



# Child Care - Checklist

## Contents

OSH management .....	1
Manual tasks .....	2
Slips and trips.....	4
Electricity.....	5
Hazardous substances.....	6
Violence aggression and challenging behaviours .....	7
Infectious diseases, sharps and body fluids .....	8
Kitchens .....	9
Other issues.....	10

**Regional Offices**

## OSH management



Report hazards



Conduct a risk assessment



Consultation



Provide training

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- Consultation takes place on OSH matters between management and employees.
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- Hazard and injury reporting:
- systems are in place for reporting hazards and injuries;
  - reported hazards and injuries have been adequately investigated; and
  - systems are in place for reporting notifiable injuries to WorkSafe.
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- In relation to all tasks:
- hazards have been identified;
  - the risk of injury has been assessed;
  - control measures have been so far as is practicable implemented; and
  - implemented control measures are regularly reviewed.
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- Safe operating procedures have been developed and implemented.
- 
- Employees have received adequate safety induction and task specific training in relation to OSH.
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- An OSH management system (ie WorkSafe Plan) has been implemented, including elements such as management commitment, safety planning, consultation and reporting, hazard management and training and consultation.
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- Safety and health representatives have been elected, as per Act.
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- Safety and health representatives have been trained, as per Act.
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- An OSH committee is in place.
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## Manual tasks



Identify the manual tasks hazards



Conduct a risk assessment



Provide training



Report hazards



Trolleys are maintained

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- Manual task hazards have been identified** in consultation with employees. Potentially hazardous tasks include but are not limited to, picking up and holding babies and children, picking up toys and equipment, change table heights and cot access (lifting babies in and out of cots).
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- Risk assessments** of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining have been considered.
- 
- Practicable control measures** have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids. Consider:
- change table height/steps up to change table;
  - lifting children in and out of cots with fixed side rails;
  - adult seating not child size for workers;
  - equipment and storage/access;
  - bins on wheels, use of trolley , use of smaller vehicle;
  - limit or avoid double handling of things or items;
  - trolleys have been provided - no lifting of large or heavy items;
  - wheels of trolleys have been properly maintained and move freely;
  - trolleys are not overloaded when pushing – full visibility is required;
  - work is varied through job rotation or other systems to reduce repetitive actions over long periods of time;
  - adequate equipment has been provided for tasks to be carried out;
  - no reaching over work benches and equipment;
  - adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts;
  - heavy items are stored at waist height and lighter items are stored at top shelves;
  - access to shelves, storage areas, cupboards is not obstructed;
  - ramps are in place where trolleys are used to go from one level to another level;
  - work benches and other work surfaces are at good height to reduce poor posture; and
  - reaching aids, such as hooks, are available where required.
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- Task specific induction and refresher training** in relation to manual tasks is provided, refer to pages 17/18 of the Code of practice Manual tasks or to the manual task training package of the WorkSafe website. Elements of training should include:
- key sections of the OSH regulations and Code of practice Manual tasks;
  - the roles and responsibilities of the employers, employees and others and the consultation that should take place between employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk;
  - basic function of spine, body postures, types of muscle work and principles of levers;
  - the relationship between the human body and the risk of injury;
  - the activities included in manual tasks and resulting types of injuries;
  - risk factors and potential sources of risks; and
  - the control strategies to reduce the risk of manual tasks injuries.
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## Manual tasks cont'd

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- Reported manual task injuries and hazards have been investigated**
  - the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and
  - the investigation examined the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and;
  - outcomes of the investigation have been reported to the person who reported the hazard or injury within reasonable timeframe.

For further guidance, refer to the sample template [manual task investigation report](http://www.worksafe.wa.gov.au) on [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).

