

# Centre Support Pty Ltd

## Occupational Health and Safety (OH&S) Audit Outcome

**Centre:** Example Centre

**Date of Audit:** Wednesday, 6 May 2009

**Conducted By:** Matthew Stapleton

**Overall Result For Centre:**

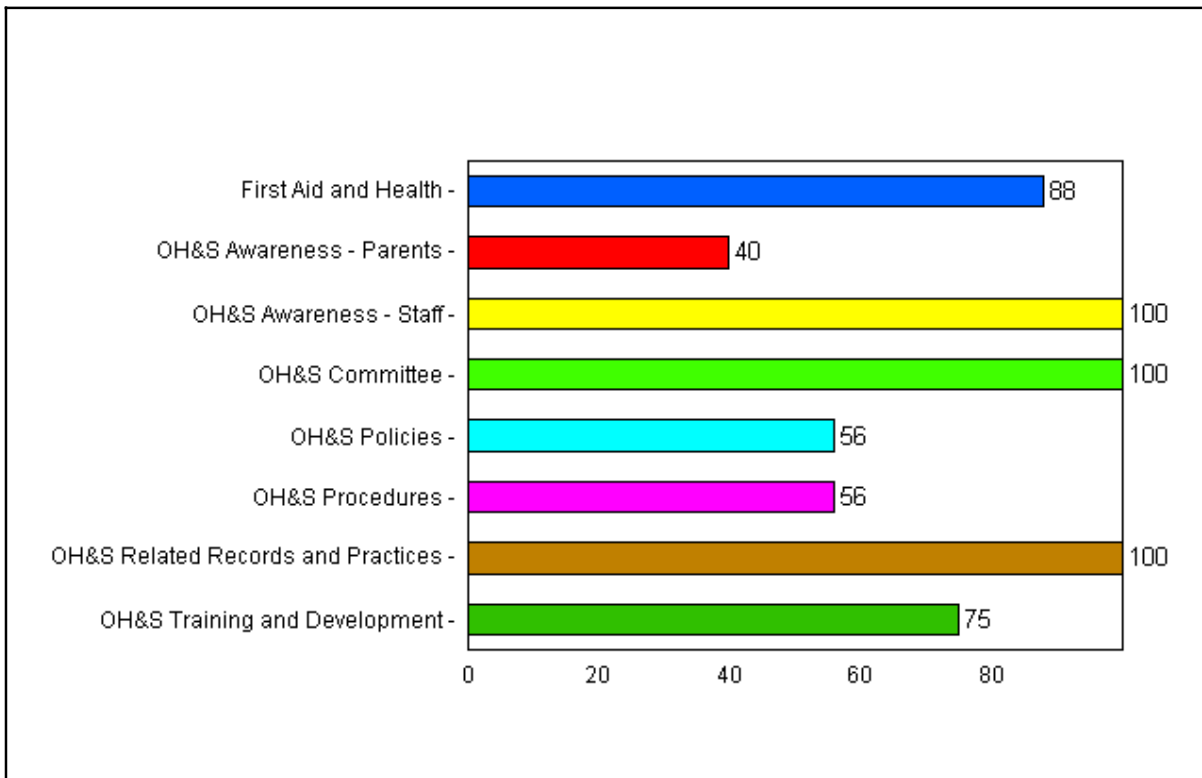
**195 out of 249 Items = 78%**

### AREAS FOR IMPROVEMENT AND CONSIDERATION

Below is a list of areas where Accreditation and/or Licensing Regulations were not meet. In order to achieve all regulations it is suggested that you address and rectify these areas as soon as practicable.

Please remember that this audit is current as of 6/05/2009. The proprietor continues to be responsible for the Centre's Safe Workplace practices. The Proprietor and Centre are responsible for how or if the Centre chooses to rectify the stated "Areas for Improvement".

## Administration - Compliance Result of 76%



### First Aid and Health - 88%

- Staff are to be provided with information about their general health and wellbeing.
- Staff need to organise for health care professionals come and visit the centre to talk to staff and families about immunisation.

### OH&S Awareness - Parents - 40%

- Families are to be regularly asked for their feedback in relation to their views on the safety of buildings and resources at the centre.
- The centre is to regularly communicate with families regarding safety issues relevant to their involvement and attendance at the centre.
- Written information about OH& S issues needs to be available in a variety of languages used by families attending the centre. Translating and Interpreting Service (TIS) Can be used. Need an Interpreter? Telephone: 131 450 or use Google Translation Service

### **OH&S Policies - 56%**

- An OH&S Policy needs to be developed that is based on relevant legislation and information from recognised authorities.
- All OH&S Procedures need to be dated and sourced.
- The centre needs to develop a written policy in relation to minimising the use of potentially dangerous substances and objects without risking hygienic practices.
- Infectious diseases/Health/Sickness policies need to be reviewed in the last year. These policies need reviewing immediately.

