

# Gulfview Heights Primary School

## Out of School Hours Care



## Health and Safety Policy

Out of School Hour Care Services can be a high- risk environment for incidents and accidents to children, families, educators and visitors. Out service is committed to maintaining a safe and healthy environment through comprehensive policies and procedures, managing risks and hazards appropriately and effectively.

### National Quality Standards (NQS)

<b>Quality Area 2: Children’s Health and Safety</b>	
2.1	Each child’s health is promoted
2.2	Healthy eating and physical activity are embedded in the program for children
2.3	Each child is protected

### Education and Care Services National Regulations

82	Tobacco, drugs and alcohol free environment
156	Relationships in groups
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing and security
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements - indoor
108	Space requirements – outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
111	Administrative space
113	Outdoor space – natural environment
114	Outdoor space - shade
115	Premises designed to facilitate supervision
117	Glass
73	Educational programs
74	Documenting of child assessments or evaluations of delivery of educational program
75	Information about the educational program to be kept available
76	Information about the educational program to be given to parents
80	Weekly menu
86	Notification to parents of incident, injury, trauma and illness
99	Children leaving the education and care service premises

102	Authorisation for excursions
111	Administrative space
158	Children's attendance records to be kept by approved provider
168	Policies and procedures are required in relation to enrolment and orientation
171	Policies and procedures to be kept available

Work health and safety (WHS) have commenced in South Australia using harmonised WHS legislation instead of previous OH&S laws.

Good work health and safety policies, procedures and practises ensure that:

- Management fulfils its responsibility to provide a safe work place, without any negative impact on the health and wellbeing of employees;
- Employees meet their health and safety obligations AND are safe in the workplace;
- Children, families and all service visitors come to a safe workplace that protects their health and wellbeing; and
- The work environment supports quality education and care.

We are dedicated to ensuring that all health and safety needs are met through the implementation of operative hygiene practises to control the spread of infectious diseases, the prevention and management of injuries and illness and providing a safe and secure physical environment for children. In any occurrences where children show any signs of illness, educators will refer to the Incident, Injury, Trauma and Illness policy.

The importance of children's nutritional and physical health needs will be promoted by educating children about a healthy lifestyle which can be reinforced through the everyday routine and experiences. Information on health, hygiene and safe food practises will be displayed at OSHC to provide families with more information.

We believe in quality education and care in an environment that provides for their protection through adequate supervision, safe experiences and environments, and emergency vigilance. Educators at the service are dedicated to understanding their legal and ethical responsibility to protect the children enrolled at OSHC.

#### *Arrangement for Laundering of Soiled Items*

- Soiled clothing will be returned to a child's home for laundering. Children will be given a plastic bag to place soiled clothing in, which will be placed in a bucket with a lid, to take home to be laundered. A note will be written for parents to speak to an educator on the sign in/out sheet.

#### *Choosing Appropriate Resources and Equipment*

- OSHC will maintain an up to date register of equipment at the service.
- The Director will be ultimately responsible for any purchases of equipment.
- Educators will document any equipment which needs maintenance on a prioritised basis on the maintenance register.

- Resources and equipment will be chosen to reflect the cultural diversity of the OSHC's community and the cultural diversity of contemporary Australia.
- OSHC will actively pursue the contribution of families regarding toys and equipment at the service.
- All new equipment will be checked against Australian Safety Standards.
- Children will be carefully introduced to new toys and pieces of equipment and taught how to use and care for them appropriately.
- Equipment that should only be used under supervision will be stored in a safe place out of children's reach.
- The use of pools and toys or equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use, and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition which will be recorded on the appropriate indoor and outdoor safety checklist.
- The director will advise the educators and parents about the purchase of new equipment and ensure a risk assessment has been conducted.

