



Training covered:

- Health and Safety Manual-
This is located on shelf above computer in office.
- Employer responsibility:
On whiteboard by office; Health and Safety Act 1992 ACC folder.
- Employee responsibilities:
Refer to Employment policy folder, ACC policy folder, Employment Contract, and Health & Safety Act 1992
- Employee consultation and Representation:
Identification of Centre Safety Officer (as agreed to in consultation)
- Accident reporting:
Process outlined in ACC folder, reporting for children in 'accident report booklet' inside main area above sink for washing paints.
- Accident Management:
The following is documented in the Centre ACC folder for employees to peruse: What is 'Serious Harm', Incident and Injury Reporting procedure, Rehabilitation Responsibilities and Process, and Work Injury Claims process.
- First aid kits- *on wall at entry to main child area (this is updated by ALSCO); an adult first aid kit inside top drawer of grey filing cabinet (this includes panadol).*
- Emergency procedures:
On: wall at entry of Coutts road, & inside the emergency pink kit.
- Fire Extinguishers- *on wall outside main child area, and in kitchen (for electrical fires). There is also a supporting fire hose below first aid kit in main child area. Practice the use of.*
- Ladders:
There is a large tri-ladder for use when needing to display and/or reach high and a step ladder; these stay away from child area unless in use and supervised. Large tri-ladder & stepladder behind locked door in adult bathroom
 - Hazard identification:
Chart on wall at entry- Coutts road; and in ACC folder. When reporting of a new or potential hazard- use scrap book at sign-in desk. Agenda meetings will include safety discourse.
Hazardous substances- behind locked door in adult bathroom or up high. Use of Enjo Cleaning systems minimise use of hazardous substances.

- Personal Protective equipment:
Plastic gloves, hand washing facilities, and bio hazard bags, (once used replace-from blue bucket in child bathroom area).
- Safe lifting techniques will be practiced by all staff.
Bend knees, keep head upwards, slight leaning forward of the upper body will support safe lifting practices. Safe practice in lifting includes all objects, (light as well as heavy). When planning to lift a child, please inform the child before doing so.
- Visitor and contractor requirements:
There is a book on sign-in desk for visitors and contractors to sign on entry and departure. Contractors also sign in large scrapbook at sign-in desk informing us of their knowledge and respect for Centre health and Safety requirements according to ACC standards.
- Health and Safety committee:
Because of the small number of employees a safety officer with support person will make up the committee. Representatives will be nominated and agreed to in consultation with all staff.
- Toolbox meetings:
These will be informal or part of the agenda meeting items.
- Health and Safety tasks:
These will be followed through at least bi-monthly with checking on new or potential hazards, employee training, reviews of accidents and other related Health and Safety requirements. Daily checks will be maintained of the outdoor area and regular safety checks indoors of equipment and furnishing will be regular.
- Medical training:
The safe practice: according to Centre procedure of administering medication. Remember to refer to child daily print out at door to outdoors and in dining area for allergies and other. Green folder records allergies/alerts for individual children on ledge outside sleep area.

(Reviewed at staff meeting in consultation- 2015)

Signed..... (Safety officer)

Signed..... (Management)

Signed..... (Staff)

Date.....