

Health & Safety Officers Training

2022

*Welcome to
our Village*

Playcentre 

Health & Safety Officer Role

Purpose:

To support the Centre in maintaining a safe and healthy environment for all members and visitors.



Common Tasks

- Ensure emergency procedures are always followed and documented correctly i.e. fire and earthquake drills
- Ensure the centre follows the policies in relation to accidents (including injury), near misses, illnesses
- Review incident register and hazard identification register regularly and propose actions to reduce hazards
- Make it a point to discuss these proposed actions with all relevant parties
- Maintain Civil Defence and First Aid Kits (incl. Quick Get Away kit)



Important Relationships

Externally:

- Centre Advisors and Regional Support Leads
- Regional Property Managers
- National Property Administrators
- Property Officer and Co Ordinator's
- Health, Safety & Well-being lead

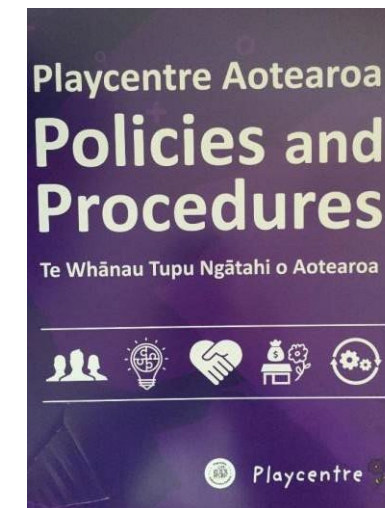
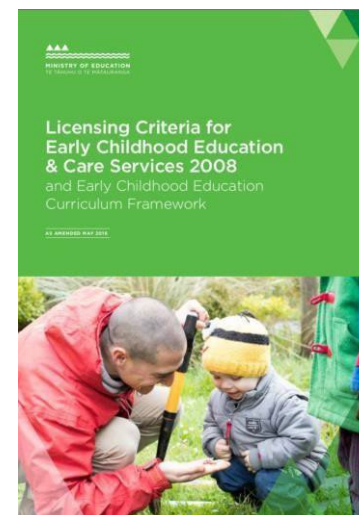
Internally:

- Centre President/Coordinator
- Session Leaders/Coordinators/Supervisors
- Property Officer (as applicable)



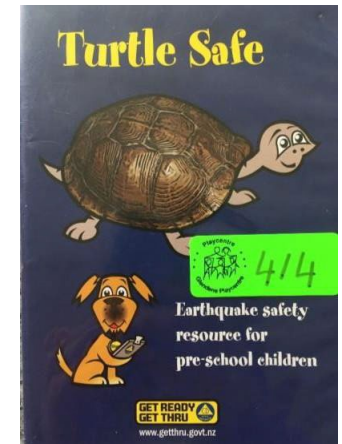
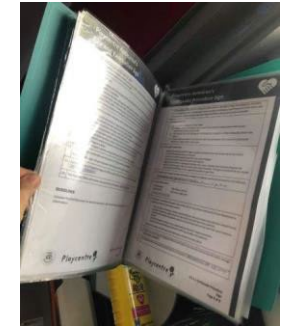
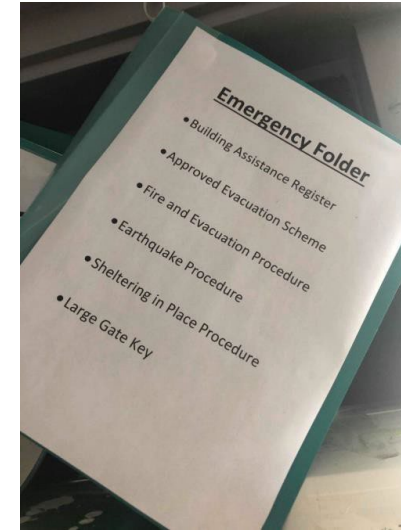
Useful Resources

- Policy and Procedures (P&P) Folder, and P&P section on the website (PA) – particularly the ‘Taking Care of Our People’ section
- Licensing Criteria for centre-based ECE services 2008 – amended Sep 2022 (MoE)
- Ngā Kupu Oranga Healthy Messages – A health and safety resource for early childhood services (MoH)
- Your Centre’s Annual Management Plan



