




G8 Education^{ltd}

HEALTH AND SAFETY POLICY

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1. Purpose

The purpose of this policy is to support a proactive safety culture and ensure, so far as reasonably practicable, the health, safety and welfare of persons is not put at risk as a result of G8 Education operations.

2. Scope

As G8 Education does not separate its Health and Safety obligations from team members to visitors, volunteers, contractors, families nor children in our care, this policy applies to all persons affected by G8 Education operations.

3. Legislation

National Quality Framework:

Children (Education and Care Services) National Law		
S167	Protection of Children from Harm and Hazard	
National Quality Standard Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
National Quality Standard Quality Area 7: Governance & Leadership		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

Legislation:


State	Legislation
ACT	Work health and Safety Act 2011 (ACT)
	Work Health and Safety Regulation 2011 (ACT)
NSW	Work Health and Safety Act 2011 (NSW)
	Work Health and Safety Regulation 2017 (NSW)
QLD	Work Health and Safety Act 2011 (QLD)
	Work Health and Safety Regulation 2011 (QLD)
SA	Work Health and Safety Act 2012 (SA)
	Work Health and Safety Regulations 2012 (SA)
VIC	Occupational Health and Safety Act 2004 (Vic)
	Occupational Health and Safety Regulations 2017 (Vic)
WA	Occupational Safety and Health Act 1984 (WA)
	Occupational Safety and Health Regulations 1996 (WA)

4. Policy Statement

G8 Education values the health, safety and wellbeing of all team members and children and believes that no task is so important that time cannot be taken to find a safe and healthy way to work. G8 Education is committed to ensuring the health, safety and wellbeing of all team members, G8 Education children, families, visitors, volunteers and external service providers whilst working for, or attending G8 Education. Furthermore, G8 Education recognises it has both corporate and social responsibilities regarding work health and safety and takes the position that the needs of our children and families can only be met when the health, safety and wellbeing of our team members is not compromised.

G8 Education believes that all incidents are preventable. To realise this belief, G8 Education will:

- Comply with the spirit and intent of Work Health and Safety Legislation, the Early Education and Care Services Legislation, the National Quality Standards regarding health, safety and protection of children and ISO AS/NZS 45001 Health and Safety Management System Guidelines.
- Integrate effective Health and Safety management into core business and allocate appropriate resources for the effective implementation of the G8 Education Health and Safety management system
- Implement a risk management approach to Health and Safety to ensure risk is reduced so far as is practicable through hazard identification, risk assessment, risk control, risk monitoring, review and evaluation of risk controls.
- Identify continuous improvement opportunities through consultation, hazard identification, incident investigation and analysis of data.
- Continually improve Health and Safety performance and establish measurable objectives, targets and key performance indicators.
- Provide a formal issue escalation and resolution process to address unresolved health and safety risk.
- Ensure all team members attending the workplace are fit to perform their role
- Respond promptly to any incident to reduce further harm, promote recovery and ensure learnings are shared
- Foster a positive and respectful safety culture through inclusion, consultation, engagement and promotion to provide opportunities for team involvement with matters that may impact their health, safety and wellbeing.
- So far as is reasonably practicable:
 - provide and maintain a work environment that is safe and without risks to health and safety.
 - provide and maintain safe plant, equipment, and structures.
 - ensure the safe use, handling and storage of plant, equipment and substances.
 - provide and ensure adequate access to facilities for the welfare and wellbeing of the team and children.
 - allocate responsibilities and provide necessary information, instruction, supervision and training (including induction) necessary to:
 - protect people from risk to their health and safety.
 - ensure team members fulfil their health and safety obligations and participate in the Health and Safety program.
 - Monitor workplace conditions with the intent of preventing illness and injury and protection from harm.

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Furthermore, G8 Education acknowledges that, where there may be positive learning and developmental outcomes, children have the right to participate in activities that involve a degree of managed risk, and as such, strives to provide a safe environment to support and foster the natural curiosity of the children in its care.

5. Responsibilities

G8 Education is committed to supporting a culture of active risk management and continuous improvement to promote safe environments for children and team members.

The Board of G8 Education:


Monitor the G8 Education health and safety risk profile and ensure that appropriate and effective internal systems and resources are in place for both the effective management of Health and Safety risks and the continuous improvement of health and safety performance.

