

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>WORK HEALTH and SAFETY POLICY</b> This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.1 Health</b> 2.1.2 Health practices and procedures <b>2.2 Safety</b> 2.2.1 Supervision 2.2.2 – Incident and Emergency Management
<b>NATIONAL LAW AND REGULATIONS</b>	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>Administration of First aid policy</li> <li>Back procedure</li> <li>Hazardous chemical sign</li> <li>Close record</li> <li>Cot safety record</li> <li>Educator to child ratio record</li> <li>Emergency evacuation and lockdown record</li> <li>Emergency phone record</li> <li>First aid audit record</li> <li>Hazardous chemical record.</li> <li>Incident Injury trauma and illness record- staff</li> <li>Maintenance record</li> <li>Open record</li> <li>Risk assessment record.</li> <li>Surface temperature check record</li> <li>Tradesperson induction record</li> <li>Work health and safety record</li> </ul>
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding employees and their safety and wellbeing in the workplace. To ensure that our stakeholders, visitors and contractors are safe when visiting the service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<b>Implementation</b> It is important to note that safety in the workplace is everyone's issue and the slightest issue must be fixed, removed, or reported. The Work Health and Safety Act 2011 (the WHS Act) provides a framework to protect the health, safety, and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work. All workers are protected by the WHS Act, including, employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers, employers who perform work. As an employer or person in charge, you must ensure you are providing a safe workplace for all workers. This means that you must first know the hazards and risks associated within the service that may impact the physical and/or psychological health of employees. Then, you must actively work towards eliminating or reducing those hazards through appropriate risk control measures, monitoring, and regular review. The best place to begin is with the high-risk hazards first. Employees are equally responsible for ensuring health and safety in the workplace. Health and Safety is self-regulated in Australia. This means that each organisation is responsible for managing their risk.  <b>Responsibility of management</b> <ul style="list-style-type: none"> <li>Management will demonstrate that WHS is a priority in the business by ensuring that everyone understands their responsibilities.</li> </ul>

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- They will ensure prompt reaction to any WHS issues.
- They will conduct risk management to ensure that any areas of risk are identified, controlled, managed, and reviewed regularly.
- They will ensure that the policy and procedures to report any WHS issues are communicated to all employees, particularly at the induction stage of employment and they will regularly review and revise at staff meetings.
- They will protect the health and safety of workers, and anyone else affected by workplace activities including children, families, contractors, and visitors.
- Consult with employees on matters that affect their health, safety, and welfare.
- Provide adequate training and supervision for all employees to work safely.
- They will regularly conduct emergency evacuations and lockdowns and evaluate them each time to ensure that they run smoothly and iron out any issues.

#### Responsibility of employees

- Will ensure they carry out their work in a way that does not put their own health and safety, at risk, or that of others in the workplace.
- Will be diligent and always report any potential workplace hazard.
- Will immediately alert the nominated supervisor of any report all work-related injuries and complete and **Incident Injury trauma and illness record- staff** as soon as is possible.
- Follow and adhere to the policy relating to work health and safety and ensure they complete all documentation thoroughly and alert nominated supervisor if they have any concerns regarding work health and safety.
- Will attend and participate in staff meetings and any further meetings relating to workplace health and safety matters and participate in supplying feedback.

#### Risk management process.

Management and employees will manage risk in the workplace by adhering to the following:

- Step 1 – Identifying hazards.
- Step 2 – Assessing risks.
- Step 3 – Check and control risks.
- Step 4 – Review and make changes if require.

Control	How	Example
Eliminate	Remove the hazard altogether.	Remove broken equipment in an outdoor shed to eliminate injuries.
Substitute or modify	Replace hazard with something less dangerous.	Replace toxic cleaning chemicals with non-toxic cleaning chemicals.
Isolate	Remove hazard from contact with people.	Lock away chemicals. Keep scissors in cupboards out of reach.
Engineering controls	Redesign equipment or add to existing equipment.	Add child-proof locks to accessible, Place covers on all power points
Administrative controls	Policies and procedures	Staff induction to work health and safety, manual handling training, exit signs, food safety program.
Personal protective equipment (PPE)	Place a barrier between the person and the hazard.	Masks, gloves, hats, and sunscreen.

