Work Health & Safety Policy

Rationale

The health and safety of all persons employed, the children within the Farmhouse Montessori School and those visiting are considered of great importance. The promotion and maintenance of workplace health and safety is primarily the responsibility of School management /Board, and on a day-to-day basis the Principal. However, everyone at all levels is required to contribute to the health and safety of all persons in the workplace. We strive to make the Farmhouse Montessori School as free of foreseeable risks as is reasonably practical while remaining true to our vision and mission

While the primary responsibility rests with the Manly Warringah Montessori Society, all staff are considered responsible for reporting any safety and health hazards.

Aims

- The Farmhouse Montessori School will endeavour to make the workplace safe and without risk to health in line with the relevant Acts and Regulations.

Related Policies

Emergency Evacuation Policy	Lockdown Policy
Physical Environment Policy	Staffing Arrangements Policy
Incident, Illness, Accident and Trauma Policy	Cyber Safety Policy
Administration of Medication Policy	Administration of First Aid Policy
Nutrition and Food Safety Policy Control of Infectious Disease Policy	Hand Washing Policy
Sick Children Policy	Medical Conditions Policy
Anaphylaxis Management Policy	Asthma Management Policy
Health and Safety Policy	Diabetes Management Policy
Epilepsy Policy	Furniture and Equipment Policy
Child Protection Policy	Sun Safety Policy
Water Safety Policy	Safe Storage of Hazardous Substances Policy
Road Safety Policy	

Safety overview

As an employer The Farmhouse Montessori School has a primary duty of care to our workers.

There are things you have to do to comply with health and safety laws such as having:

COMPLIANCE	LOCATION
A first aid plan	All Staff are currently fully trained in First Aid and in the use of EPI Pens, CPR, Asthma & Anaphylaxis
An emergency evacuation plan	These are currently located on classroom walls, in the office and kitchen areas and in the hallways
A Medical emergency plan	These are currently located on the wall in the PA's office and in the Principals office
Display the "If you get injured at work" poster	These are on display in both kitchens
Provided training information and instruction	At the beginning of the year or at Induction time about WH& S
An injury register	This is located in the PA office
A workers compensation policy	With school financial administrator at Nth Balgowlah Campus. Also current one in folder.
A return to work plan.	This will be finalised by the Principal, Staff member involved, Medical professional and Union.

This also applies to contractors and any business engaging both volunteers and paid staff.

First aid in the workplace

The Farmhouse Montessori School must provide first aid equipment, facilities and in some circumstances, trained first aiders. All workplaces must provide first aid facilities and in many circumstances, trained first aiders. Recent changes to national first aid guidance material also mean asthma-relieving inhalers and epinephrine auto-injectors (commonly called epi-pens) can now be included in workplace first aid kits.

People and equipment

The Farmhouse Montessori School must provide our staff access to:

- first aiders that are provided with appropriate training. All current staff are trained in first Aid at the cost of the Farmhouse Montessori School. This training is organised by the school as well as Asthma and Anaphylaxis training. This is currently run by Wollongong First Aid.
- first-aid equipment and facilities.- First Aid Equipment and locations are clearly marked.
- First aid kits that are close to areas where there is a higher risk of injury or illness such as the kitchen or outdoor environment.
- A portable first aid kit for excursion and day trips.

Emergency plans

It is a legal requirement that all workplaces have an emergency plan.
No one can predict when an emergency is going to take place. Emergency situations may arise due to a fire, explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence. Your plans will help staff and visitors in any type of emergency.

Display emergency procedures in a prominent place and make sure your staff know how to implement them.

Your emergency plan must be an effective response to any emergency. It must include:

- evacuation methods
- notifying emergency services at the earliest opportunity
- medical treatment and assistance
- effective communication with everyone at the school
- how often the emergency procedures are to be tested
- instruction and training about implementing the emergency procedures

Purpose

Our objective is to protect the health, safety and welfare of children, families, educators and visitors within the School whilst being conscious of moral and legal obligations. We aim to go beyond compliance with all relevant legislation and work towards best practice to ensure a safe work environment. Our School is committed to continuous improvement in all areas of workplace health, safety and wellbeing

Scope

This policy applies to children, families, staff, management and visitors of the School.

Implementation

We believe that the provision of a safe working and learning environment for children, families, staff and visitors is an integral and essential responsibility during the School operation.

The Farmhouse Board of Management is committed to:

- Providing all employees with a safe and healthy working and learning environment
- Promoting dignity and respect within the School and take action to prevent and respond to bullying in its workplace.
- Implementing a strategic approach to health and safety by using measurable objectives to monitor performance
- Supporting and promoting health and wellbeing
- Providing return to work programs to facilitate safe and durable return to work for employees
- Meaningful consultation with employees regarding work health and safety issues

- Providing staff with appropriate information, training and guidance to facilitate a safe and productive work and learning environment
- Providing an effective and accessible safety management procedure for all employees to guide safe working and learning in all workplaces.
- Reporting incidents and accidents in accordance with National Regulations and School policy requirements to ensure action can be taken to manage the incident or accident, prevent further incident and accidents and provide support where required.
- Providing a program of continuous improvement through engaging with industry, new technology and reviewing and updating policies and procedures.
- Implementing the safety management systems/Procedures

The Nominated Supervisor and Educators will ensure:

