Kaiwhakaihuwaka

Health and Safety Induction Training





Kaiwhakaihuwaka Role:

Purpose:

To support the Centre to maintain a safe and healthy environment for all members, tamariki, whānau and visitors.





Common Tasks:

- Be the point of contact for any Health and Safety issues raised. These can then be escalated to the Centre Advisor for support/advice.
- Ensure the Centre follows Playcentre Aotearoa's Health and Safety policies and procedures.
- Encourage and promote a positive safety culture at the centre.
- Report any Incidents or hazards in the Register .
- All high risk incidents to be reported to the Centre Advisor (this includes both Adult & Child incidents).
- Review Hazard & Risk Register regularly and discuss with members actions to minimise risk of harm.
- Ensure emergency procedures are followed and documented (e.g. fire and earthquake drills).
- Maintain Civil Defence and First Aid Kits (incl. Quick Get Away kit).





Managing Hazards & Risks

- <u>Display</u> the Hazard & Risk Register in a prominent position near the sign-in tablet
- Review the Hazard & Risk Register at least once per term
 - add any new hazards
 - remove all hazards that have been resolved
 - follow-up on temporary hazards that haven't been resolved
 - Have all members sight and sign the updated Hazard and Risk Register each term
- Ensure each session is completing the Sessional Health & Safety Check



What is a Hazard?

A hazard can be defined as; a situation or thing that has the potential to cause harm and can

include the following broad categories:





What is a Health & Safety Risk?

It is the <u>likelihood</u> and extent of harmful <u>consequences</u> arising from a Hazard

Likelihood:

'How likely that an injury or illness will occur'

- Consider the task/activity and by whom, how often and how long exposure to the hazard
- Current risk controls in place
- Previous events that happened at Playcentre or elsewhere

Consequence:

'What harm the hazard could cause'

- Injuries or ill health
- Who might be exposed to the hazard (centre members, children, multiple people)



'Likelihood' Table:

Descriptor	Detail				
Almost Certain	The event is expected to occur in most circumstances.				
	Circumstances are in train that will almost certainly cause it to happen.				
	The event is expected to occur within the next 6 months.				
	Probability >85%				
Likely	The event will probably occur in most circumstances				
	Circumstances are such that its likely to happen within 6-12 months				
	• Probability > 56%-85%				
Possible	The event could occur in some circumstances				
	Is considered to have a reasonable likelihood of occurring within the next 1-3 years.				
	Probability 25% -55%				
Unlikely	The event is not expected to occur				
	Is considered to have limited likelihood of occurring within the next 3-5 years.				
	Probability 5%-25%				
Rare	The event is only expected to occur in exceptional circumstances				
	Not expected to occur within 5 years.				
	Probability <5%				

'Consequence' Table:

Descriptor	Detail				
Severe	1 or more fatalities (deaths)				
Significant	Severe injuries/illness resulting in permanent disability				
	Hospitalisation for more than 48 hours				
	Significant duration lost time injury (> 3 months)				
	(Notifiable injury/illness/event under HSW Act 2015)				
Moderate	Lost time injury/illness				
	Impacts of injury lasting < 3 months including restricted duties or time off				
	work				
	Hospitalisation for < 48 hours				
	(Not a notifiable injury/illness under HSW Act 2015)				
Minor	Medical treatment injury only				
	Minor injuries with no lasting effects				
Minimal	Discomfort or First aid treatment only				



Risk Matrix

A Risk Matrix is used to determine the <u>severity</u> of the risk, to prioritise its management

Likelihood	Almost Certain	Medium (11)	High (16)	High (20)	Very High (23)	Very High (25)
	Likely	Medium (7)	Medium (12)	High (17)	High (21)	Very High (24)
	Possible	Medium (4)	Medium (8)	Medium (13)	High (18)	Very High (22)
	Unlikely	Low (2)	Medium (5)	Medium (9)	High (14)	High (19)
	Rare	Low (1)	Low (3)	Medium (6)	Medium (10)	High (15)
		Minimal	Minor	Moderate	Significant	Severe
Consequences						



Risk Controls

ACTION		WHAT IS THIS?	EXAMPLE	
Eliminating		Removing the sources of harm (eg equipment, substances or work processes).	Removing a trip risk or getting faulty equipment repaired. Removing and repairing faulty equipment	
Substituting Minimising		Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk (eg using a less hazardous thing, substance or work practice).	Using hypoallergenic and/or alternative PPE (gloves) Using non-toxic cleaning agent instead of a toxic one.	
	Isolating/ preventing contact	Isolating the hazard giving rise to the risk to prevent any person coming into contact with it (eg by separating people from the hazard/preventing people being exposed to it). Isolation focuses on boxing in the hazard or boxing in people to keep them away from the hazard.	putting up safety barriers/gates Storing cleaning chemicals in locked cupboards	
	Using engineering control measures	Using physical control measures including mechanical devices or processes.	Use of trolleys for carrying/transferring heavy/awkward items. Ventilation to assist in removing airborne contaminants Ergonomic equipment (workstation) Gate locking devices	
Minimising	Using administrative control measures	Using safe methods of work, processes or procedures designed to minimise risk. It does not include an engineering control measure, or the wearing or use of personal protective equipment.	Employment Inductions Education & Training Taking adequate rests and breaks Safety Checklists	
	Using personal protective equipment (PPE)	Using safety equipment to protect against harm. PPE acts by reducing exposure to, or contact with, the hazard.	Using safety glasses/face shields and gloves. PPE is the least effective type of control and should not be the first or only control measure considered.	



