED	THURS	FRI	ACTION TAKEN
	/	/	/	/	/	
Fencing is secure and unscaleable. (No breaches in the fence or materials left nearby that would assist children to scale the fence.)						
Gates are secure and cannot be opened by children.						
No foreign objects . (Playground is free of syringes and other material that may have been left in the playground overnight, with special attention given to the area next to the perimeter fence, enclosed areas and sandpit, if left uncovered.)						
Cubby clear of foreign objects.						
Sandpit checked if uncovered or if covering is breached to ensure it is free of animal faeces.						
Shed's locked.						
Trees intact.						
Fixed climbing equipment in good repair.						
Moveable climbing equipment in good repair / on soft fall areas.						
Paths and paving surfaces are free of slipping hazards e.g. sand.						
Soft-fall and grassed areas are free from hazards.						
Equipment with recessed areas are free of snakes and spiders.						
INDOOR - ITEMS CHECKED						
Poisons out of reach.						
First Aid cabinet closed.						
No sharp objects on floor.						
Exits are clear.						
NAME & SIGNATURE OF PERSON WHO COMPLETED THE CHECK.						