- School policies and procedures are being followed and adhered to
- Workplace incidents are reported and investigated to ascertain the circumstances of the incident or accident, and take appropriate action to prevent further incidents from occurring.
- Comply with any reasonable instruction or lawful direction, including wearing personal protective equipment supplied by the employer as required.
- To Report any incidents or hazards, and participate in training and consultation with the support of management.
- That if an incident, situation or event does occur and presents imminent or severe risk to the health, safety and wellbeing of any person present at the Service or if an ambulance was called in response to the incident/situation (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- That the health and safety of children, families and visitors of the School are not at risk of harm
- They observe, implement and fulfill the responsibilities under the current Work Health and Safety Act and Regulations
- They follow the correct manual handling procedures
- They take practical steps for their own health and safety and of others affected by their actions at work
- Work areas are safe and help reduce accidents to themselves and others
- Management and/or WHS Officer of any incidents and accidents in the work place as soon as practicable
- All safety checklists are implemented as required on a daily/regular basis (please see maintenance Checklist for areas. Appendix 3
- Correct record keeping procedures for incidents and accidents etc. Including the Quality Improvement Plan and WHS Reporting folder are followed
- To report any potential and actual hazards in the work place to the WHS officer
- Children's equipment is regularly checked
- Supervise children at all times
- All dangerous chemicals are stored appropriately. The school will aim at all times to reduce chemicals on the premises.
- All children are kept out of kitchen areas unsupervised. Safety doors must be kept closed at all times.
- All power points have safety plugs
- Do not have hot drinks around children
- To shut and lock all gates behind you
- Clean up all spills immediately (to prevent slipping) following the correct procedure
- Identify priority work health and safety issues and plan action to address these in consultation with workers, referring to the Service's risk assessment
- Assess and control identified risks
- To conduct frequent work health and safety audit to ensure the Service is maintaining a safe environment for children, families, staff and visitors of the Service.
- To review and respond to reports and/or concerns about work health and safety
- To keep up to date with current work health and safety knowledge

- Appropriate resources and processes are in place to identify hazards, eliminate or minimise risks and achieve work health and safety compliance
- They refer work health and safety issues which are unable to be resolved by the Principal/(Work Health and safety officer)..
- Reasonable care is taken for their own health and safety

Families and visitors are to:

- Take reasonable care of their own health and safety
- Report health and safety issues as soon as they become apparent
- Follow School policies and procedures in relation to work health and safety

HEALTH AND SAFETY REPRESENTATIVES

The Farmhouse Montessori School staff can designate a Health and Safety Representatives if they so wish. . If a request is made for a Health and Safety Representative, the Principal will:

- Initiate consultation with workers about the number of Health Safety Representatives required
- Give all educators and staff the chance to nominate a Health and Safety Representatives and to choose in order to determine if there is more than one contender.
- Notify workers of the outcome of the consultation as soon as possible.

The Principal must keep a current list of all Health and Safety Representatives and display a copy at the workplace.

A Health and Safety Representatives can:

- Inspect the workplace as directed by management
- Be present at an interview with a worker that the HSR represents (with their consent) and the Approved Provider/Nominated Supervisor or an inspector about health and safety issues
- Monitor compliance measures by the Approved Provider/Nominated Supervisor
- Enquire into any risk to the health or safety of workers at the School

The Farmhouse Montessori School will ensure Health and Safety Representatives are:

- Never prevented from carrying out any of their duties
- Able to give people assisting them access to the workplace
- Can take paid leave to attend an initial work health and safety course or annual refresher training approved by the regulator within 3 months of their request to attend. The School will pay the course costs and reasonable expenses
- Can access any resources, facilities and assistance that they reasonable require to undertake their duties.

Health and Safety Representatives are elected for 12 months this can be extended, unless they leave the School, are disqualified or, resign. They are not personally liable for anything done, or not done, in good faith while carrying out their role.

NOTE:

If no staff member wishes to be a WH & S Representative this responsibility then falls back onto the school principal to manage.

TRAINING-HEALTH AND SAFETY TRAINING IN THE WORKPLACE

The Farmhouse Montessori School take our responsibilities as an employer seriously, and ensure our staff are properly instructed and trained on how to do their work safely. This is covered in there induction training with their mentor. Any further questions will be answered by the school principal.

They are all given the relevant health and safety information about their jobs, their workplace, the risks, and how to control these risks in the staff handbook.
Training and instruction are easy to understand,
We the Farmhouse Montessori School:

- Encourage and minute WH& S issues during executive and admi meetings
- Ensure all new employees are exposed to the WH &S policies upon induction
- Made aware of any changes to the current policy and the location of all policies.

MANDATORY INJURY REGISTER FOR STAFF AND VISITORS TO THE SCHOOL CAMPUS

The Farmhouse Montessori School are legally required to keep a register of workplace injuries and illnesses sustained by staff or visitors to the school campus.(This does not include children that is kept on a different form for lodgment)

The Farmhouse Montessori School are required to keep a record of injuries and illnesses regardless of whether there has been a claim made to our insurer.

Note:-There are penalties for failing to keep a register of injuries.

The register of injuries needs to include:

- name of the injured worker
- the worker's address
- the worker's age at the time of injury
- the worker's occupation at the time of injury
- the industry in which the worker was engaged at the time of injury
- the time and date of injury
- the nature of the injury
- the cause of the injury.

The register of injuries is located in the PA Office in a Green folder- Title-Register Injuries Staff. The incident form for staff is also located on the shared gmail drive of the school computer system at all staff have access to.
A record of each notifiable incident must also be kept.

WHEN AN INCIDENT OCCURS-What to do

Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50.
You must also:

- provide first aid and make sure the worker gets the right care
- take care not to disturb the incident site until an inspector arrives. You can help an injured person and ensure safety of the site.
- record it in the **REGISTER OF INJURIES** which is located in the PA's office
- notify your insurer within 48 hours

WHAT INCIDENTS NEED TO BE NOTIFIED?