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- Further information**, including a [manual tasks toolkit](#) is available from [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au) and includes
    - Code of practice Manual tasks;
    - Manual tasks training package;
    - Video: Manual tasks risk management - Running time: 11:32 mins;
    - Worksheet: Manual tasks incident investigation (Word);
    - Worksheet: Manual tasks risk management tool (pdf); and
    - Risk management checklist for manual tasks.
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## Slips and trips



Ensure the floor is slip resistant



Place warning sign on spills and wet floors



Eradicate trip and fall hazards



Guard rails on ramps and steps



Appropriate footwear is worn

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- Persons can move safely around workplaces - passages are kept free of obstructions.

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  - Access to and egress from the workplace is free from obstructions at all times.

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  - Emergency egress from the workplace is safe.

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  - Ground, floors, stairs or ramps have unbroken and slip resistant surface.

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  - Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall, for instance no electrical leads, hoses, tools, mounted power boxes or water across walkways.

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  - In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.

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  - Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.

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  - Workplaces are maintained in such clean condition as it necessary to avoid hazards to persons at the workplace – the workplace is kept clean and rubbish is removed.

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  - Guard rails or other safeguards are provided on ramps and stairs.

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  - Appropriate protective equipment, is provided, where required.

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  - Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.

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  - Steps have even risers and goings, which are not too high or low and have defined nosing and treads.

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  - Warning signs are available and erected near spills.

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  - Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.
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## Electricity



Power tools are RCD protected



Electrical installations are maintained



Use molded or transparent plugs



Flexible cords and extension cords are used safely

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- Electrical installations
    - Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire.
    - Evidence of maintenance and testing is in place.
    - Components on the switchboard are clearly labelled.
    - Switchboard is free from obstructions.
    - If the Switchboard is locked, the location of the key is known by all staff or the key location marked on the switchboard.
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- Residual current devices
    - Hand held portable equipment is protected by RCD.
    - Switchboard or fixed sockets marked whether RCD protected.
    - Testing program in place.
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- Cord, connections, plugs and sockets
    - Flexible cords and extension cords are used in a safe manner.
    - Connections have either a moulded or transparent plug.
    - Plugs, sockets and extension leads are in a good condition and protected from damage.
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- Electrical installations are protected from damage that would increase the risk of electrical shock or fire – check suitability and protection of switchboards, light fittings, and power points.
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## Hazardous substances



Keep a register of hazardous substances



Decanted containers are labelled



Risk assessment has been undertaken



Provide training



PPE is provided if other controls are exhausted

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- Register of hazardous substances**
- A register of hazardous substances is available and accessible for persons likely to be exposed to hazardous substances.
  - The register of hazardous substances is complete – the register includes a contents list and current Material Safety Data Sheets.
  - The register of hazardous substances is current – Material Safety Data Sheets (MSDS) are not older than 5 years.
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- Labelling**
- Hazardous substances are properly labelled – eg containers are labelled with manufacturers labels that are complete and legible.
  - Decanted chemicals are labelled with name, risk and safety phrases.
  - Empty food or beverage bottles are not used to store chemicals.
- 
- Risk assessment and control**
- Risk assessments have been completed for all hazardous substances.– *when conducting a risk assessment, consider how the substance is used, where it is stored, is ventilation required, are directions in the MSDS followed, what personal protective equipment is required.*
  - A record is made in the hazardous substances register that the assessment has been done.
  - A risk assessment report is available where the risk is significant.
  - Practical control measures have been implemented and maintained taking into account the hierarchy of control.
- 
- Information, instruction and training**
- Workers who may be exposed or work with hazardous substances have been provided with adequate information and training, including health effects, controls, safe work methods, personal protective equipment and where applicable health surveillance.
  - A record of the hazardous substances training is kept.
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- Asbestos containing materials at the workplace**
- The presence and location of asbestos containing materials at the workplace has been identified.
  - Where asbestos has been identified, a risk assessment is conducted in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]*.
  - Asbestos register is available and used at the workplace where asbestos has been identified.
  - Where an asbestos register is present, relevant persons have been trained on the contents and use of the asbestos register.
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- Asbestos waste**
- Employees have been trained in recognising asbestos waste materials.
  - Any asbestos waste material is disposed of in accordance with Part 11 of the *Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]*.
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## Violence aggression and challenging behaviours



Violence and aggression risk assessment been undertaken



Systems are in place to respond/recover from violence and aggression



Provide training and information



Systems are in place to report hazards

- Violence, aggression and challenging behaviour risk assessment has been undertaken in consultation with employees.