The following measures must be implemented and documents that support these areas completed by all staff and management in order to provide a safe work place.

#### Workplace documentation safety audits

- In order to provide a safe work place for employees and children it is critical that employees and management complete safety checklists throughout the day, week, month, annually.

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- **A work health and safety record** will be completed monthly to ensure no hazards are overlooked and to maintain the integrity and safety of the service as well as keep everyone safe.
- Employees will complete playground safety checklists daily such as **open record** to ensure playgrounds are safe environments prior to entering and **close record** to ensure that the service is clear and clean at the end of the day and no child has been left behind. **Surface temperature check record** to ensure that all areas of the playground are safe to play in or on in hotter months of the year.
- Employees will conduct **educator to child ratio record** to ensure the safety and whereabouts of each child in attendance but also to ensure that no extra stress is placed on employees by leaving them out of ratio or in a situation that they can't control. Each employee prior to leaving their shift must monitor and be aware of the situation. If it is out of control nominated supervisor or responsible person must be informed prior to leaving.
- Employees will complete monthly **cot safety records** in the nursery room and report any issues to nominated supervisor.
- Employees and management must complete a **maintenance record** for any broken damaged equipment, gates or locks that can't be immediately rectified. In the event that it poses a risk to employees or children, management will advise to remove children and employees from the area until such time is that it is fixed. If not critical and doesn't require removing children and employees, management will conduct a thorough risk assessment and record all information on a **risk assessment record** and ensure that all staff are familiar with the risk assessment record, until area can be fixed.

#### **Accident/incident/injury reports and first aid**

- Nominated supervisor is to ensure that at all times there is a fully qualified first aid employee on the premises.
- In the event of an accident this employee will adhere to their first aid training and relevant policy and procedures such as **administration of first aid policy**.
- Nominated supervisor will be responsible for ensuring that all first aid boxes are available and fully stocked by ensuring a check is completed each month and recorded on the **first aid audit record**. Once checks are completed all first aid boxes will be replenished.
- Nominated supervisor will ensure that after any incident injury trauma or illness in the service that all employees will complete an **Incident injury trauma and illness record**.
- This will be completed for children, employees, students, volunteers, families, visitors and or contractors as soon as is possible after the event.
- If event is serious, it will be followed up by reporting to the regulatory authority on the NQAITs portal.

#### **Emergency planning**

- In the event of a fire or lockdown procedure, it is important that all employees and children are prepared.
- The best way to implement this is to complete drills on a regular basis. Regulation states that this can be done quarterly but management must consider the time between each practice and ensure that it includes a lockdown drill.
- Once completed this must be recorded and reflected upon on the **emergency evacuation and lockdown record**.
- Any practices that need changing must be reflected on and if required a change in policy or an update to a risk management record will be completed by the nominated supervisor.

#### **Chemicals & hazardous substances**

- Management will ensure that all staff will be trained on the process of working with any chemicals that are available in the service.
- Management will provide locks on all doors that could be accessible to areas that propose a risk to children.
- Medication will be stored in a safe place out of reach of children.
- All MSD sheets will be kept close to chemicals stored in laundry and management will display warning signs alerting where chemicals are stored on all doors and cupboards.

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- Nominated supervisor will keep a record of hazardous chemicals in the service on the **hazardous chemical record**.
- Staff must use gloves when filling bottles and when working with chemicals. They must never mix chemicals together and must not introduce their own chemicals without advising the nominated supervisor.
- Management will ensure that the **Poisons Hotline 131126** is on display on the **emergency phone record** in the event that any chemical is spilled on skin or ingested.
- In the event of an incident involving chemicals, a first aid qualified employee must attend to the injured party. Nominated supervisor must be informed immediately and on the advice of the poison's hotline may need to call an ambulance.

#### Electrical safety

- Management will ensure that staff are utilising the safety covers on all switches throughout the service.
- Ensure that all staff are avoiding the use of double adapters and power boards.
- Test and tag on all electrical equipment will be conducted on an annual basis. It will be the responsibility of the nominated supervisor to remind approved provider of this annual event.
- Management and employees must ensure that cords are not hanging down in reach of children or laying on floors and therefore posing a trip hazard.