A 'notifiable incident' under the WORK HEALTH AND SAFETY LEGISLATION relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident

Examples of these incidents are available in the **INCIDENT NOTIFICATION FACT SHEET**. See Appendix 5

The Work Health and Safety Act (WHS Act) requires the regulator to be notified of certain 'notifiable incidents'. This fact sheet will help you decide whether the regulator needs to be notified of a work-related injury, illness or dangerous incident under the Act.

In December 2015 the Incident Notification information sheet was revised to include further clarification and examples about the types of incidents to be notified.
If you're still unsure, call us on 13 10 50.

HOW WE WILL RESPOND AT WORK SAFE AUSTRALIA

Our customer service standard outlines the process we follow when responding to incidents, what you can expect from us, and how we can help. See Appendix 6

WE TAKE ALL MATTERS REPORTED TO US SERIOUSLY.

At SafeWork NSW, we aim to make sure our regulatory approaches promote a competitive, confident and protected NSW. See *Our approach to work health and safety regulation* (catalogue no. SW08027).
This Customer Service Standard sets out what you can expect from us and what you can do to assist us when you notify an incident under the *Work Health and Safety Act 2011*.

NOTIFYING US

A notifiable incident involves a dangerous incident, or the death, serious injury or illness of someone.
If a notifiable incident occurs, you must notify us immediately on 13 10 50. If an incident is notifiable, the incident site must be made secure, so it's not disturbed until an Inspector attends to conduct an investigation, or you are directed otherwise. See the *Incident notification fact sheet* for more information.

OUR RESPONSE

When we are notified of an incident, we will assess/triage the information to determine the appropriate response in accordance with the *National compliance and enforcement policy*.
We will tell you what type of response we will be providing, including instructions on how to preserve the site, if required.
You will be given a reference number, so you can contact us or provide additional information regarding the incident.

WHAT YOU CAN EXPECT FROM US

Response based on incident:

- OUTSIDE OUR JURISDICTION: If the incident is outside our jurisdiction, we will tell you who to contact for assistance, or the matter will be forwarded on to the relevant agency where possible.
- INSUFFICIENT INFORMATION PROVIDED: We will tell you at the time of notification whether the information provided is enough for us to assess and respond.
- ADMINISTRATIVE RESPONSE: If the incident is assessed as low risk, we will tell you in writing what you must do. We will recommend that you determine the cause of the incident and introduce appropriate control measures. We will also confirm the site has been released by us, and advise you on consultation and keeping records arising from the investigation. Generally, we will send you a response within three business days.
- VERIFICATION VISIT – INSPECTOR FOLLOW-UP: We visit some of those businesses who have received an administrative response, to assess what action they have taken in response to the issues we've raised. These visits generally occur within three months of us being informed of the incident.
- INSPECTOR RESPONSE: If the incident is assessed as moderate to high risk, an inspector will respond. A high risk incident will usually result in an inspector visiting the workplace within one business day. An incident assessed as moderate risk will generally result in an inspector responding within three to five days.

For more information about our investigations, see *Investigations: what they mean for you* (catalogue no. SW08530).

WHEN YOU DON'T NOTIFY

Penalties apply for not notifying incidents. The maximum penalty for failing to notify is $50,000 for a body corporate and $10,000 for an individual

NOTE:-In NSW, the State Insurance Regulatory Authority (SIRA) regulates the insurers who proise this insurance. Comprehensive information about obtaining workers compensation insurance can be found on the SIRA website.
A certificate of currency will be issued to you and provided evidence of insurance this certificate can be found in the PA Office in the Certificate of Currency Register Folder.

Arrangements for Laundering of Soiled Items

Soiled clothing will be returned to a child's home for laundering. Educators will remove soiled content and placed into a plastic bag. Items will be stored securely in a sealed container and not placed in the child's bag.

Dress Code

Employees of Farmhouse Montessori are expected to present a clean and professional appearance while conducting business in or out of the Farmhouse School campus. Dressing in a fashion that is clearly unprofessional, unsafe or negatively reflects the School is not acceptable.

Smart casual attire is considered best as you will be spending time on the floor with the children, attending to hurt or ill children, cleaning and preparing activities and the environment. Staff are advised to wear safe, suitable footwear.

The Farmhouse strongly recommends Farmhouse Montessori school staff consider wearing footwear that is suitable for walking on a number of different surfaces during the working day (e.g. stairs, playgrounds, grass and sports fields).

Footwear which is suitable for the general school environment means enclosed shoes, which are flat shoes or shoes with a minimal heel that have a good grip and fit well.

Staff are recommended to wear closed toe shoes at all times whilst on premises. This corresponds with the *work health and safety* requirements and the school's overall code of conduct. If staff opt to wear open toe shoes, this is in breach of the school's recommendations and therefore the teachers do this at their own risk, leaving no liability with the school.

A sun hat that protrudes from and protects the face from the sun must be worn whenever you are outside. At all times staff are expected to practice the following:

- Awareness of the need for environmental changes at the school and reduce dangerous levels of exposure to the sun
- To model and encourage the children to apply sunscreen, wear hats, shirts and sleeves and other appropriate sun cover.
- Schedule outdoor activities appropriate for the exposure to the sun for each season or day
- Ensure children not wearing sun protective hats play in covered or shaded areas of the outdoor environment
- Encourage parents to provide a hat and apply sunscreen before coming to school

Any jewelry worn must not have sharp or protruding edges that could hurt a child while attending to them or may get caught in the performance of your duties. No perfume or strong smelling cosmetics is permitted to be worn in consideration of those with breathing disorders or allergies.

