



The Shepherd Centre

Giving deaf children a voice



Corporate Policy

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Policy statement

The Shepherd Centre (TSC) aims to build a culture that encourages everyone in the workplace to take responsibility for maintaining a safe and healthy work environment. TSC and its management are required to comply with Workplace Health & Safety (WHS) laws and this in turn requires workplace participants to assist TSC to meet its WHS obligations.

Policy

If an accident to a workplace participant occurs:

1. Seek first aid or medical treatment
2. Record details of the accident/incident on incident and injury report form
3. Determine if it is a [notifiable incident](#)
4. Notifiable incidents must be reported to Approved provider who will notify the NSW WHS authority WorkCover NSW immediately
5. Notify The Shepherd Centre WHS committee WHS@shepherdcentre.org.au

Scope of Policy

This Policy applies to employees, agents and contractors (including sub-contractors and temporary contractors) of TSC, collectively referred to in this Policy as **“workplace participants”**.

The Shepherd Centre’s Roles & Responsibilities

TSC’s Role & Responsibilities

Under WHS laws TSC is responsible for ensuring the health, safety and welfare of workplace participants by:

- ensuring that its work premises are safe and without risk to health,
- ensuring that any plant or substances used for the purposes of work is used in a safe manner,
- ensuring that the systems of work are safe and without risk to health when properly used,
- providing information, instruction, training and supervision as necessary, and
- providing adequate facilities.

This Policy and the various WHS procedures which exist from time to time are designed to ensure that workplace participants are not exposed to risks to their health or safety.

Workplace Participants’ Roles & Responsibilities

While at work, each workplace participant must:

- take reasonable care for the health and safety of people who are at TSC’s place of work and who may be affected by the workplace participant’s acts or omissions,
- co-operate with TSC in so far as is necessary to enable compliance with any requirement under WHS laws imposed in the interests of health, safety and welfare on TSC;
- to the extent possible, maintain a safe and healthy work environment,
- be familiar with their responsibilities under this WHS Policy and comply with any obligations,
- report any emergency, accident, injury, workplace hazard or other WHS incident in accordance with the relevant incident reporting procedure,
- participate in WHS training when instructed to do so,
- not interfere with or misuse any equipment provided in the interests of health, safety and welfare,

- not obstruct the provision of aid to an injured or ill person at work and assist with such aid to the extent reasonably possible.
- Incorporate SafeWork NSW, or self-made posters, within the service environment as visual reminders for all staff to ensure their actions are carried out in a safe manner.

Consultation

Consultation with Workplace Participants

TSC shall consult with workplace participants about health and safety as required by relevant WHS laws. TSC shall also share relevant information about WHS issues.

TSC values the views and opinions of workplace participants. Workplace participants are encouraged to express their views and provide information to the nominated health and safety representative.

The name and contact details of the nominated health and safety representative will be published at each Centre.

Statutory Legislation & Considerations

Education and Care Services National Regulations 2018 Part 4.2 (Children’s Health & Safety) and Part 4.3 (Physical Environment)

Education and Care Services National Law Application Act 2010

Model Work Health & safety Bill 2011

Links to National Quality Standard

National Quality Area 3 Physical environment	
Area 7 Governance and Leadership	
3.1.2	Premises, Furniture and equipment are safe and clean and well maintained
7.1.2	Systems are in place to manage risks and enable the effective management and operations

Links to Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 2	Children participate in decisions affecting them and are taken seriously.
Standard 3	Families and communities are involved and informed.
Standard 5	People working with children are suitable and supported.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 8	Physical and online environments minimise the opportunity for abuse to occur.
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved.
Standard 10	Policies and procedures document how the organisation is child safe.

Sources

[Safe Work Australia](#)

[SafeWork NSW](#)

Appendices

[Incident & Investigation Report](#)

[Hazard Report Form](#)

[Risk Assessment Form](#)

[Emergency Contact Numbers](#)

WHS@shepherdcentre.org.au

Related Policies and Procedures

[GOV20 Workplace Health & Safety Policy](#)

[PRO04 WHS Procedures Manual](#)