

Staffing Arrangements

Work Health and Safety Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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|----------------|--|
| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Work Health and Safety Policy.



Everyone has the right to be safe at work and Busy Bees Early Learning Australia is committed to creating and maintaining a safe and healthy environment for employees, children, Families, and visitors. We ensure that employees are aware of and meet their legal and ethical responsibilities as clearly documented in current National Regulations and Work Health and Safety Laws. Our Work Health and Safety policy, procedures and practices ensure that we fulfill our responsibility to provide a safe workplace, employees meet their health and safety obligations and are safe in the workplace; and the work environment supports quality early education and care.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety

2.1 - Health	2.1.1 - Wellbeing and Comfort
	2.1.2 - Health Practices and Procedures
2.2 – Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency management
	2.2.3 - Child Protection

NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law - 166, 167, 169)
Part 4.2	Children's Health and Safety (Reg - 82, 83, 84)

WHS NATIONAL LAW AND REGULATIONS

	QLD Workplace Health and safety act 2011
	QLD Workplace Health and safety regulations 2011
	NSW Workplace Health and safety act 2011
	NSW Workplace Health and safety regulations 2017
	VIC Occupational Health and safety act 2004
	VIC Occupational Health and safety regulations 2017
	SA Workplace Health and safety act 2012
	SA Workplace Health and safety regulations 2012
	WA Workplace Health and safety act 2020
	WA Workplace Health and safety regulations 2022
	ACT Workplace Health and safety act 2011
	ACT Workplace Health and safety regulations 2011

RELATED POLICIES AND PROCEDURES

WHS Risk Management Policy	Sleep and Rest Policy
Emergency and Evacuation Policy	Sun Protection Policy
Excursion and Incursion Policy	Supervision Policy
First Aid Policy	Water Safety Policy
Health and Hygiene Policy	Centre Inspection Procedure
Incident, Injury, Trauma and Illness Policy	Issue and Incident Reporting and Management
Infectious Disease and Immunisation policy	Procedure
Medical Conditions Policy	Hazardous Substances Management Procedure
Nutrition and Food Safety Policy	

PURPOSE

Busy Bees Early Learning Australia's objective is to protect the health, safety, and welfare of children, Families, employees, and visitors within the Service, in accordance with Work Health and Safety (WHS) laws. We aim to go beyond compliance with all relevant legislation and work towards best practice to ensure a safe work environment. Busy Bees is committed to continuous improvement in all areas of workplace health, safety, and wellbeing.

SCOPE

This policy applies to all Employees, Management, Visitors, Volunteers and Contractors engaged by Busy Bees Early Learning Australia.

POLICY OVERVIEW

Busy Bees Early Learning Australia (Busy Bees) recognises that the provision of a safe working and learning environment for families, employees, and visitors is an integral and essential responsibility. Work Health and Safety regulations require Busy Bees as a Person Conducting a Business or Undertaking (PCBU) to eliminate risks in the workplace or, if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable. Busy Bees is committed to ensuring that the relevant legislation and regulations are adhered to.

Work Health and Safety Statement 'Our commitment'

To ensure our workplace is as safe as is reasonably practicable at Busy Bees we will:

- Ensure that we comply with all legal requirements.
- Endorse and facilitate genuine consultation in Workplace Health and Safety.
- Develop and implement procedures and programs designed to create a safe and healthy work environment.
- Ensure all employees are accountable for health and safety in their areas of responsibility.
- Provide appropriate Workplace Health and Safety training for all employees.
- Promote the exchange of Workplace Health and Safety information throughout the Organisation

Work Health & Safety Responsibilities

Busy Bees

In our capacity as a PCBU Busy Bees has a duty to ensure the health and safety of workers and other people in the workplace. This duty requires Busy Bees to seek to eliminate risks to health and safety so far as reasonably practicable. If a risk cannot be eliminated, we must minimise the risks so far as is reasonably practicable. Practically, this requires Busy Bees to ensure the provision of:

- a safe work environment
- safe equipment
- safe systems of work
- adequate facilities for the welfare at work of workers in performance of work for Busy Bees
- training, instruction or supervision that may be considered necessary to protect the health and safety of workers
- Monitoring the health of workers and the conditions of the workplace to prevent injury or illness.