Duty of Care

A duty of care is the legal obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to):

- Provision of adequate supervision
- Ensuring grounds, premises and equipment are safe for children's use
- Implementing strategies to prevent bullying and
- Provide medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a child who is injured or becomes ill at the School

The Principal and Nominated Supervisor will ensure all practical steps are taken to certify the health and safety of all educators, staff, volunteers, children, their families and any other people impacted by the School operations. This includes ascertaining and eliminating or decreasing all realistically foreseeable hazards and providing suitable training and instruction for employees to ensure health and safety. Educators, staff and volunteers will also take reasonable care for their own health and safety, ensuring their conduct does not adversely affect the health and safety of other people

Emergency Procedures

Each classroom has an emergency evacuation plan and procedure displayed on the wall. Please familiarise yourself with your responsibilities and refer to the Emergency Evacuation Policy in the Health and Safety Policy Folder. Emergency evacuation drills are held twice each term. Please be aware of your role in these drills.

First Aid:

- There is a first aid cupboard and portable first aid box on each site. There is also an excursion/evacuation bag which includes a basic first aid kit as well as other needs for this event.
- Please ensure you are aware of where they are and can gain quick access in an emergency.

Hand Washing

It is the responsibility of every staff member to ensure a workplace that is safe and healthy. Everyone must follow good hand washing procedures.

Staff should wash their hands:

- On arrival at the school
- Before handling food if applicable
- Before eating

- Before & after assisting with a child who has been to the toilet or ill
- After removing gloves
- After going to the toilet
- After cleaning blood, faeces, urine or vomit
- After wiping a nose
- Before giving any medication
- After handling garbage
- After being outside
- After interaction with animals
- Before going home.

Staff must ensure:

- Children have had demonstrations on good hand washing practices
- Supervise as necessary hand washing procures
- Ensure hand washing supplies are maintained
- Ensure children wash their hands at appropriate times

Injured Workers

Workers, employers, doctors and insurance companies each have a role to play in the WorkCover system. This means that you, your doctor, your employer and the insurance company will work together to make your return to work as smooth and safe as possible. The workers compensation benefits you will receive depend on the nature and severity of your injury. Details of the types of benefit payment are available from WorkCover's website. (www.workcover.nsw.gov.au).

Please see further details of procedures in the Return to Work Policy**.**

Safety Procedures In Classroom

In the classrooms there are some activities that require staff to be diligent or act according to certain procedures. Some of these may be displayed on the wall. Please ensure you are aware of the procedures involved for the safety of children. Please make note of these activities when entering the classroom. Staff are required to complete daily safety checks for all indoor and outdoor areas.

Security

The front door of the school and outside gates must be closed and locked at all times. Personal valuables should be locked away in your own locker, kept out of sight or kept on the person**.**

Those responsible for the outdoor environment must check gates and surrounding playgrounds each morning for safety and security. Please see Maintenance Checklist attached.

If someone unknown comes to the door during the session, caution is to be taken when opening the front door.

Manual Handling

The Farmhouse Montessori School refers to the Manual Handling Code of Practice as part of our commitment to ensure a best practice approach. All staff members are required to undertake Workplace Health and Safety Training that will continue to be updated to ensure safety.

Educators are at risk of work related ergonomic injuries, particularly back injuries, through carrying children, bending, reaching and not using adult sized furniture.

To prevent this, Educators are to be attentive to:

- Use adult height utilities and equipment, including sinks and change tables
- Use small chairs with good back support instead of squatting or bending for interaction with children
- Use beds that are light weight and stackable with washable mattresses
- Have shelving, filing cabinets and storage cupboards at a suitable height to avoid stretching to reach them
- Where possible kneel rather than bend to avoid back problems

- Carry children only when necessary, in the correct way - with one arm under the child's buttocks and the other arm supporting the child's back. At the same time hold the child facing you, as close to your body as possible. Try to avoid carrying a child on your hip because this will strain your back
- Be careful to lift with a balanced and comfortable posture when lifting awkward loads:- See Appendix 1
- Minimise the need to reach above shoulder level and use a step ladder
- Avoid extended reaching forward e.g. leaning into low equipment boxes. Share the load if the equipment is heavy, long or awkward.
- Ask for help and organise a team lift when sliding, pulling or pushing equipment
- Use equipment and furniture that can be moved around safely, easily and as comfortable as possible
- Place lighter items higher on shelves
- Lift furniture using at least two or more people
- Where possible arrange children's activities, sleep around furniture, and equipment to minimise manual handling

Safety Checks

A daily inspection of the premises will be undertaken before children begin to arrive. This inspection will include the:

- School Perimeters
- Fences/Fence Line
- Gates
- Paths
- Buildings
- All rooms accessible by children
- Fixed equipment
- Sand Pit

This must to be done in order to identify any dangerous objects in the grounds ranging from sharps to poisonous or dangerous plants and animals. To ensure best practice, the daily safety checks will be conducted prior to the children arriving at the School.

Similarly, trees in the grounds must be checked regularly for overhanging, dead or dangerous looking branches as well as checked for any infestations or nests. This is done by Sydney harbor Trust and through the Department of Education at North Balgowlah. A report of the work done in the playground is sent to the school.

The Indoor and Outdoor Daily Safety Checklists will be used as the procedure to conduct these safety checks. A record of these will be kept by the School. Any required maintenance will immediately be reported by the Approved Provider/Nominated Supervisor who will make the appropriate arrangements to have repairs carried out.

See Appendix A2 & A3 & A4

Safe Handling Of Body Fluids

There is a lot of concern about the spread of various diseases, especially blood-borne diseases such as Hepatitis B. and AIDS (Acquired Immune Deficiency)

The viruses that cause these diseases can be found in many body fluids. Health officials report these viruses live only a short time outside the human body, however, it is wise to take precautions to avoid contact with another person’s fluid. Body fluid includes blood, faeces, urine, vomit and oral or nasal secretions.