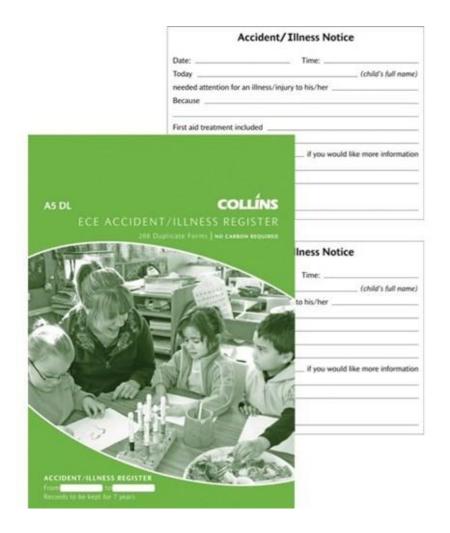


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Risk	Risk Description	Risk Rating	Prevention Controls	Playcentre Specific Policies/	Date of Review
N.o		(Using Risk	(using Hierarchy of Controls)	Procedures	& Reviewer
		Matrix)			
			Elimination:		
			•		
			Minimisation:		
			•		

Illnesses, Incidents, and Injuries

- Ensure all members know where the First Aid kit is located.
- Ensure the Child Incident, Illness and Injury Flowchart is displayed for members information.
- Ensure all members are easily able to identify the First
 Aiders present on each session.
- Ensure all members know how to complete an incident report for an Incident.
- Ensure report documentation is kept for two years.





Civil Defence and First Aid Kits

- This includes the Quick Get Away Kit, which is really an easily portable subset of the Civil Defence Kit.
- Check the contents each term, in alternate terms would be a good idea (add this to your Centre's Annual Management Plan).
- Suggested contents can be found in the P&P folder section 9.9.9.

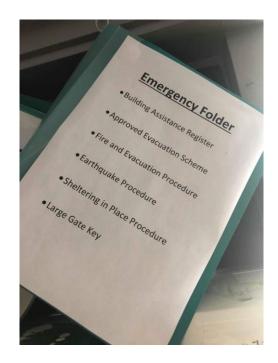


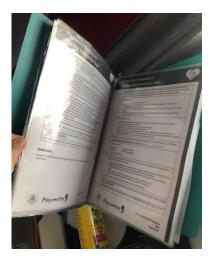


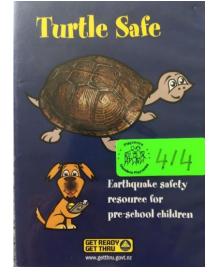


Emergency Procedures

- Ensure all Emergency Procedure Signs are printed, and can be easily picked up and taken with the sign-in tablet, during drills, and in the event of an emergency.
- Ensure all Emergency Drills occur –
 fire/earthquake/sheltering in place one of each type per term notified fire drills on one session in terms two and four.
- Assistance Register review, and update if necessary, at least once per term.









Other Tasks

- Excursions Paperwork
- Complete Monthly Building WOF check
- Ensure H&S Signs are displayed in the correct places in your Centre
- Ensure all Medicine Administration documentation is kept up-to-date
- Ensure that each session is completing the Food Record
- Ensure all members know where the Isolation Area is, and where the Spill Kit is located
- Liaise with members and regional office in the event of an infectious disease outbreak



Excursions

- Ensure that all relevant paperwork is completed before each excursion
- Ensure the excursions bag is maintained and ready-to-go
- Editable excursion forms are available
- Regular spontaneous excursion forms can be kept permanently written up, and new members can sight and sign these on enrolment



H&S Reports to Centre Business Meetings (CBM)

- Your CBMs should always have a H&S section
- In this section you will present your report, it should contain:
 - A summary of any minor illnesses, incidents or injuries that have occurred since the last meeting
 - Any new hazards that have been identified from either the Sessional Health & Safety Checks or Illness, Incident
 and Injury records, or Notifiable Events including any trends or near misses that may indicate a larger issue to
 be addressed
 - Review of the hazard Register, and whether any temporary hazards that are unresolved need to be added
 - A summary of all emergency drills that have occurred and any recommendations for process changes needed
- Following your report presentation the meeting can discuss which actions are to be taken, by whom, and by when, to address the hazards identified the hazard and risk register should be updated if required



Important Relationships

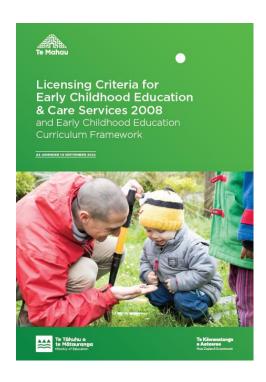
- <u>Centre Advisor</u> To communicate and escalate Health and Safety issues or risks.
- Property Team
- Centre President/Coordinator
- Session Leaders/Coordinators/Duty Team
- Session Support Worker/facilitator
- Property Officer





Useful Resources

- Policy and Procedures (P&P) Folder, and P&P section on the website (PA) – particularly the Health & Safety Section.
- Licensing Criteria for centre-based ECE services 2008 –
 amended Sept 2022 (MoE)
- Ngā Kupu Oranga Healthy Messages A health and safety resource for early childhood services (MoH)
- Your Centre's Annual Management Plan





Thanks for all your hard mahi to keep yourselves, members, tamariki and visitors safe!

If you have any questions, or for further support, please speak to your **Centre Advisor** in the first instance.