#### *On-going maintenance*

- OSHC will reflect on the environment and establish a plan certifying that the environment continuously collaborates with our philosophy of providing a safe and secure environment, stimulating and engaging for all who interact with it.
- Should OSHC undertake major renovations, management plans will be put in place to ensure that the safety of educators, children, families and others at the service is not compromised.

#### *Safety Checks*

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

- Buildings
- All areas accessible to the children
- Toilet area

This is done in order to identify any dangerous objects ranging from sharps to poisonous or dangerous plants and animals.

In the event of a sharp object being found, educators will wear gloves and use tongs to pick up the object and place it in the sharp object box. This box will be disposed of as per the recommendations of our local council.

OSHC will have regular pest inspections carried out by an accredited pest control company.

Documentation of these inspections will be kept and any findings from the pest control check will be carried out in line with the recommendation of the pest control company.

The daily safety checks will be used as the procedure to conduct these checks. A record will be kept by the service. Any required maintenance will immediately be reported to the director who will make the appropriate arrangements to have repairs carried out.

The following can be used as a guideline to produce checklists for the service's individual needs.

**Checklist:**

- **Building maintenance** – regularly maintain and check for hazards, check building is in a safe, clean and hygienic condition. Record any damage to the director.
- **Dust mites, pet allergens** – regular dusting and vacuuming.
- **Garbage** – safe and prompt disposal. Use lidded bins to maintain a clean and safe environment. Encourage recycling.
- **Heating, cooling, ventilation, lighting** – comfortable, safe, maintained, guarded and kept out of the reach of children.
- **Hygienic** – regularly cleaned and maintained conditions protect against vermin, bacteria, mildew, lead, asbestos and other dust allergens.
- **Non-slip floors** inside for easy cleaning.
- **Renovation** dangers e.g. lead, asbestos and other dust allergens
- **Safety glass** is installed according to the Australian Standards on all glass doors and windows accessible to children.
- **Security** – minimise unauthorised access with appropriate fencing and locks.
- **Spills** – clean away as they occur
- **Bikes and wheeled toys** – it is recommended that correctly fitted helmets be worn every time children use bikes and wheeled toys.
- **Centre car park** – ensure families are aware of pedestrian safety rules. Encourage families to always supervise their children in the car park to prevent accidents and injuries, which occur as a result of reversing vehicles.
- **Finger entrapment** – all holes or openings in playground equipment must be between 8 – 25mm.
- **First aid kit** is approved, maintained and accessible throughout outdoor play.
- **Hazardous plants** – identify and remove or make inaccessible to children.
- **Safe play rules and adequate safe play areas** – talk with the children about how to play safely. Maintain safe layouts for outdoor play areas to avoid collisions between children.
- **Sun protection** clothing, hats and sunscreen. For unshaded areas – minimise play at peak sun exposure times.
- **Ensure children are visible and supervised at all times.** High-risk areas and climbing and outdoor play equipment.
- **Water hazards** – cover and make inaccessible to children. E.g. ponds, dams, spas, creeks, etc.
- **Wild animals/snakes** – grounds to be searched during the safety check.
- **Access for children and adults with a disability** – ensure safe access into, within and out of the service, security, toilet and washing facilities and check for hazards for wheelchairs and people with impaired sight, hearing or mobility.
- **Children at risk** – maintain extra security and supervision for children at special risk.
- **Choking hazards** – e.g. small toy parts, beads, nuts, plastic bags, sandwich bags and balloons.
- **Decorations and art work** – do not place near ceiling fans, air conditioners or heaters.
- **Emergency evacuation** – develop an evacuation plan and emergency contact numbers display, inform families, and practice evacuation procedures.
- **Fire** – fire blanket, extinguisher, fire exits, smoke detectors, electrical safety switch.
- First aid kit with approved contents is maintained and accessible. Ensure first aid certificates are current for relevant educators.