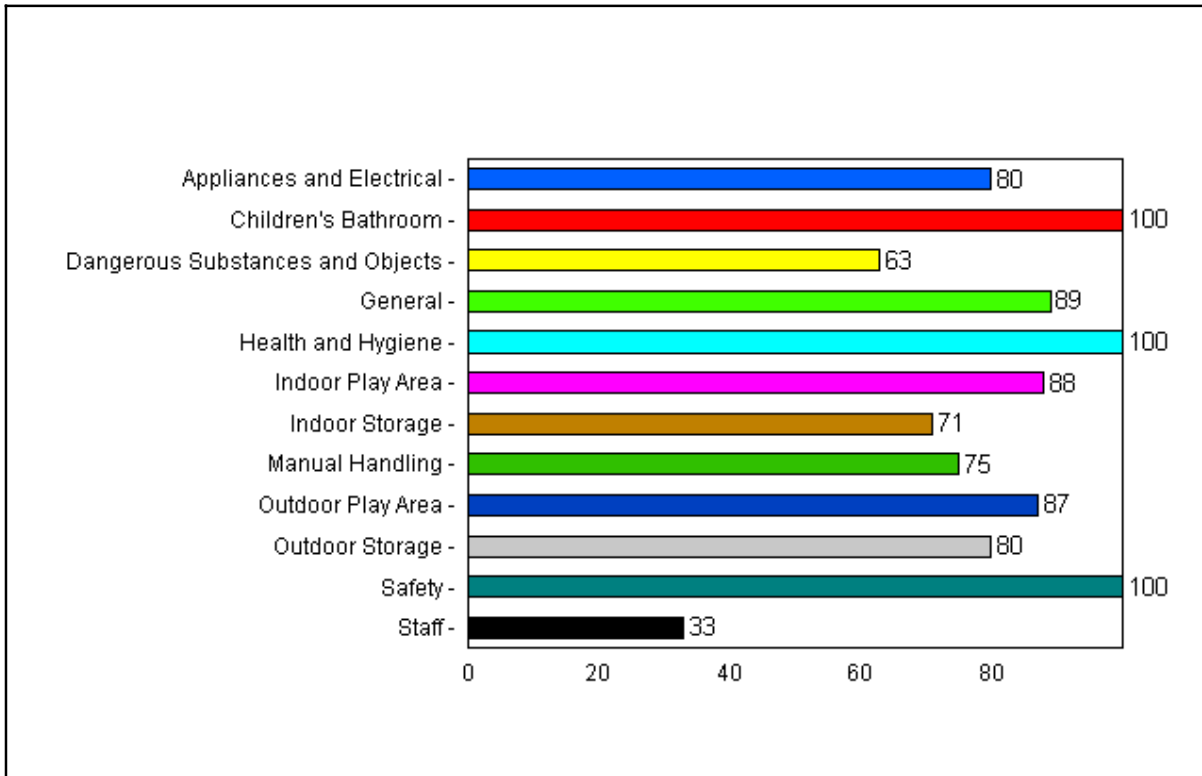
### **OH&S Procedures - 56%**

- The Centre needs to develop written procedures about the use and storage of dangerous substances and objects.
- The centre needs to develop a current action or first aid plan in regard to the handling and usage of dangerous substances and objects.
- The centre needs to ensure that staff are complying with their potentially dangerous substances and objects policies and procedures. Clear procedures need to be in place for this.
- The centre needs to undergo regular audits of stored substances, objects and medicines to ensure that they are being stored correctly and within their expiry date. Documentation of this is required.

### **OH&S Training and Development - 75%**

- Staff need to undergo professional development to maintain their awareness about potentially dangerous substances and objects.

## CHILD CARE ROOM: Star Fish - Compliance Result of 83%



### Appliances and Electrical - 80%

- All unused power sockets all need to have safety plugs in them.

### Dangerous Substances and Objects - 63%

- Children and Staff are not to be exposed to any fumes or mist from potentially dangerous substances and objects such as aerosols.
- Procedures / MSDS's for safe handling and storage of dangerous substances and objects are displayed for relief staff and visitors.
- The room needs to undergo regular audits of stored substances, objects and medicines to ensure that they are being stored correctly and within their expiry date.

### General - 89%

- All heating and cooling units (including fans) are to be inaccessible to children or secured in a way where children do not have access to them.

### Indoor Play Area - 88%

- Electrical appliances are to be unplugged when not in use and appropriately stored.

### **Indoor Storage - 71%**

- Layout of work needs to enable staff to have space to work and move freely.
- Safe lifting and removal of objects need to be addressed in store the room. Clear procedures need to be in place. (No objects stored in front of shelving that will require reaching over causing strain to the back.)

### **Manual Handling - 75%**

- Stepladder needs to be purchased.

### **Outdoor Play Area - 87%**

- All climbing equipment, swings and large resources are all to be placed on soft fall surfaces recommended by relevant safety authorities.
- All broken equipment is to be removed from play areas immediately.

### **Outdoor Storage - 80%**

- The room needs to be well ventilated.

### **Staff - 33%**

- All staff are to wear hats when outdoors.
- Staff are to only carry children when necessary. Staff need carry children correctly (placing one arm under buttock, supporting the child's back with the other arm, having the child face them and close to their body as possible).