#### Fire equipment

- Nominated supervisor will ensure that fire extinguishers will be checked on a 6 monthly basis.
- All staff will be supported in the training of how to operate a fire extinguisher in the event of a fire.
- Staff will be made aware of fire exits and procedures to implement in the event of a fire, as well as procedures to implement when performing an emergency evacuation drill.

#### Further employee safety

The following areas can be of concern for all employees and as such must be monitored controlled and eliminated. Everyone is responsible for the correct implementation of procedures relating to these areas and must follow guidelines from the policy to adhere to the following.

**Slips trips and falls** – Can lead to serious accidents and are just as easily controlled through the following measures.

- Conduct safety checklists applicable to this area of concern.
- Clean up spills immediately and if unable to, place wet floor signage in the area. Place wet floor signage in recently mopped areas.
- Ensure that resources aren't piling up on the floor. Clean up regularly and teach children to pick up what they are playing with before moving on to the next activity or pulling out more resources.
- Employees must avoid sitting on child appropriate chairs as they are not suitable for employees, and they must take care when sitting on the floor with children.
- Remove rugs and mats that may be curling and providing a trip hazard.
- Broken flooring or areas that have worn and may cause a trip fall hazard must be reported on **maintenance record** and to the nominated supervisor immediately.
- Any areas within the outdoor area that have an obvious trip fall potential must either be removed or rectified- plastic mats that are old and curling, roots from trees, equipment that is in a fall zone or too close to another piece of equipment.

**Manual Handling** -Refers to any form of lifting moving, pushing, pulling, carrying.

Employees are exposed to a wide range of manual handling situations in the day-to-day routines of their role. This exposes employees to risk of injury, and it increases when manual handling tasks are frequent, repetitious, last a long time and are performed with poor posture or technique.

- Incorrect manual handling can invariably impact the safety of an employee; therefore, employees must seek assistance when moving equipment and adhere to the **back care procedure**.
- Avoid carrying children allow them to walk if able to.
- Use equipment to assist such as stairs and trolleys.
- Nominated supervisor will ensure that staff are trained in safe handling and monitor practice within the service.

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**Stress, bullying and mental wellbeing-** another area of concern, as the role of an educator and manager of a childcare service can be at many times highly stressful. It is important that employees recognise and manage stress and feel supported in the workplace.

- Employees will take their breaks and seek support if they feel they are becoming highly stressed in any particular situation. It is important that all employees work as a team and maintain supportive relationships with each other and recognising team members who are struggling.
- Nominated supervisor will ensure all employees are supported by checking that ratios are intact and that no staff member is placed in a situation that is beyond their capabilities.
- Ensure that employee breaks are given as required and not expect that they are skipped.
- Ensure that employees who are under stress that seek support are given time privately to talk with nominated supervisor, discuss with them ways that you can support them. Refer employees to the BeYou online portal for further information and give them a copy of the An Educator Wellbeing Guide from BeYou( available in treasure chest).
- Remember that an employee who is seeking support should be referred to a medical practitioner.
- Provide employees with information to guide them as to what constitutes bullying in the workplace. Adopt a zero tolerance to any form of bullying. Nominated supervisor will ensure that they react appropriately and support any employee that reports a situation that they believe is bullying.
- Discuss and implement ways to support staff to feel appreciated, have some downtime and ways of encouraging a healthy lifestyle through staff meetings and supportive programs.

