

Be imaginative because anything is possible. Think of yourself as workers



children



families



others



Add the likelihood codes

++ very likely  
could happen  
any time

+ likely  
could happen  
sometime

- unlikely  
could happen  
but very rarely

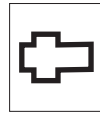
-- very unlikely  
could happen,  
but probably  
never will

Leaving gates open

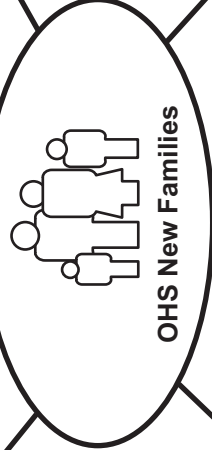
Allow children they don't own to leave the centre

Leaving other children car, hot car, or car moving

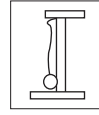
Car stolen with other children in it. (Has happened)



Kill or cause permanent disability



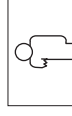
Leaving children in the room unattended



Medical attention and several days off work

Talking to staff and distracting them from supervising when collecting children in the afternoon

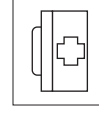
Taken their child into the kitchen child accesses knives, hotwater, dishwashing powder.



Long term illness or serious injury

Leaving children in the room unattended

Children swing on the gate

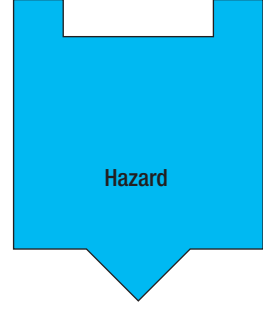


First aid needed

Leaving children in the room unattended

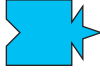
Older children access cupboards

Younger children access things in the centre, beads, craft material, etc





### Step 1. What is the hazard?



### Step 2. What is the risk?

The numbers show how important it is to do something:  
 1 - it is extremely important to do something about this hazard as soon as possible  
 6 - this hazard may not need your immediate attention.

	++ very likely	+ likely	- unlikely rare	-- very unlikely
Kill, Permanent Disability	1	1	2	3
Long term illness Serious Injury	1	2	3	4
Medical Attention Several Days Off	2	3	4	5
First Aid Needed	3	4	5	6

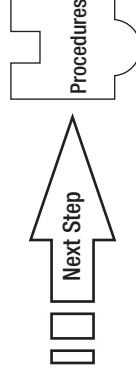


### Step 3. What can we do to protect everybody?

Substitute for a lesser risk	Yes	No
Isolate the hazard from the person at risk	Yes	No
Minimise the risk through engineering means	Yes	No
Implement change through administrative means	Yes	No
Use personal protection PPE	Yes	No



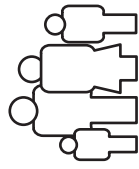
### Step 4. List the step by step procedure we need to make it safe.



Do we need to make a new procedure or add an item to a checklist



### Step 1. What is the hazard?



OHS New Families





Leaving gates open

Allow children they don't own to leave the centre



### Step 2. What is the risk?

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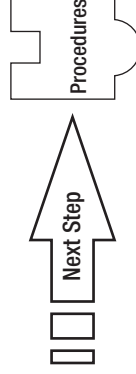
Ensure all gates and doors have a spring loaded system on them so they can shut automatically.

Check the spring loaded gates are in working order.

Place signs up to remind parents about shutting the gates

Place notice in newsletter, parent handbook

Show parents how to shut the gate



Do we need to make a new procedure or add an item to a checklist