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| Procedure Title: | Physical Risks |
| Effective Date: | December 2010 |
| Review Date: | As necessary under the Policy and Procedure Development Policy |

PROCEDURE

- Inner City Care Management Committee is responsible for ensuring hazards in the service environment relating to equipment, environment and task designs are identified by:
 - conducting regular workplace inspections
 - consulting with employees.

This procedure was adapted from Managing OHS in Children's Services, Sue Tarrant – Lady Gowrie Child Centre, Sydney 2002. It was also combined with the Accident Prevention Policy established in May 2003. It was ratified by the Management Committee in November 2005 and reviewed in August 2007 and then again in December 2010.

METHOD

- Risk control strategies currently being applied by Inner City Care Management Committee to minimise the likelihood of **slip, trips or falls** include:
 - floors are kept dry and free from contaminants, such as spills, as far as is reasonably practical
 - spills are contained (wherever possible) and attended to promptly
 - when floors are mopped, sufficient time is allowed for them to dry before they need to be walked on and a 'wet floor' sign is displayed until the floor is dry. Cleaning agents are selected that do not leave a slippery residue.
 - floor surfaces are kept clean and unobstructed, as far as is reasonably practical, by sweeping and/or vacuuming regularly
 - floor surfaces are durable, even, slip resistant and suitable for the purpose(s) for which they are intended, for example wet areas
 - maintenance issues, for example, torn carpet, damaged steps or paths etc. are reported promptly, and repaired as soon as is reasonably practical to do so
 - the floors (main traffic areas) are checked regularly, and the 'wet floor' sign is displayed if necessary

- Risk control strategies currently being applied by Inner City Care Management Committee to minimise the likelihood of accidents or incidents in **food preparation/kitchen areas** include:
 - Employees are required to:
 - wear enclosed shoes
 - open saucepan lids in a direction away from their bodies
 - cut and chop food in a direction away from their bodies
 - always use the 'pusher', supplied by the manufacturer, when using a blender or food processor
 - ensure bowls and other attachments are properly locked in when using a mixing device
 - park food trolleys well away from walkways and doors and near to a wall if possible

- ensure power cords are kept away from heat
 - try to organise their work to reduce the likelihood of 'contact' burns with hot objects, gas flames etc.
 - turn off and unplug all electrical equipment before attempting to clean it
 - report any damaged plugs, leads or equipment promptly and to remove them from use immediately
 - a dishwasher must be used to ensure that sufficiently high temperatures are used for dishwashing purposes without the risk of scalding to either staff or children
- Employees are **not** to:
 - overfill pots and pans
 - use a wet cloth when handling hot items
 - leave a knife in dish water
 - leave metal spoons in cooking
 - leave electricity or gas elements on when not in use
 - try to catch a falling knife or other sharp implement
 - open the dishwasher while it is going through its washing, rinsing or drying cycles
 - leave cupboard and /or pantry doors open
 - wear jewellery and loose clothing
 - 'rush around' when working in the kitchen
- Employees are provided with:
 - heat resistant oven gloves/mits for handling hot objects
 - stable chopping boards
- Broken glass and other spills are cleaned up as soon as possible after the incident
 - Pot handles are turned to the back of the stove
- For the **office/administration area**, risk control strategies include:
 - office machines and equipment are kept in good working order
 - ergonomically designed equipment is provided for administration employees
- In relation to equipment, risk control strategies to ensure the health and safety of employees, the children and all other persons at or near Inner City Care include:
 - **All equipment:**
 - is installed, used and maintained in accordance with the manufacturer's instructions
 - has rounded corners and no protruding or sharp edges
 - if defective, is removed from use immediately and repaired (where appropriate) or disposed of appropriately
 - meets Australian Standards (where applicable)

- and toys must be purchased with the knowledge of the size being large enough to prevent choking by infants
- is recorded on the Equipment Control Sheet which is retained in the Equipment & Substance Register
- **cots:**
 - are placed away from curtains, cords and electrical appliances
 - slats (which are not more than 50 mm apart) are checked regularly for cracks
 - all required screws /bolts are checked regularly to ensure they are tightly fastened and in place
 - as far as reasonably practical, the drop side latches are child proof
 - soft toys, pillows, cot bumpers, quilts and other possible choking hazards are not placed in cots
 - sides are always in the 'up' position when cots are being used
 - have tight fitting mattresses
- **gates:**
 - are fitted with child proof opening mechanisms which are checked regularly
 - a notice, is secured to each gate, reminding all persons entering and leaving, of the importance of keeping the gate closed at all times and/or checking to see if the gate is closed behind them.
- **high chairs:**
 - have a wide base to ensure stability
 - trays lock securely
 - have an effective harness/restraint system
- **chairs and tables:**
 - are sturdy and not easily overturned
 - are not used for climbing by either children or the employees
 - adult size, ergonomically designed chairs are provided for employees
- **television sets and other audiovisual equipment:**
 - are placed against a wall to reduce the likelihood of children reaching the cords or the back of the equipment
- **play items:**
 - only those fabric toys labelled as 'non flammable' or 'flame retardant' are used
 - soft toys are regularly checked for loose parts (for example, eyes, threads)
 - any battery operated toys are regularly checked to ensure the battery compartment is secure
 - only those art and craft materials labelled as non toxic are used
 - are put away when not in use
 - do not have sharp, rough edges, or brittle plastic parts
 - as far as possible are non breakable and washable
 - tents, masks and helmets are checked for adequate ventilation are non projectile
 - have low noise levels
 - ride on toys are regularly maintained, stable and age appropriate
 - toy are stored in crates without lids and/or boxes with lightweight, removable lids and ventilation holes

