

## **Work, Health & Safety Management System Policy**

### **Aim:**

Kangaroo Valley Preschool Inc. objectives for implementing this WHS management system are to reduce the:

- number of hazards in our service environment
- consequences of risks present in our service environment
- number of accidents, injuries and reportable incidents
- cost of workers' compensation claims by our service.

Kangaroo Valley Preschool Inc. WHS policy applies to all persons employed and/or contracted by our service (that is, full time, part time, and/or casually) as well as to all persons at the service workplace (for example, clients, suppliers, visitors, volunteers, students etc.)

Kangaroo Valley Preschool Inc. WHS management system conforms to/takes into account the requirements of relevant legislation ([Work Health and Safety Act 2011](#) and the [Work Health and Safety Regulation 2011](#)), regulations, codes of practice, advisory standard, and Australian Standards where they apply.

### **Strategies:**

- Kangaroo Valley Preschool Inc. applies 'due diligence' at all times to maintain a safe and healthy service environment and thereby protect all those involved in the service from any potentially adverse health and safety effects.
- Kangaroo Valley Preschool Inc. WHS policy is discussed with, all employees, students & volunteers on induction.
- Kangaroo Valley Preschool Inc. consults with, and involves, all employees in implementing our risk management approach to WHS
- Appropriate WHS information, instruction, training and supervision is provided to all employees, to increase their personal understanding of workplace hazards and the need to follow safe work practices, and to facilitate the identification of unsafe workplace practices
- Kangaroo Valley Preschool Inc. provides a safe and healthy service environment by developing documented procedures for:
  - o employer and employee WHS roles and responsibilities
  - o workplace consultation



- o risk management (as it applies to WHS)
  - o audit and review procedures
  - o record keeping and document control
  - o appropriate work practices
  - o the use of equipment (as required)
  - o the provision of first aid
  - o emergency procedures
  - o the reporting and investigating of accidents, incidents, hazards and near misses.
- Kangaroo Valley Preschool Inc. reviews this policy and the service's performance against the stated objectives in line with any changes to legislative/regulatory requirements. The review(s) form the basis for ongoing improvement to our WHS management system. If amendments are required, all employees are consulted and notified of the change(s).
  - Kangaroo Valley Preschool Inc. is committed to providing injured employees with effective rehabilitation programs to ensure their recovery and return to work at pre-injury capacity, wherever possible.
  - Kangaroo Valley Preschool Inc. ensures adequate financial, physical and human resources are allocated to support the implementation of a WHS management system.

***The role and responsibilities of the Management Committee:***

- The management Committee of *Kangaroo Valley Preschool Inc* is responsible for ensuring:
  - there is a WHS management system documented for the service
  - reviewing WHS issues at committee meetings
  - acting promptly when notified of an WHS accident, incident, hazard or near miss
  - following up on any continuous improvement and/or risk control activities to ensure they have been implemented.

**References:**

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011.](#)