- **Furniture** is stable, maintained and meets safety standards.
- **Hot water** – ensure the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded (the current KidSafe recommendation is below 43.5C).
- **Noise** – reduce excessive exposure.
- **Non-slip, non-porous** floors, stairs.
- **Pets and animals** – inform families of pets being kept on premises and plans to obtain new pets. Ensure pets are vaccinated, wormed, doesn't have fleas, is clean and healthy. Keep pet accessories such as pet food, litter boxes and pet toys away from children. Keep children-pet interactions minimal and supervise interaction times. Always wash hands after handling pets.
- **Record details** and notify parents of a child's accident.
- **Safe play rules and adequate play spaces** – discourage running indoors and safe furniture layout to avoid collisions.
- **Smoke free environment** in all areas.
- **Educators personal items** – ensure educators personal items such as bags, toiletries and medicines are kept secure and inaccessible to the children.
- **Toys** – meet safety standards, age appropriate, maintained and non-toxic.

#### Cleaning of Buildings, Premises, Furniture and Equipment

##### **General Cleaning**

- OSHC will use structured cleaning schedules to ensure that all cleaning is carried out regularly and thoroughly.
- Educators will clean OSHC at the end of each day and throughout the day as needed.
- **Accidents and spills will be cleaned up as quickly as possible to ensure that the OSHC always maintains a high level of cleanliness and hygiene.**

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, OSHC will:

- Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the service.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should be kept intact at all times.
- Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances.
- Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges and toiletries.
- Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives.
- Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.

- All hazardous chemicals must be supplied with a Safety Data Sheet (SDS) formerly called a Material Data Safety Sheet. Our service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
- The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
- Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an Ambulance on 000.
- In the case of any child or educator becoming injured by a chemical, substance or equipment, the service will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.

### *Handwashing*

Refer to Handwash Policy

Our service also implements the concept of minimising the use of potentially dangerous substances. Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g. pink for the kitchen, yellow for the bathroom) will be used in order to not cross-contaminate areas. Rubber gloves will be used and thrown out. Before returning to the children educators will wash and dry hands.

### *Disinfectants*

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand. Essentially, there is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to ensure: Surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, this is at least 10 minutes.

### *Detergents*

Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs from surfaces as they are unable to multiply in a clean environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not multiply germs itself.

### *Clothing*

- Educators should also have a change of clothes available in case of accidents.
- Dress-up and play clothes will be washed after every vacation care has finished.

### *Toy Cleaning*

- Educators are required to clean the children's equipment and toys on a regular basis in order to minimise cross contamination and the spread of illnesses. Educators will wash a toy immediately if it has been sneezed on, put in the mouth, and soiled or if it has been discarded after play by a child who has been unwell.
- Refer to the following toy cleaning schedule for toys on display in the children's rooms. Educators will be required to keep a toy cleaning register documenting when toys and equipment has been cleaned.
- Recommended cleaning materials:
- Most toys can be washed with normal dishwashing liquid, rinsing with clean water.
- Get into corners with a toothbrush and allow to air dry (if possible in the natural sunlight)
- Leaving items such as LEGO and construction blocks to drain on a clean tea-towel overnight is idyllic.

### *Wooden Toys:*

- Should be wiped over with a damp cloth – please do not immerse in water as this can destroy the equipment.

### *Play Dough*

- Service will reduce the risk of the spread of disease when playing with play dough by:
- Encouraging hand washing before and after using play dough
- Storing the play dough in a sealed container in the refrigerator between uses.
- Making a new batch of play dough each week, and
- If there is an outbreak of vomiting and/or diarrhoea, discarding the playdough at the end of each day during the outbreak.

## **Sun Protection**

Our service will work in collaboration with the South Australian Sunsmart Program to ensure children's health and safety is maintained at all times whilst at OSHC. Sunsmart recommends that all education and care services have a Sunsmart Policy to reduce UV damage to those in care, including Educators.

### **1. Outdoor Activities**

The service will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. This will include:

- From the beginning term 3 to the end of term 1 sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- In term 2 outdoor activities can take place provided care is taken during the peak UV radiation period.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and incursions.