- repair or discard broken toys
- **outdoor equipment:**
 - is set up on a level surface away from garden edges and paths
 - has 2.5m of unobstructed space around it
 - is checked daily for loose screws, bolts, splinters, cracks, worn or broken parts , displaced fill or impact absorbency material, soiled sandpit etc.
 - rope(s) are securely anchored so they cannot form a noose or loop
 - children are continually supervised and overcrowding in any one area, or at any one piece of equipment, is discouraged
 - the sandpit is covered when not in use and hosed out if soiled
 - water troughs, wading pools, garden pots etc. are:
 - emptied when not in use and turned upside down
 - checked and emptied after rain
 - is stable and appropriately anchored
 - impact absorbency material monitored

Note:

- any equipment with a climbing height greater than 500mm must be set up on certified impact absorbency material (certified by the manufacturer and/or supplier)
- for children under six (6) years of age and under continual supervision, area of impact absorbency material must extend 1.9 metres from the equipment
- in all other cases the impact absorbency material area must extend to 2.5m
- impact absorbency material must be maintained to a minimum of 250mm
- the maximum climbing height for under threes (3s) is 1m and for threes to fives (3-5) is 1.5m
- potential entrapment openings are:
 - for hands and limbs less than 40mm wide
 - for fingers 6-25mm
 - for heads less than 125mm or wider than 230mm
- foam mats are not recommended whether or not they have an accredited impact absorbency rating as they are easily moved, when landed on or dragged etc. and therefore do not comply with 1.9m or 2.5m area requirement at all times. As well their velcro joins are easily susceptible to dirt leaves etc. and the join is therefore compromised.

Plants are identified and removed if poisonous

- **In relation to workplace design,** risk control strategies to ensure the health and safety of employees, the children and all other persons at or near Inner City Care include:
 - all work and play areas are kept clean and orderly as far as is reasonably practical
 - floors are kept clear of objects and substances which could cause slips, trips or falls
 - stairways, emergency exits and corridors are kept clear to ensure free passage of persons if required in an emergency
 - nappy change, art and craft and sand areas are located near a water source
 - electrical outlets are of a suitable approved safety type, located out of children's reach, covered with protective caps or linked to a circuit breaker
 - electrical appliances and cords will be kept out of children's reach and will be tested annually by an electrician
 - chairs and other furniture are not placed near windows (to reduce the risk of children climbing on them)

- only non slip/skid rugs or mats are used
- child proof locks are installed on all low cupboards and drawers
- the outdoor area is checked for hazardous objects each day before the children go outside
- 'adult sized' amenities, for example, chairs, toilets, work tables or desks, lockers for personal belongings etc., are provided for employees
- separate hand washing facilities are provided for employees adjacent to the toilet facilities and in the food preparation area
- the outdoor play area is fenced. Shade structures, play items and storage sheds are located in areas that do not impact on the carers' ability to scan the environment when supervising the children.
- Glassed areas accessible to children will be of safety glass or effectively guarded by barriers which prevent a child striking or falling against the glass

In relation to storage, risk control strategies to ensure the health and safety of employees, the children and all other persons at or near Inner City Care include:

- plastic bags are stored out of reach of children
- tools (indoor and outdoor) are stored in a lockable area (that is, a shed or cupboard) and/or out of reach of the children
- heavier items, for example, reams of paper, are stored at approximately waist height as far as possible
- as far as is reasonable practical, play equipment is stored on low shelves for easy access by the children
- storage areas are maintained and reviewed regularly to ensure adequacy, and appropriateness and that risks are minimised, for example, those associated with falling objects and/or manual handling
- containers, boxes, equipment and materials are stored in a manner that prevents objects from falling
- wherever possible/practical adjustable shelving has been installed in main storage areas
- all hazardous substances are stored in locked, child proof, appropriately marked cupboards, cabinets or containers (whichever applies)
- the items most frequently handled are within easy reach, and wherever possible, stored between knuckle and shoulder height for those accessing them
- as far as possible, less frequently used equipment and materials is placed within the distance reached by an outstretched arm
- shelves are not overloaded
- as far as is reasonably practical, the layout of stored items takes into account the ease of handling, access, and ability to locate items
- items are not stored in such a way that they affect the free flow of air or ventilation outlets
- a trolley is provided to reduce the need to hold or carry objects
- a stepladder is provided to stand on to reach shelves above shoulder level

In relation to waste management, risk control strategies to ensure the health and safety of employees, the children and all other persons at or near Inner City Care include:

- an appropriate number of internal and external bins are provided
- nappy bins are washed regularly
- all internal waste bins are emptied at least once per day. Rubbish is not allowed to accumulate

- waste bins and/or bags are designated (for example, for paper recycling.)
- broken glass is removed by using damp paper towel. Its is wrapped in newspaper, and placed in a plastic bag, which is sealed, before it is placed in the appropriate waste bin
- all bins have a plastic liner for easy removal
- all bins (both internal and external) are stored in a secure, well ventilated location
- the lids on bins are kept closed when not in use

Hot water:

- all hot water taps in areas accessible by children are set up to deliver water to 43.5 degrees Celsius to reduce the risk of scalding.

RELATED POLICIES AND PROCEDURES

OH&S Policy

Managing Risks Policy and Procedure

Heavy Lifting Policy