Guidelines for dealing with situations where contact with body fluids may occur;

- Treat all body fluids as if they are infected
- Use disposable gloves when dealing with the body fluid of another person
- Remove gloves off by pulling the cuff over the fingers so they turn inside out of the first glove and the same with the second glove incorporating the first within it.
- Dispose of gloves by sealing them in a plastic bag before placing in the rubbish bin
- Encourage a child with a bleeding nose or wound to apply pressure to their own wound or nose.
- Where possible encourage the child to clean their own wound but supervise to ensure it is clean
- Thoroughly wash your hands and any other part of your body that came in contact with body fluids with hot water and soap

- Always wash thoroughly after working with a person who is bleeding or vomiting or after cleaning up after a sick person even if gloves have been worn.

No Smoking, Drugs And Alcohol

Under the requirements of the State Occupational Health and Safety Act the premises must remain smoke and unlawful drug free at all times. No alcohol is to be consumed before or during school hours.

Hazardous Materials

We strive to minimise the health and safety risks associated with the handling and storage of hazardous materials. We adopt a risk management strategy that enables practices that minimise the risk of harm, injury or illness caused by any hazardous material.

As far as is reasonably practical, the Farmhouse Montessori School will:

Provide the least hazardous chemical, product or equipment for the task without jeopardising hygiene.
Ensures that staff, contractors, students and visitors are protected from both short and long-term health effects of hazardous substances and processes.
Ensures all staff, contractors, visitors and students have access to Safety Data Sheets and adequate training on the safe use and storage of all hazardous substances prior to any exposure to those substances. The MSDS file can be located in the PA Office.
Ensures that non-toxic plants are planted within pots in the courtyard and undertake regular garden and grounds maintenance to minimise the risk of toxic plants within the grounds and premises.

Note:- Sydney Harbour Trust will not permit the planting of any plant into the ground at the North Head site.

RESOURCES TO HELP YOU

As the work health and safety regulator in NSW, we have a wide range of technical, business, management and support services to help you make our business safe.

OUR 'RESOURCE' AND 'HAZARD' LIBRARIES

Our resource library and hazard library is where you will find up-to-date information on managing hazards and risks as well as codes of practice.
We also have extensive information that will help you improve and review your risk management processes. This includes videos, checklists, training and supervisory information, and safety alerts.

OUR SAFETY SUPPORT SERVICES

If you employ fewer than 50 workers, you can book request a workplace advisory visit by one of our SafeWork inspectors who will help you identify hazards and develop risk management procedures.
Our mentor program, where other businesses work with you to improve safety in your workplace, is also a valuable addition to your risk management program.
You can call us on 13 10 50 at any time for assistance in finding the services you need quickly.

KEEPING UP TO DATE

Get into the habit of checking our website twice a week for updates on your legislative obligations, on current incidents and prosecutions, for new safety tips and general health and safety information.
Subscribe to industry publications and join your industry group.
There are specific organisations that teachers, educators and support staff can join to receive industrial and WHS assistance. In NSW, these are:

- private and independent school teachers, the Independent Education Union of Australia (IEU)

For principals and school management:

- Association of Independent Schools of NSW
- Association of Heads of Independent Schools of Australia
- Australian Primary Principals Association for all primary school principals

Legislation

- The NSW Work Health and Safety Act 2011 (WHS Act) and the NSW Work Health and Safety Regulation 2017 (WHS Regulation) define the obligations both employers and workers have to health and safety in the workplace.
- The WHS legislation is supported by our Compliance policy and prosecution guidelines, which supplements the National compliance and enforcement policy.
- You can find a complete breakdown of business operations that fall within the education and training industry from the Australian Bureau of Statistics (ABS).

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Schools National Law and the Education and Care Schools National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Work Health and Safety Act
- Work Health and Safety Regulations
- Staying Healthy in Child Care 5th Edition

Policy Created/Review Date	Modification	Date
Created and updated		July 2017
	New Logo	June 2018
	Safety overview updated and inserted	June 2019
	Legislation put in	18 June 2019
	Appendix 5 & 6 added	19 June 2019

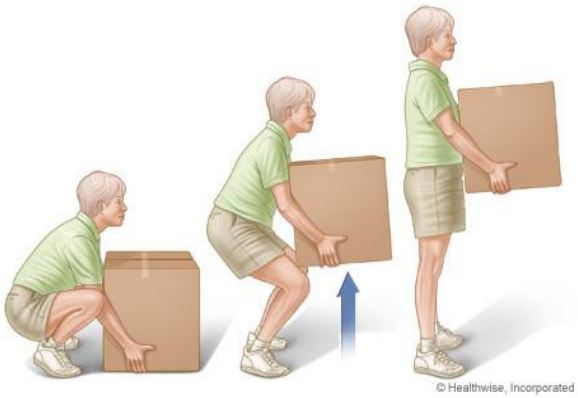
Appendix: 1

MANUAL HANDLING PROCEDURES

Manual handling is lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object, animal or person. Manual handling means more than just lifting, or carrying an object. It can include a wide range of activities such as pulling a lever, restraining an animal or holding and operating a power tool.

Preventing Manual Handling Injuries:

Workers Compensations statistics show that one third of all occupational injuries in Australia happen during manual handling. All employees are involved in identifying, assessing and minimising workplace injury. All staff are expected to follow proper risk identification, assessment and management during the course of their work. In perceived risks that cannot be resolved personally must be reported to the Head of School.



1. Squat to life and lower.
2. Do not bend at the waist
3. Keep your weight as close to you as possible.
4. Bow your back in and rise up with your head first.
5. If you must turn, turn with your feet not your body
6. Never jerk or twist
7. To lower do the reverse
8. Keep your feet apart
9. Wear shoes with non-slip soles

Using proper lifting techniques can help prevent injury and should be modelled for the children's benefit as well as your own health.

