



Occupational Health Safety and Welfare Flowchart

1. Identify Hazards

- Daily Inside/Outside Safety checks recorded in staff Sign-In folder by Rural Care Worker on morning shift.
- All staff are required to remain vigilant to safety issues in the workplace and to address these as they arise using the following procedure.

2. Address Hazards

- Where a hazard is identified through the safety check, fill out Risk Assessment Summary using the DECS Risk Assessment Process.
- IF HAZARD CAN BE REMOVED: Remove hazard and record in staff communication book. IF HAZARD CANNOT BE REMOVED: Record in communication book and keep children away from hazard.

For minor repairs - fill out Repairs and Maintenance Request in staff communication book

For repairs/maintenance that cannot be addressed by staff :

fill out a Hazard Needs Attention Form and pass to Director. If risk is HIGH/URGENT Director should be contacted immediately.

The Director will then fill out a Country Hotline Request Form and fax/phone through the request to DTEI.

3. Review Process

- OHSW is a permanent agenda item at Staff Meetings.
- Risk Assessment Summaries are reviewed at Staff Meetings until resolved.
- Near Miss forms are reviewed until relevant hazards are resolved.
- If a hazard is not resolved in a timely manner, the OHSW representative (Elin Griffiths) will fill out a Notification of Hazard Form for the attention of the appropriate DECS personnel.

4. Near Misses

- Near misses are to be reported on the "Near Miss" form located in the OHSW folder. These will be reviewed at staff meetings. Where a hazard is identified as resulting in a near miss, the hazard must be addressed using the above procedure (step 2).

5. Injury Incident Reports (ED155)

Where a significant injury or incident has occurred involving staff, children, family members or visitors to the site, an ED155 form (located in the OHSW folder) must be completed. All injuries to children also require an accident form (located in the OHSW folder) to be signed by parents and filed (also in the OHSW folder).

Signed

Director

23-March-2011