## **2. Shade**

The service will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade.

## **3. Hats**

Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended. Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

## **4. Clothing**

When outdoors, educators and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing.

**Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.**

## **5. Sunscreen**

All educators and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

## **7. Role Modelling**

Educators will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard1067 (optional).

Families and visitors are encouraged to role model positive sun safe behaviour.

## **8. Education and Information**

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to educators, families and visitors. Further information, support and free resources are available from the Cancer Council website [www.cancersa.org.au](http://www.cancersa.org.au) or call the SunSmart Information Line on 13 11 20.



## **9. Policy Availability**

The sun protection policy, updates and requirements (including hat, clothing and sunscreen) will be made available to educators and staff, families and visitors.

### *Delivery and Collection of Children*

The following procedure must be adhered to at all times to ensure the safety of the children.

#### **Arrival:**

- All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.
- An educator is to check the sign in sheet ensuring families have signed their child in. If families have not signed the child in, educator is to comply with Regulation 158.
- An educator will greet and receive each child to ensure the child is cared for at all times.

#### **Departure:**

- All children must be signed out by their parent or person who collects the child from our service. If the parent or other person forgets to sign the child out they will be signed out by the nominated supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child and must be over 18 years of age. Children may leave the premises if a parent or authorised nominee provides written authorisation or gives verbal permission to one of the educators for the child to leave the premises.
- Children will not be released into the care of a person not authorised to collect the child e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child the educator will call the police.
- The Director will ensure that the authorised nominee pick-up list for each child is kept up to date.
- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:
  - the person collecting the child is someone other than those mentioned on the enrolment form (e.g in an emergency) or
  - There is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.
- If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity they may be unable to release the child into that person's care.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
  - discuss their concerns with the person, if possible without the child being present
  - Suggest they contact another parent or authorised nominee to collect the child.
  - Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.

- At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our service must sign in when they arrive at the service, and sign out when they leave.

### *Water Safety*

OSHC will make sure no child swims without:

- Written permission from a family member.
- Appropriate educators/child ratios in place.
- Having sufficient numbers of educators present who have first aid or recognised water safety and rescue procedures.
- At all times children near water are closely supervised. A child will never be left unattended near any water.

### *Kitchen*

- Children must not gain access to any harmful substance, equipment or amenity.
- The kitchen has a barrier to prevent unsupervised entry by children into the kitchen.

### *Hazards*

#### **Controlling or Managing Hazards**

Controlling or managing hazards refers to controlling the risk in the workplace. Work health and safety legislation identifies a Hierarchy of Control that range from hazard elimination to hazard management. Management and Educators are required to use the service risk assessment to assess the potential risk and danger the hazard has.

#### **Monitor and Review Hazards**

Risk management is an ongoing process. Risks must be systematically monitored and management strategies reviewed to ensure that they continue to be effective and contribute to a safe and healthy work environment. New hazards can emerge over time resulting in control strategies becoming ineffective and therefore may require updating.

#### **Electrical equipment testing**

Services must ensure that electrical equipment is tested by a qualified person on a regular basis which is recorded with a tag attached to the equipment tested. This must be kept until the equipment is next tested or disposed of and must specify:

- The name of the tester
- The date and outcome of the testing
- The date on which the next testing must be carried out

## **Maintenance of Fire Equipment**

All fire equipment at our service will be maintained as per the legal standards. Our equipment will be checked as required as per the time frames below. External agencies will be employed to conduct the maintenance of the fire equipment if no currently employed staff or educators are qualified to complete the maintenance checks.

## **Back Care and Manual Handling**

- Manual handling is any activity requiring the use of strength used by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.
- Manual handling injuries may be caused by the activities listed above. Injuries can include back strains, similar strains and sprains in parts of the body such as the neck, arm, shoulder and knee.
- Manual handling injuries also include overuse injuries or, as a result of falling during manual handling, bruising or laceration.