Appendix A2 MAINTENANCE - DAILY SAFETY CHECKLIST – OUTDOOR PLAY AREAS ☐ Playground ☐ Inner Courtyard

- North Head Campus//Nth Balgowlah

YEAR: / TERM:	M																								
	Day	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	Date																								
Fences and gates locked																									
Any rubbish removed																									
PowerPoint outlet covers in place (if applicable)																									
No hot drinks accessible to children																									
No hazardous materials or substances within reach of chn																									
Free from harmful wildlife - insects, snakes, spiders, mushrooms, noxious weeds																									
Paths and hard surfaces clear																									
Storage room doors closed																									
Outdoor seat checked for: • Sharp & protruding edges • Exposed moving parts • Worn joints • Split, frayed rope • Protruding nails • Loose screws and bolts • Splinters • Rust																									
Staff Initial each day																									

Appendix A3 MAINTENANCE - DAILY SAFETY CHECKLIST – INDOORS ☐ **Classrooms** ☐ **Hall** ☐ **Bathrooms** ☐ **Kitchen**
- North Head Campus/North Balgowlah

YEAR: / **TERM:**	**M**																								
	Day	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**
	Date																								
Exits clear																									
No hazardous materials or substances within reach of chn																									
No hot drinks accessible to children (office excepted)																									
Equipment & furniture safe																									
No slipping hazards on floor																									
Power outlet covers in place																									
Staff Initial each day																									

YEAR: / **TERM:**	**M**																								
	Day	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**
	Date																								
Exits clear																									
No hazardous materials or substances within reach of chn																									
No hot drinks accessible to children (office excepted)																									
Equipment & furniture safe																									
No slipping hazards on floor																									
Power outlet covers in place																									
Staff Initial each day																									

Appendix A4 MAINTENANCE - DAILY SAFETY CHECKLIST – INDOORS ☐ Staff/Child Bathrooms ☐ Office

YEAR: / TERM:	M																								
	Day	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	Date																								
Exits clear																									
No hazardous materials or substances within reach of child																									
No hot drinks accessible to children (office excepted)																									
Equipment & furniture safe																									
No slipping hazards on floor																									
Power outlet covers in place																									
Kitchen & other cupboard doors closed																									
Staff Initial each day																									
YEAR:	**M**																								
TERM:	**Day**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**
	Date																								
Exits clear																									
No hazardous materials or substances within reach of children																									
No hot drinks accessible to children (office excepted)																									
Equipment & furniture safe																									
No slipping hazards on floor																									
Power outlet covers in place																									
Kitchen & other cupboard doors closed																									
Staff Initial each day																									

Appendix 5

REGISTER OF INJURIES / ILLNESS -TEMPLATE

Employers are required to keep a register of injuries that is readily accessible in the workplace (*Under Section 63 of the Workplace Injury Management and Workers Compensation Act 1998*). The manager of any mine or quarry, or the occupier of any factory, workshop, office or shop is responsible for this register of injuries.

Requirements of injury and illness registration

- Employers must keep a **Register of Injuries** at each workplace for workers to record any workplace injury or illness
- The register of injuries may be kept in electronic form only if the employer provides education, training and facilities to ensure that workers are able to access the register.
- An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened
- Employers need to provide written confirmation to the injured worker that they received notification of the injury or illness
- Employers need to provide a signed and dated copy of this entry to the injured or ill worker.

MANLY WARRINGAH MONTESSORI SCHOOL/T/A FARMHOUSE MONTESSORI SCHOOL-EDUCATION

Staff members Details

First name:		Last name:		Date of birth:	
Position:		Campus:			
Volunteers:		Worker's address:			
Principal/Authorised supervisor's name:					

Injury or illness details

Date of injury/illness:		Time of injury/illness:		am/pm
Nature of injury/illness:				
Bodily location of injury/illness (for illnesses include symptoms):				
Location at time of injury:				
How was the injury/illness sustained (cause of injury /illness):				

Was any School equipment, substance or thing involved in the injury/ illness? If yes, please provide details:

Witnesses

Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:			
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	
Name:		Contact:	

Follow up

Has the injury been reported to the Principal /Board? Yes or No:	
Was any treatment provided? Yes or No. If yes, please provide details:	
Did the injured worker return to work following the injury/illness? If yes, please provide details:	

Details of person making this entry

First name:		Last name:	
Position:		Campus:	
Signature:		Date:	
If you are not the injured worker, did you witness the injury/illness? Yes or No			

TO BE COMPLETED BY PRINCIPAL/AUTHORISED SUPERVISOR OF INJURED / ILL WORKER

Has an investigation been conducted into the incident? If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:	

Employer confirmation

I, _____ (print name), of _____ (insert company name),

Hereby confirm receipt of this notification.

Signature: _____ Date: _____

Information in relation to Work Health and Safety Laws

If you are responsible under the Work Health and Safety (WHS) laws for workers other than employees, for example contractors, you may not be required under workers compensation laws to record injuries in your register of injuries. However you may find it helpful to do so. If you wish to include details of all injuries in the one place you should add space in the template to indicate whether or not the person is an employee for workers compensation purposes.

Additional resources

Please refer to the Workers Compensation Regulation 2016 (www.legislation.nsw.gov.au) for more detailed information.

Further Information

Contact SafeWork NSW Customer Service on **13 10 50** or visit safework.nsw.gov.au.

This information sheet has been prepared using the latest information available to SafeWork NSW. SafeWork NSW extends no warranties to the suitability of the information for your specific circumstances and disclaims all responsibility and liability for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete.