### Identification of hazard / risk of eg

- Is there a risk of aggression or challenging behaviours from parents/caregivers, such as court order issues, unauthorised access to child, previous incidents.
- If so, has there been a risk assessment conducted for aggression or challenging behaviours from parents or caregivers?
- If a hazard has been identified from the risk assessment how is it managed?
- Is there a risk of unauthorised access to the centre? Review any previous incidents.
- If so, has there been a risk assessment conducted for access to centre (security)
- If a hazard has been identified from the risk assessment how is it managed ie pin code locks at front door

- Adequate control measures and systems have been implemented to prevent violence and aggression.

- Systems are in place to respond to violence and aggression such as an emergency or critical incident response plan.

- Systems are in place to recover from violence and aggression, including hot and cold debriefs and evaluation.

- Information and training has been provided to all relevant employees in relation to:
- adequate control measures and systems to prevent violence and aggression;
  - systems to respond to violence and aggression, including the emergency or critical incident response plan;
  - managing challenging behaviours from parents and
  - violence and aggression reporting systems.

- Reported hazards, injuries and incidents in relation to violence and aggression:
- have been adequately investigated;
  - action the employer intends to take has been determined (if any)
  - the employee who reported the hazard/injury has been notified of the determination.



## Infectious diseases, sharps and body fluids



Provide training in universal infection control



Wash hands



Procedure in place for cleaning up body fluids



PPE provided



Vaccination program is available for at risk workers



Maintain records of vaccinations

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- Infectious diseases hazards have been identified** in consultation with employees.
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- Risk assessments** have been conducted regarding:
- the exposure to infectious diseases such as Hepatitis A, B, C, HIV, Tetanus chicken pox and CMV at the workplace; and
  - the need for a vaccination program for at risk staff.
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- Practicable control measures** have been implemented and maintained to eliminate or reduce risk of exposure to infectious diseases. Consider:
- development of procedures;
  - information and training for employees;
  - vaccination program; and
  - provision, maintenance and use of personal protective equipment.
- 
- Procedures** are in place for:
- cleaning of bio hazard spills eg vomit, urine, faeces
  - immediate first aid response after exposure to blood and body fluids;
  - reporting of exposure to blood or body fluids including needle stick injuries.
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- Information and training** has been provided to employees in relation to:
- what are the risks of exposure to blood and body fluids;
  - infectious diseases (ie Hepatitis A, B, C, HIV, Tetanus);
  - covering open cuts;
  - decanting waste/rubbish;
  - cleaning up blood or body fluids;
  - systems for handling and removal of needles/syringes (eg sharps containers);
  - cleaning up broken glass (ie using puncture resistant gloves, throwing out the cleaning cloth containing glass);
  - immediate first aid treatment after needle stick incidents or exposure to blood or other body fluids onto mucous membranes or broken skin (ie thoroughly wash the area with soap and water and go to a doctor or nearest emergency department asap); and
  - benefits of vaccinations and the vaccination program.
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- Vaccination program for at risk workers**
- Vaccination program is available (ie for Hepatitis A and B and Tetanus).
  - Vaccination program is promoted.
  - Records are kept of employees who have been vaccinated.
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- Appropriate PPE (gloves masks) for spills and nappy changing and cleaning of bodily fluids and readily available in all areas
- 
- Follow up care** is provided for employees that have been exposed to sharps or body fluids, including visit to doctor or nearest hospital emergency department asap, appropriate tests and counselling.
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- Hand washing procedures before preparing or eating food, after using toilet, changing nappies, after blowing nose and after any contamination of the hands with body fluid.
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## Kitchens



Adequate guarding is in place



Provide written instructions



Oil is cooled in deep fryer before handling



Safe knife handling procedures are in place

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- Adequate guarding has been provided to plant or equipment eg food preparation mixer;

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  - Drains are not overflowing and plumbing is not leaking – check under sinks, dishwashers, fridges and freezers.

