G8 Education Limited
ABN 95 123 828 553

Health and Safety Policy

Contents

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 all people is not put at risk as a result of G8 Education operations.

2.   Scope

As G8 Education does not separate its Health, Safety and Wellbeing 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	Work Health and Safety Act 2020 (WA)
	Work Health and Safety Regulations 2022 (WA)

4. Policy Statement

G8 Education is committed to ensuring the Health, Safety and Wellbeing is protected of all team members, children, families, visitors, volunteers, and external service providers whilst working for, or at any location under the management and control of G8 Education. G8 Education recognises it has both corporate and social responsibilities regarding Health, Safety and Wellbeing and recognises that to foster an environment where our team members, children and families can belong, their Health, Safety and Wellbeing must never be compromised.

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

- Comply with the Work Health and Safety Legislation, the Early Education and Care Services Legislation, the National Quality Standards regarding health, safety, and protection of children.

- Integrate effective Health, Safety and Wellbeing risk management into core business and allocate appropriate resources for the effective implementation of the G8 Education Health, Safety and Wellbeing management system.

- Implement a risk management approach to Health and Safety to ensure risk is reduced, so far as is practicable, for hazards identified, completing risk assessments, and continuously monitoring, reviewing, and evaluating the controls.

- Implement a risk management approach to Health, Safety and Wellbeing 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 information.

- Continually improve Health, Safety and Wellbeing performance and establish measurable objectives, targets, and key performance indicators.

- Provide a formal issue escalation and resolution process to address unresolved Health, Safety and Wellbeing issues or concerns.

- 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 improvement opportunities are shared.

- Foster a positive and respectful 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:
  o   provide and maintain an environment that is safe and without risks to Health, Safety and Wellbeing.
  o   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 team members and children.

     ○   allocate responsibilities and provide necessary information, instruction, supervision, and training (including induction) necessary to:

          ▪   protect people from risks to their Health, Safety and Wellbeing.

          ▪   ensure team members fulfil their Health, Safety and Wellbeing obligations and participate in the Health, Safety and Wellbeing program.

          ▪   monitor conditions with the intent of protecting all persons from harm.

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 our care.

5.   Responsibilities

G8 Education is committed to supporting a culture of proactive risk management and continuous improvement to promote a safe environment for team members, children, and families.

The Board of G8 Education:

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

Executive Leadership Team:

Demonstrate leadership and commitment to Health, Safety and Wellbeing by:

- Taking overall responsibility and accountability for the protection of people's Health, Safety and Wellbeing.

- 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.

- Allocating sufficient resources to establish, implement, maintain, and improve the Health, Safety and Wellbeing management system to enable achievement of intended outcomes.

- Ensuring any mandatory reportable incidents are reported to the relevant government department within the required timeframe.

- Support team members active participation in Health, Safety and Wellbeing through

consultation and ensuring that barriers to participation are identified and removed.

- Protecting team members from reprisals when reporting Health, Safety and Wellbeing issues or concerns.

- Leading by example to and considering the implications to the Health, Safety and Wellbeing of team members, children, and families in all decisions.

- Promoting continuous improvement of Health, Safety and Wellbeing to improve performance by systematically identifying and taking actions to address nonconformities and implement improvement opportunities to address Health, Safety and Wellbeing risk.

- Coaching leaders to demonstrate Health, Safety and Wellbeing 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.

Team Leaders and Managers:

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

- Acquire and keep up to date knowledge of Health, Safety and Wellbeing 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, conduct investigations and implement improvement opportunities in accordance with the Hierarchy of Control

- Ensure all incidents are reported in accordance with internal procedures 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 team members and children to foster safe 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 take reasonable care for their own Health, Safety and Wellbeing and the Health, Safety and Wellbeing of others. 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 Wellbeing.

- Eliminate or correct minor hazards as applicable.

- Attend the workplace fit to perform their roles and responsibilities and report any condition which may impact on their Health, 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.

- Monitor practices and workplace conditions and report:

  o Ideas that may improve Health, Safety and Wellbeing.

  o Any hazard, safety incident, work related injury or personal injury or restriction that may affect their ability to work safely.

  o Any issue or concern to their supervisor if they believe this policy has been breached.

Further responsibilities may be outlined in the Code of Conduct, other organisational policies or procedures, learning programs and defined in legislation, including specified Nominated Supervisor responsibilities. To support the success of the Health, Safety and Wellbeing program, team members will be supported to participate and subsequently held accountable for meeting their responsibilities.

Visitors:

All visitors are responsible for:

- Taking reasonable care for their own Health, Safety and Wellbeing.

- Taking reasonable care to ensure their acts or omissions do not adversely affect the Health, Safety and Wellbeing of other persons.

- Complying with any reasonable instruction given by G8 Education in the interest of Health, Safety and Wellbeing.

- Providing necessary identification and sign in and out of the service on each occasion.

6.   Supporting Documents

As the key Health and Safety Policy, all other Health, Safety and Wellbeing 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.

- Managing Team Member Grievance Procedure

- Whistleblower Policy.