

# Classroom Safety Director

NQS 2.2.1 Supervision

NQS 3.1.1 Fit for purpose

QS 3.1.2 Upkeep

		Facilities
yes	no	Are (cleaning) chemicals and medications properly labelled and stored securely?
yes	no	Do storage cupboards with dangerous goods like chemicals or medications have warning signs?
yes	no	Are powerboards with electricity surge protectors used rather than double adaptors?
yes	no	Are Material safety Data Sheets stored with chemicals or dangerous substances?
yes	no	Are doors in good repair and do they swing easily?
yes	no	Are doors free of splinters or sharp surfaces?
yes	no	Are electrical cords placed so they don't obstruct movement or present a safety hazard?
yes	no	Are electrical appliances secure and stable on shelving?
yes	no	Are electrical appliances and cords clear of any water sources?
yes	no	Are blind/curtain cords inaccessible to children, especially babies in cots?
yes	no	Are any cords on toys less than 300 mm long?
yes	no	Are all products, especially nursery products, free from any rough or sharp edges?
yes	no	Are all products and resources free from finger traps ie gaps between 5 mm and 12 mm wide?
yes	no	Have you checked equipment/furniture is free from leg and arm traps eg gaps between cot bars or verandah railings between 30 mm and 50 mm wide?
yes	no	Have you checked all equipment for head traps ie gaps between 75 mm and 230 mm that a child's body could fit through but not their head, especially those more than 600 mm off the ground?
yes	no	Do you ensure children under 3 can't access resources that are potential choking hazards (smaller than a ping pong ball)?
yes	no	Have you checked folding frames etc have a space between them of more than 5 mm to ensure there are no pinch points?
yes	no	Are only non-slip mats and rugs used?
yes	no	Are working childproof latches on all drawers and cupboards?
yes	no	Do all unused power sockets have safety plugs in them?
yes	no	Are cords and appliances clear of water sources?
yes	no	Is the bottle preparation area inaccessible to children?
yes	no	Is the bottle preparation procedure displayed?
		Hygiene
yes	no	Do you use dedicated cleaning material (eg paper towels) for cleaning spills on the floor?
yes	no	Are floors clear of substances that may cause falls and slips?
yes	no	Is the room always clear of garbage and litter?
yes	no	Do all bins have liners and lids?
		Practices
yes	no	Do educators close drawers and cupboards immediately after use?
yes	no	Do you prepare and consume hot food and drinks away from classrooms?
yes	no	Do you empty water containers after use?
yes	no	Do you put cleaning materials away after each use?
yes	no	Do you empty rubbish containers before they are overflowing?

yes	no	Do you unplug electrical appliances when not in use and store them appropriately?
yes	no	Is electrical equipment which is exposed to moisture, heat etc regularly tested and tagged by a licensed tradesperson?
yes	no	Do educators involve children in setting safety rules?
yes	no	Do you organise regular audits of stored substances and medicines to ensure that they are being stored correctly and within their expiry date?
yes	no	Do you implement an effective maintenance and repair program for facilities, furniture, equipment and resources?
yes	no	Do educators immediately remove broken equipment, toys and furniture and ensure it's inaccessible to children if appropriate?
yes	no	Do educators only carry children when necessary and in a way that minimises potential for workplace injuries?

Actions required			
Date actions to be completed	.../.../..	Date actions completed	.../.../