Appendix 6

Revised version – November 2015

1 INFORMATION SHEET—INCIDENT NOTIFICATION

This information sheet provides general guidance on mandatory reporting requirements for 'notifiable incidents' under Work Health and Safety (WHS) legislation.

Businesses and undertakings must notify their work health and safety regulator of certain 'notifiable incidents' at work. This information sheet will help you decide when you need to notify the regulator of a work-related death, injury, illness or dangerous incident.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

The WHS law requires:

- a 'notifiable incident' to be reported to the regulator immediately after becoming aware it has happened
- if the regulator asks—written notification within 48 hours of the request, and
- the incident site to be preserved until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to report a 'notifiable incident' is an offence and penalties apply.

1.1 WHAT IS A 'NOTIFIABLE INCIDENT'

A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace.

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public.

1.1.1 Serious injury or illness

Only the most serious health or safety incidents are notifiable, and only if they are work-related. They trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness must be notified if the person requires any of the types of treatment in the following table:

1.2 TYPES OF TREATMENT	1.3 EXAMPLE
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer. **It does not include:** • Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) • Admission for corrective surgery which does not immediately follow the injury (e.g. to fix a fractured nose).
Immediate treatment for the amputation of any part of the body	Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.
Immediate treatment for a serious head injury	• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. • Head injuries resulting in temporary or permanent amnesia. **It does not include:** A bump to the head resulting in a minor contusion or headache.
Immediate treatment for a serious eye injury	• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision. • Injury that involves an object penetrating the eye (for example metal fragment, wood chip). • Exposure of the eye to a substance which poses a risk of serious eye damage. **It does not include:** Eye exposure to a substance that merely causes irritation.
Immediate treatment for a serious burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft. **It does not include:** A burn that merely requires washing the wound and applying a dressing.
Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping)	Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping). **It does not include:** Minor lacerations.
Immediate treatment for a spinal injury	Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord. **It does not include:** Acute back strain.
Immediate treatment for the loss of a bodily function	Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ. **It does not include:** • Mere fainting • A sprain or strain.
Immediate treatment for serious lacerations	• Deep or extensive cuts that cause muscle, tendon, nerve or blood vessel damage or permanent impairment. • Deep puncture wounds. • Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.
Medical treatment within 48 hours of exposure to a substance	'Medical treatment' is treatment provided by a doctor. Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances.

Notification is also required for the following serious illnesses:

- Any infection where the work is a significant contributing factor. This includes any infection related to carrying out work:
  (i) with micro-organisms
  (ii) that involves providing treatment or care to a person
  (iii) that involves contact with human blood or body substances
  (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
  (i) Q fever
  (ii) Anthrax
  (iii) Leptospirosis
  (iv) Brucellosis
  (v) Hendra Virus
  (vi) Avian Influenza
  (vii) Psittacosis.

1.3.1 Treatment

'Immediate treatment' means the kind of urgent treatment that would be required for a serious injury or illness. It includes treatment by a registered medical practitioner, a paramedic or registered nurse.

'Medical treatment' refers to treatment by a registered medical practitioner (a doctor).

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

1.3.2 Still unsure?

If you are still unsure about whether a particular incident should be notified then contact your regulator for advice or further guidance. Contact details are included below.

1.3.3 Dangerous incidents including 'near misses'

Some types of work-related dangerous incidents must be notified even if no-one is injured.

The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
  - examples of electrical shock that are not notifiable
    - shock due to static electricity
    - 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
    - defibrillators are used deliberately to shock a person for first aid or medical reasons
  - examples of electrical shocks that are notifiable
    - minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

1.4 ONLY WORK-RELATED INCIDENTS ARE NOTIFIABLE

To be notifiable, an incident must arise out of the conduct of the business or undertaking.

An incident is not notifiable just because it happens at or near a workplace.

Incidents may happen for reasons which do not have anything to do with work or the conduct of the business or undertaking, for example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking
- an amateur athlete is injured while playing for the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

These kinds of incidents are **not notifiable**.

1.4.1 Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may affect people outside the workplace. These may still be notifiable if they involve a death, serious illness or injury or a dangerous incident.

For example:

- an object like a hand tool falls off a multi-storey building under construction hitting a person below
- scaffold collapse that causes a risk of serious injury to persons adjacent to a construction site
- an awning over a shop-front collapses, hitting a person underneath it.

Appendix A provides more information about incidents at public places or sporting events.

1.5 WHO IS RESPONSIBLE FOR NOTIFYING?

Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has happened.

Procedures should be put into place to ensure work health and safety incidents are promptly notified to the people responsible for responding to them, for example a manager and then notified to the regulator, if required.

1.5.1 Incidents involving multiple businesses or undertakings

If a 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to the regulator.

There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example contractors at a construction workplace may agree that the principal contractor for the workplace will notify all 'notifiable incidents' that occur at the workplace.

1.5.2 Incidents involving a 'State-based contractor working for a Commonwealth entity'

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety (WHS) laws.

For example an asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Randwick Army Barracks in Sydney and a dangerous incident occurs (as defined above). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the company must ensure that both Comcare and WorkCover NSW are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare on behalf of both.

1.6 WHEN AND HOW TO NOTIFY

You must notify the regulator immediately after becoming aware of a 'notifiable incident'.

The notice must be given by the fastest possible means—which could be by telephone or in writing, for example by email or online (if available). See page 8 for contact details.

Regulators have adopted a common-sense approach to assessing whether an incident has been notified immediately. This means incidents must be notified as soon as the particular circumstances permit.

In general a PCBU 'becomes aware' of a notifiable incident once any of their supervisors or managers becomes aware of the incident. For example when a worker suffers a serious injury and reports it to their immediate supervisor, it is at this point that the PCBU is considered to be aware of the incident.

It is therefore essential to develop internal communication systems to ensure health or safety incidents are promptly brought to the relevant persons' attention.