Officers

In their capacity as 'Officers' the Busy Bees Executive Leadership Team (ELT) has the responsibility for ensuring the Work health and safety responsibilities of the PCBU are executed across all Busy Bees Services. These responsibilities include, but are not limited to:

- Obtaining and maintaining up to date knowledge of work health and safety matters
- Understanding the hazards and risks associated with the provision of Service operations
- Ensuring the appropriate resources and processes are available to eliminate or minimise risks to workers from the provision of services
- Ensuring processes are implemented to maintain legislative compliance,
- Systematically assessing and inspecting the Service to identify health and safety risks
- Ensuring compliance is being met and is aligned with all current regulations
- Completing periodic audits, compliance checks and all relevant documentation relating to WHS
- Assisting to develop innovative risk management controls
- Being an advocate for all employees in matters relating to health and safety matters
- Ensuring all serious hazards, incidents or breaches identified have been reported to the appropriate Regulatory Authorities

Leaders

Leaders have the responsibility for ensuring the Work health and safety policies and procedures are followed across all Busy Bees Services. These responsibilities include, but are not limited to:

- Obtaining and maintaining up to date knowledge of work health and safety matters
- Understanding the hazards and risks associated with the provision of Service operations
- Ensuring the appropriate resources and processes are available to eliminate or minimise risks to workers from the provision of services
- Completing periodic audits, compliance checks and all relevant documentation relating to WHS
- Leading and Supporting workers to proactively manage their Mental Health and Wellbeing
- Communicating health and safety issues to management and all other users of the Service
- Facilitating the flow of relevant and updated health and safety information to the team
- Ensuring all serious hazards, incidents or breaches identified have been reported to the appropriate representative

Workers

A Worker is defined as:

- An employee
- A contractor or subcontractor
- An employee of a contractor or subcontractor
- An employee of a labour hire company assigned to work with the organisation
- An outworker
- An apprentice or trainee
- A student gaining work experience
- A volunteer
- A person of a prescribed class

A worker's responsibility includes but is not limited to:

- Taking practical steps and responsibility for their own health and safety and that of others affected by their actions at work
- Taking practical steps to manage their Mental Health and Wellbeing including seeking out support from their leader

Work Health and Safety Policy.



- Complying with Busy Bees WHS policies and procedures, and any reasonable instructions to comply with health and safety legislation
- Completing work, health, and safety inspections and checklists necessary to ensure the Service is maintaining a safe environment
- Identifying hazards, eliminating or minimising risks necessary to achieve work health and safety compliance
- Reporting potential and actual hazards in the workplace via the approved process
- Ensuring Leaders are notified of any incidents and accidents in the workplace as soon as practicable
- Participating in training and consultation with the support of management
- Reporting any concerns about work health and safety

Hazardous Substance Management

Policy Parameters

Busy Bees understands that there are some hazardous substances that are required to be used across the business and have taken the following steps within our hazardous substance procedure to ensure that any risk is minimised to be as low as reasonably practicable

- Safe storage of chemicals
- Annual review of chemical usage and requirements
- Appropriate training for staff in the use and management of hazardous substances.
- Annual review of Chemical records to maintain compliance with legislation.

SOURCES

[National Quality Standard](#)

[Work Health and Safety Act](#)

[Safe Work Australia - Work Health and Safety Regulations](#)

[Safe Work Australia](#)

Additional Resources by State or Territory:

[Australian Capital Territory: WorkSafe ACT](#)

[Northern Territory: NTWorkSafe](#)

[New South Wales: SafeWork NSW](#)

[Queensland: WorkSafe QLD](#)

[South Australia: SafeWork SA](#)

[Tasmania: WorkSafe Tasmania](#)

[Victoria: WorkSafe Victoria](#)

[Western Australia: WorkSafe Western Australia](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Approver	Change Description
1	01/10/2023	Chief People Officer	Policy Development Officer	CEO and ELT	Replace all previous version
2	16/12/2024	Chief People Officer	Safety Team Lead	CEO and ELT	Revise and update by Safety team

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.