Executive Leadership Team:

Demonstrate leadership and commitment to the health and safety management system and program by:

- Taking overall responsibility and accountability for the protection of people’s health and safety.
- Ensuring that the Health and Safety Policy and related corporate objectives are established and compatible with the G8 Education strategic direction.
- Ensuring the development, implementation, monitoring, review and integration of the Health and Safety Policy into G8 core business processes.
- Making available resources needed to establish, implement, maintain and improve the Health and Safety management system to enable achievement of intended outcomes.
- Ensuring any mandatory reportable incidents/events are provided to the relevant government department within the required timeframe.
- Supporting active participation of the Team, through consultation and the identification and removal of obstacles or barriers to participation. This includes protecting team members from reprisals when reporting health and safety issues and providing a misconduct reporting service.
- Communicating and actively demonstrating the importance of effective Health and Safety management to support persons to contribute to the effectiveness of the Health and Safety management system.
- Ensuring and promoting continual improvement of the Health and Safety management system to improve performance by systematically identifying and taking actions to address nonconformities and realise opportunities to address Health and Safety risk.
- Coaching leaders to demonstrate health and safety leadership as required in their areas of responsibility.

The Chief People and Business Transformation Officer is the nominated management representative for this policy. This position is responsible for the ongoing review and compliance monitoring of this policy and associated procedures and guidelines.

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Team Leaders and Managers:


As key organisational influencers for success, Team Leaders and Managers are required to:

- Acquire and keep up to date with knowledge of Health and Safety matters and obligations for areas under their control.
- Proactively monitor workplace conditions and manage hazards within their area of responsibility.
- Complete Hazard, Risk Assessment, Incident Report forms and conduct investigations, analyse occurrences and implement continuous improvement actions. All improvement actions to control hazards are to be addressed through the Hierarchy of Control outlined in the Health and Safety legislation.
- Ensure any mandatory reportable incidents/events are escalated to enable the relevant government department to be notified within the required timeframe.
- Ensure Team members attend training necessary for them to safely undertake their work.
- Monitor team members to ensure that they are fit to perform the requirements of their role
- Provide adequate supervision and instruction for the Team to enable safe work and healthy behaviours.
- Ensure an adequate supply of personal protective equipment is provided where relevant to team members that are undertaking activities where there may be a risk of coming into contact with substances and biological hazards including bodily fluids.

All Team Members:

Everyone at G8 Education has a personal responsibility to work safely and take reasonable care for their own health and safety and the health and safety of others through their actions. Team members are encouraged to actively participate in activities and programs designed to improve health, safety and wellbeing. Specifically, team members must:

- Not put themselves, or others at risk through their acts or omissions.
- Cooperate with any reasonable policies, procedures, instruction and actions that G8 Education may undertake in the interests of health, safety and welfare that includes completing mandatory training.
- Monitor practices and workplace conditions and report:
 - Ideas that may improve health and safety.
 - Any hazard, safety incident, work related injury or personal injury or restriction that may affect their ability to work safely.
 - Correct minor hazards as applicable.
- Attend the workplace fit to perform their roles and responsibilities and report any condition which may impact on their safety and wellbeing
- Actively contribute toward the protection of children from harm and report any incident, suspicion or concern regarding abuse or neglect that may include reporting to an external child protection regulatory authority.
- Seek advice from a manager before undertaking an action or activity that may be contrary to G8 Education policy.
- Promptly report to their supervisor if they believe this policy has been breached.

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Further responsibilities may be outlined in the Code of Conduct, quality documents, learning programs and defined in legislation, including specified Nominated Supervisor responsibilities. To support the success of the Health and Safety program, team members will be supported and subsequently held accountable for meeting their responsibilities.

Visitors:


All visitors are responsible for:

- Taking reasonable care for their own health and safety.
- Taking reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons.
- Complying with any reasonable instruction given by G8 Education in the interest of health and safety.
- Providing necessary identification and signing in and out of the service on each occasion.

6. Supporting Documents

As the key Health and Safety Policy, all other health and safety documents are required to abide by this policy as a reference point. Below is a list of related documents:

- [Child Protection Policy.](#)
- [Code of Conduct.](#)
- [Risk Management Policy](#)
- [Risk Management Framework.](#)
- [Whistleblower Policy.](#)

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