1.6.1 What information will be requested?

At first, the regulator will ask for a clear description of the incident with as much detail as possible. This will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation. The following information is usually requested:

What happened: an overview	• Provide an overview of what happened. • Nominate the type of notifiable incident—was it death, serious injury or illness, or 'dangerous incident' (as defined above)?
When did it happen	Date and time.
Where did it happen	Incident address. Details that describe the specific location of the notifiable incident—for example section of the classroom/playground/building or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.
What happened	Detailed description of the notifiable incident.
Who did it happen to	• Injured person's name, date of birth, address and contact number. • Injured person's occupation. • Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	• Description of serious injury or illness—i.e. nature of injury • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	• Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	• Notifier's name, contact phone number and position at workplace. • Name, phone number and position of person to contact for further information (if different from above).

Notify immediately, and provide the information you can, even if you do not have all of the required information.
The regulator may follow-up with a request for more information later if necessary. You must provide the required information in writing within 48 hours of the request being made.

1.7 CAN WORK CONTINUE WHERE THE INCIDENT OCCURRED?

An incident site must not be disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier). The person with management or control of the workplace is responsible for preserving the incident site, so far as is reasonably practicable.
Any evidence that may assist an inspector to determine the cause of the incident must be preserved—including any plant, substance, structure or thing associated with the incident.
However, preserving an incident site does not prevent any action needed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident, or
- to facilitate a police investigation.

The sooner the regulator is notified, the sooner the site can be released.
An inspector may issue a non-disturbance notice, if they consider that the incident site should remain undisturbed in order to facilitate their investigation. This notice must specify the period for which the notice is to apply—no more than seven days.
Penalties apply if an individual or body corporate fails to preserve a site.

1.7.1 Site preservation requirements only apply to the incident site

Requirements to preserve a site only apply to the area where the incident occurred—not the whole workplace.
If you are unsure about what you need to do, you can ask the regulator for advice or to be excused from having to preserve the site.

1.8 AMENDING NOTIFICATIONS

If you receive information that changes the incident type of a notified incident, you must notify the regulator of those changes. For example, if a notified serious injury or illness later results in the person's death, the regulator must be advised immediately upon you learning that the person has died.

1.9 RECORD KEEPING REQUIREMENTS

Records of notifiable incidents must be kept for at least five years from the date of notification. Penalties apply for failing to do so.
It is useful to keep a record of having made the notification (e.g. confirmation from the regulator), and also any directions or authorisations given by an inspector at the time of notification.

1.11 CONTACT DETAILS FOR REGULATORS

To notify a 'notifiable incident' contact your local regulator:

Jurisdiction	Regulator	Telephone	Website
New South Wales	SafeWork NSW	13 10 50	safework.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089	worksafe.vic.gov.au
Queensland	WorkSafe Queensland	1300 369 915	worksafe.qld.gov.au
South Australia	SafeWork SA	1800 777 209	safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	commerce.wa.gov.au/WorkSafe/
Australian Capital Territory	WorkSafe ACT	02 6207 3000	worksafe.act.gov.au/healthsafety
Tasmania	WorkSafe Tasmania	1300 366 322 (Tas) 03 6233 7657 (External)	worksafe.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	worksafe.nt.gov.au
Commonwealth	Comcare	1300 366 979	comcare.gov.au

2 APPENDIX 6A

2.1 PUBLIC PLACES AND SPORTING EVENTS

Workplaces may also be public or partly public places, for example:

- public parks, streets
- public transport
- shopping centres
- sports facilities
- schools and colleges
- aged care facilities, hospitals and medical centres
- cafes, restaurants, hotels and other kinds of public accommodation.

Incidents involving bystanders, visitors, students, patrons or other members of the public are only notifiable if:

- there is a death
- a 'serious injury or illness' is suffered or there is a dangerous incident ('near miss' as described above), and
- the incident arises out of the conduct of a business or undertaking.

An incident may arise out of the conduct of a business or undertaking for example because of:

- the way a work activity is organised (for example inadequate safety precautions)
- the way equipment or substances are used (for example lifts, machinery)
- the condition of a workplace (for example poorly maintained or slippery floors)
- actions of someone who is not a worker at the workplace.

If a visitor at a shopping centre is taken to hospital after sustaining a serious fracture then the incident would be notifiable. If a visitor is taken to hospital because of their pre-existing medical condition (for example heart attack, epileptic seizure at a shop) this would not be notifiable as it did not result from the conduct of the business or undertaking.

2.1.1 Incidents during sports activities

Work health and safety duties apply in relation to professional sports people for whom sport is work and sport organised by businesses or undertakings. They do not apply to purely social or recreational activities or activities organised by wholly volunteer associations that do not employ anyone.

For more information about the way the work health and safety laws affect volunteers and organisations with volunteers refer to the online resource kit published by Safe Work Australia.

Some sports injuries may arise from 'work' (for example a professional AFL footballer) while others may not (a local amateur club footballer).

Sports injuries are **not notifiable** if arising out of the normal conduct of a sports activity for example rough and tumble of a game.

Sports injuries **are notifiable** only if arising out of the conduct of a business or undertaking for example:

- the way a work activity involving sport is arranged
- the way the sporting activity is managed or controlled
- the condition, design or maintenance of premises or equipment, or
- the way work is carried out, for example inadequate supervision.

Examples of notifiable incidents include:

- the condition of the premises or sports equipment was a factor in the incident—for example where a participant suffers an injury requiring admission as an inpatient at a hospital due to tripping over on a potholed tarmac surface, or

there was inadequate supervision to prevent an incident—like ensuring the safe use of equipment used by students on a school excursion or failings in the organisation and management