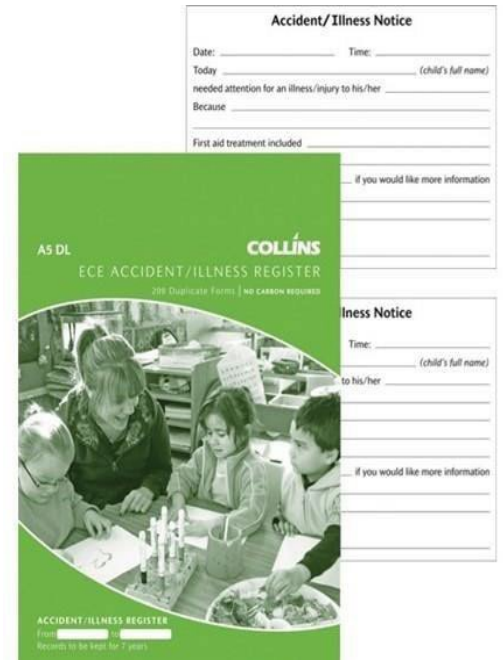
Emergency Procedures

- Ensure all Emergency Procedure Signs are printed, and can be easily picked up and taken with the sign-in tablet, during drills, and in the event of an emergency
- Ensure all Emergency Drills occur – At a minimum - One earthquake drill per term (every 3 months) – One fire drill in each of Term 2 and Term 4 is required to be notified (unless different timing is required in the Centre evacuation scheme). One sheltering in place (or reverse evacuation/lockdown) drill per term/every 3 months.
- Assistance Register – review and update as necessary, at least once per term
- Quick Get Away Kit – review and refill, if necessary, at least once per term



Injury Illness and Incidents (including near misses)

- Ensure all members know where the First Aid kit is located, in the event it is needed to be used
- Ensure all members are easily able to identify the First Aiders present on each session
- Ensure all First Aiders know where to locate the Minor Illness, Incident, and Injury documentation, and how to complete it
- Include a near miss - A near miss is a safety incident that did not result in injury, illness, or death but had the potential to do so
- Retain this documentation for two years



The image displays two forms related to accident and illness documentation. The top form is titled "Accident/Illness Notice" and includes fields for "Date:", "Time:", "Today: _____ (child's full name)", "needed attention for an illness/injury to his/her _____", "Because _____", and "First aid treatment included _____". Below these fields is a line for "if you would like more information" followed by two blank lines. The bottom form is titled "Illness Notice" and includes fields for "Time: _____ (child's full name)", "to his/her _____", and "if you would like more information" followed by two blank lines. The forms are shown over a green cover of the "AS DL COLLINS ECE ACCIDENT/ILLNESS REGISTER". The cover features a photograph of a teacher and children at a table. Text on the cover includes "AS DL COLLINS ECE ACCIDENT/ILLNESS REGISTER", "200 Duplicate Forms | NO CARBON REQUIRED", and "ACCIDENT/ILLNESS REGISTER From _____ Records to be kept for 2 years".

Managing Hazards

- Display the Hazard and Risk Register in a prominent position near the sign-in tablet
- Review the Hazard and Risk Register at least once per term
 - add new permanent hazards (if not already added)
 - remove all temporary hazards that have been dealt with and is believed to be closed
 - follow-up on temporary hazards that haven't been dealt with
 - Have all members sight and sign the updated Hazard and Risk Register each term
- Ensure each session is completing the Daily Hazard Checklist

H&S Reports to General Business Meetings (GBM)

- Your Centre GBMs should always have a H&S section
- This section should contain:
 - A summary of any minor illnesses, incidents or injuries (including near misses) that have occurred since the last meeting
 - Any new hazards that have been identified from either the Daily Hazard Checklists or Illness, Incident and Injury records, or Notifiable Events – including any trends or near misses that may indicate a larger issue to be addressed
 - Proposed actions to be taken to eliminate or minimise the new hazards, and whether actions have been completed since the last meeting to eliminate hazards previously identified
 - A summary of all emergency drills that have occurred and any recommendations for process changes needed
- Following your report presentation, the meeting can discuss which actions are to be taken, by whom, and by when, to address the hazards identified – the hazard register should be updated if required

Civil Defence and First Aid Kits

- Check the contents each term, in alternate months would be a good idea (add this to your Centre's Annual Management Plan)
- Suggested contents can be found in the P&P folder section 9.9.9
- The Centre's quick grab bag is just that....it needs to be stocked with practical items that can be carried in a carry bag to the nearest point of help eg. A Civil defence hub
- If there are further queries about what this - we are happy to provide extra guideline resources as and when needed



Ministry of Civil Defence
& Emergency Management
Te Rākau Whakamarumarū



Excursions

- Ensure that all relevant paperwork is completed before each excursion
- Ensure the excursions bag is maintained ready-to-go
- Fill in the excursion form online

Other Tasks

- Excursions Paperwork,
- Complete Monthly Building WOF check,
- Ensure current H&S Signs are displayed in the correct places in your Centre,
- Lead refresh of any H&S policies and procedures at GBMs – and complete web feedback form,
- Ensure all Medicine Administration documentation is kept up-to-date and retained as per required period,
- Ensure that each session is completing the Food Record,
- Ensure all members know where the Isolation Area is, and where the Spill Kit is located,
- Liaise with members and regional office in the event of an infectious disease outbreak.

Thank you for attending this training.

If you have any questions after this session, or for further support, please speak to your CA, RSL or H&S Lead as and if needed