### *Commendations:*

- Due to the physical demands of child care, it is sensible to do warm-up exercises for three to five minutes before starting work. Predominantly through the winter period as muscles and tendons are more likely to be damaged when cold. Simple exercises to warm and stretch all the major muscle groups will help prevent injury.
- To help prevent injuries, there are legal requirements for manual handling in the workplace.

### *The employer, in consultation with staff/educators will:*

- Provide you with training in Manual Handling and Back Care.
- Display in the staff room written information regarding manual handling and any updates as required.
- Make sure that equipment and containers are designed and maintained to be, as far as workable, safe and without risk to health and safety when manually handled.
- Make sure that the work practices involving manual handling and the work environment are designed to be, as far as workable, consistent with safe manual handling activities.
- Identify, assess and control all risks associated with manual handling in each workplace.
- Clearly mark any equipment which requires more than one person to lift or move it.

### *Ideologies of Preventing Manual Handling Injuries*

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.

### *To help prevent manual handling injuries:*

- Kneel down rather than bend down.
- Sit down with the children rather than bend over
- Sit in an appropriate sized chair or on the floor.
- Carry children only when necessary.
- When lifting awkward loads, be careful to lift with a balanced and comfortable posture.

- Minimise the need to reach above shoulder level.
  - If necessary use a step ladder.
- Avoid extended reaching forward,
  - For example, leaning into low equipment boxes.
- Share the load if the equipment is heavy, long or awkward.
- When sliding, pulling or pushing equipment that is not easy to move, e.g. trestles or gym mats, ask for help and organise a team lift.
- Where possible, rearrange surroundings to meet the needs of both children and adults. Remember these needs when buying furniture and equipment or upgrading facilities.
- Use equipment and furniture that can be moved around as safely and easily as possible.
- To complete lengthy writing tasks, e.g. program planning, sit at an appropriate adult sized chair at an adult sized table.

### **Avoid Twisting when Lifting**

Many injuries result from twisting while lifting. To avoid this:

- Move equipment when children are not around.
- Rearrange storage so that it is easier and safer to replace and remove items.
- Lift only within the limits of your strength.
- Make sure you can see where you are going when carrying equipment or children.
- Be especially careful when lifting a child with special needs.

### **Avoid Accidents with Careful Housekeeping**

Good housekeeping means fewer accidents. Check that:

- The floors and other walking surfaces are uncluttered, even and non-slippery.
- The workplace is tidy.
- There is adequate space to perform each task.
- Equipment is maintained regularly.
- Lighting is adequate.

### *How to Lift Safely*

1. Place your feet in a stride position.
2. Keep your breastbone as elevated as possible.
3. Bend your knees.
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity, i.e. around your navel.
6. Move your feet not your spine.
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own.

### **How to Organise a Team Lift**

1. Ask a colleague who is willing and able to help.
  - Ideally the colleague should be fairly well matched with you in size and strength.
2. Agree on a plan of action.
  - A coordinated movement during a lift is important.

3. Timing is important for co-ordination.  
One person should act as a team leader and 'call' the lift.

### **How to Assess the Correct Storage and Shelving Height**

Correct storage and shelving height is important to prevent slips, falls and strains:

- The best height range for handling loads is around waist level.
- The acceptable height for lifting is any point between the individual's knuckle and shoulder.
- **Seldom-used objects** can be stored at the shoulder-to-raised arm height (use ladders to avoid stretching).
- **Avoid storing objects** at a level between an individual's knuckles and the floor.

### **Resources/References**

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Staying Health in Child Care 5th Edition
- Guide to the National Quality Standard.
- Australian Standards 1851-2005 "Maintenance of Fire Protection Systems and Equipment"
- Work Health and Safety Act 2011
- South Australian Cancer Council – Sunsmart Primary School Policy Guidelines