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  - Cleaning of range hoods/extraction equipment is conducted on regular basis to reduce the risks of fire.

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  - Arrangements are in place with contractors for allowing maintenance of range hoods/ extraction systems at adequate times, for instance not during cooking of foods.

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  - Safe knife handling procedures are in place and include storage of knives, carrying knives, sharpening of knives, cutting on stable surface, carrying knives with blade downwards.

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  - Workers are trained in the safe use of knives and safe working practices when sharpening knives.

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  - Aerosol cans containing cooking oil or fly spray are kept clear of ignition sources and heat sources such as lit gas burners, ovens, on top of range hoods, naked flames, direct sun light.

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  - Portable butane cookers (“lunchbox” type) are not used in any commercial application in accordance with Government Gazette 93-10 June 2016.
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## Other issues



Provide induction training and supervision



PPE has been provided if hazard cannot be controlled

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- Induction, training and supervision**
- Induction and training has been provided in relation to:
    - task specific hazards;
    - safe operating procedures;
    - provision, use and maintenance of PPE
    - hazards and injury reporting;
    - emergency and evacuation procedures;
    - fit for work procedures (ie fatigue, alcohol and drugs at work);
    - bullying, aggression and violence procedures;
  - Staff capabilities are assessed and, where applicable, a training plan is developed in consultation with the employee.
  - Age, experience and non-English speaking background have been taken into account.
  - Adequate supervision is provided to new employees to ensure they follow instructions and safe work procedures.
  - Skylarking, initiation ceremonies and bullying are not permitted.
- 
- Personal protective equipment (PPE)**
- PPE has been provided, including, gloves, eye protection, high visibility clothing, sun protection (long sleeve shirt, trousers, hat and sunscreen),
  - PPE is provided without any cost to workers.
  - PPE is maintained.
  - PPE is used by employees.
  - Training has been provided in relation to the selection, instruction, fitting, use, maintenance and storage of PPE as per Australian Standard AS2161.2.
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- Working alone and remotely**
- Where employees work remotely or alone, safe systems of work are in place, for example consider weather, travelling distance, terrain, procedures in the event of vehicle breakdown or injury.
  - Employees are provided with information training and supervision in relation to working alone or remotely.
  - If employees are isolated from other persons, there is a means of communication which enables the employee to call for help and a procedure in place for making regular contact with the employee.
  - Communication equipment such as long range radio, GPS, EPIRB, is provided as required and regularly tested and maintained to ensure it is in good working condition.
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- Emergency procedures**
- Evacuation procedures and a diagram of the workplace are available, displayed and practiced.
  - Emergency exits enable safe egress in the event of an emergency.
  - Exit signs are provided and clearly visible.
  - Portable fire extinguishers are provided in the workplace and in vehicles.
  - Portable fire extinguishers are maintained.
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## Other issues cont'd

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- First aid**
    - Adequate first aid facilities (ie first aid kit), are provided.
    - Adequate number of persons trained in first aid are provided.
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- Adequate workplace facilities are provided.
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- Clean cool drinking water is provided and is readily available.
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- Skin protection for outdoor workers is provided (eg long sleeve pants and shirts, sunscreen, hats, shade).
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- Work areas are monitored for cleanliness and removal of debris/waste.
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- Warning signs are provided.
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- Adequate seating is provided.
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- Gas cylinders are secured.
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- Smoking is not permitted in the enclosed workplace or in vehicles.
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- Power is switched off at the switchboard and isolated before working in domestic type roof spaces.
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