**In the event of a workplace incident, injury, or trauma**

- In the event of an injury an employee may seek workers compensation. However, staff must complete an Incident Injury trauma and illness record- staff and report immediately to nominated supervisor or responsible person.
- In the event of a workers' compensation claim, a return-to-work plan will be developed in consultation with the employee, employer, the relevant insurance company representatives, rehabilitation provider and medical professionals treating the employee.
- It is important to ensure that any work restrictions placed on the employee by their treating physician are observed and that they are not required to undertake duties that will exacerbate their injury.
- Depending on the severity of the injury, the employee may need to return on reduced hours and gradually increase their work time to the pre-injury hours. The employee's rehabilitation provider and the employer's insurance company can provide information about the rights and responsibilities of both the employee and the employer in achieving a successful return to work after an injury.
- It is important to add that employees don't make any decisions on their own regarding their ability on the return-to-work restrictions. Management must monitor that there is no discrimination toward an employee returning to work.
- In order to be compliant with workers compensation in the service management must adhere to the following:
  - Ensure that employees know of their rights and how that they make a claim.
  - In Victoria employees can access and display poster in staff room regarding what to do in the event of an injury.
  - Management can ensure that information is provided to employees regarding return-to-work program.
  - Employees must ensure that they report any injuries to the nominated supervisor as soon as is possible and all procedures are followed. State detail authorities are as below.

**Work Health and Safety Authorities**

National state and territory places to obtain information and resources to help you improve the health and safety of the workplace. It is important that at all times any

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actions put in place are referenced back to the body that supports your state. The overarching reference area is Safe Work Australia.

**Safe Work Australia**

Phone: 02 6121 5317

Web: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

Victoria

**Victorian Workcover Authority**

Advisory: 1800 136 089

Switch: 03 9641 1555

Web: [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**The Approved Provider**

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**

- Will research and ensure that WHS is conducted according to the relevant state requirements.
- Will ensure that plants brought into or grown in the service are non-toxic.
- Will take reasonable steps to ensure that workplace stress for all employees is kept to a minimum by ensuring that adequate staff are in place at all times, ensure educators take scheduled breaks and regular annual leave.
- Will provide information about workplace bullying – and what to do about it. Ensure educators understand your conflict resolution and grievance policy and procedures.
- Will induct any trades or contractors into the service and have them complete a **tradesperson induction record**.
- Will complete any maintenance or arrange for quick turnaround of maintenance issues in the service.
- Will cross reference records at different times of the day/ week/ month to ensure that staff are actually completing them such as but not limited to **cot safety record, open record, close record, Surface temperature check record**.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.

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	<ul style="list-style-type: none"> <li>Ensure the policy is kept up to date with current legislation, research, and best practice.</li> <li>Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>Will take responsibility for WHS and ensure that their actions are not placing anyone at risk. Be diligent when it comes to broken or damaged equipment.</li> <li>Report any injuries immediately to management.</li> <li>Complete all records that are provided by physically checking not just ticking off so that it is completed such as but not limited to <b>cot safety record, open record, close record, Surface temperature check record.</b></li> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>Will take reasonable care of their own health and safety.</li> <li>Will take reasonable care that their actions do not adversely affect the health and safety of others, particularly the children.</li> <li>Will comply, with any instructions that may be given by the nominated supervisor or employees on their induction into the service.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>▪ Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>▪ Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>▪ Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li>▪ <b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> <li>▪ <b>Work health and safety</b>- is concerned with protecting safety, health and welfare of employees, visitors and stakeholders. It encompasses the "whole person" - social, mental, and physical well-being. It deals with both safety in the workplace, to reduce or minimise injury or disease, and with the health and wellbeing of employees, visitors, and stakeholders.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>▪ Australian Children's Education &amp; Care Quality Authority. ACEQCA</li> <li>▪ BeYou- <a href="https://beyou.edu.au/https://beyou.edu.au/resources/educator-wellbeing">https://beyou.edu.au/https://beyou.edu.au/resources/educator-wellbeing</a></li> <li>▪ Code of Ethics</li> <li>▪ Education and Care Services National Regulations.</li> <li>▪ Education and Care Services National Law Act 2010</li> <li>▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>▪ Guide to the National Quality Framework.</li> <li>▪ Kidsafe Australia</li> <li>▪ National Quality Standard.</li> <li>▪ United Convention on the Rights of the Child</li> <li>▪ Safe work Australia <a href="https://www.safeworkaustralia.gov.au">https://www.safeworkaustralia.gov.au</a></li> <li>▪ Work Health and Safety Act 2011</li> <li>▪ Work Safe Victoria <a href="https://www.worksafe.vic.gov.au/early-childhood-education-and-care-safety-basics">https://www.worksafe.vic.gov.au/early-childhood-education-and-care-safety-basics</a></li> </ul>

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