

B-2 Building & Equipment Repairs & Maintenance

Epping Heights OSHC.

NQS

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| QA. 2.1 | Health. |
| QA. 2.2.1 | Supervision. |
| QA. 3.1.1 | Fit for purpose. |
| QA. 3.1.2 | Upkeep. |
| QA. 3.2.1 | Inclusive environment. |
| QA. 3.2.2 | Resources support play-based learning. |
| QA. 3.2.3 | Environmentally responsible |
| QA. 7.1.2 | Management systems. |
| QA. 7.1.3 | Roles and responsibilities. |

National Regulations

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| Reg. 103 | Premises, furniture and equipment to be safe, clean and in good repair |
| Reg. 105 | Furniture, materials and equipment |
| Reg. 168 | Education and care service must have policies and procedures |

My Time, Our Place

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| LO. 1 | Children and young people feel safe, secure, and supported |
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POLICY STATEMENT

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance. This policy describes the process of selection, purchase and maintenance of plant, equipment and personal protective equipment (PPE).

RELATED POLICIES

- Epping Heights OSHC Policy A-15: Role of Management Committee
- Epping Heights OSHC Policy B-1: Facility Management
- Epping Heights OSHC Policy D-26: Security
- Epping Heights OSHC Policy D-28: Workplace, Health and Safety
- Epping Heights OSHC Policy D-34: Hazard Identification, Risk Assessment and Control

PROCEDURE

Responsibilities

Management at the service have the responsibility to:

- Ensure selection and purchase of equipment and PPE, is in consultation with staff (gloves, masks, etc.)
- Ensure plant, equipment and PPE conforms to the appropriate Australian Standards
- Ensure employees are instructed in the safe use of plant and equipment using standard operating procedures derived from the manufacturer instructions
- Ensure all plant and equipment is maintained in accordance with manufacturer instructions
- Provide appropriate PPE to staff and provide training in its use
- Ensure all new tasks and processes are Risk Assessed and if PPE is required provide as appropriate
- Promptly replace any lost or damaged PPE

Staff have the responsibility to:

- Observe directions and training received for use and maintenance of plant, equipment, and PPE
- Tag and report any defective or damaged equipment to management and ensure it is removed from use.

A risk assessment will be undertaken when new equipment is purchased and either a standard operating procedure developed, or manufacturer instructions used to train all staff that may use the equipment. Training will be documented, and records retained.

Equipment will be chosen to meet the children's developmental needs and interests.

Buildings and all equipment will be maintained in a safe, clean condition and in good repair at all times.

If PPE equipment is required, this will be issued to relevant staff as required and they will be trained in its use and maintenance.

There must be no damaged electrical outlets or equipment that will be used at the Centre.

All plug sockets shall be maintained as child safe.

Electrical appliances shall be in safe working order.

Electrical circuit breakers will be installed and maintained.

Provision will be made in the budget for regular maintenance and repair work and for deferred costs of major capital repairs.

All contractors must have their own public liability insurance (see A-20: Insurance policy)

The Centre and equipment will be regularly checked by the school to ensure that they are in a good and safe condition and comply with relevant legislative standards (see B-1: Facility Management and Security)

Equipment will be regularly washed and cleaned according to the manufacturer's indications.

Recycled craft materials will be checked for potential hazards before use.

Staff should ensure safe handling of all tools, particularly sharp tools, if used as part of any activity and ensure strict supervision is maintained.

Parents will be encouraged to notify the staff of any problems that they might observe (see D-28: Workplace Health and Safety Policy)

Anything that requires maintenance is to be appropriately reported to the Coordinator as soon as possible. This may include the completion of a hazard report where applicable.

Faulty equipment is to be removed or protection placed around any dangerous building sites (see D-28: Workplace Health and Safety Policy)

For urgent repairs the Centre Coordinator will organise a contractor/repair person to attend to the problem in consultation with the School administration (see B-1: Facility Management and Security Policy)

Non-urgent repairs will be forwarded to the Management Committee and school liaison. The Centre Coordinator will also note this in their report and bring it to the attention of the committee at the next meeting. Maintenance reviews should be done as part of the Coordinator's report at each meeting.

It is the committee's responsibility once a problem has been raised to ensure that it is rectified in the most efficient manner and that the Centre is safe for staff and children.

For major repairs, a minimum of three quotes should be sought and reviewed by the Committee who will make a decision on further course of action. The Coordinator or someone of the committee may obtain the quotes.

Should the Centre be considered unsafe or as being a health risk, then the Centre will be closed, after notice has been given to all relevant parties (including the regulatory authority via NQAITS), until the problem has been rectified.

SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- Work Health and Safety Act 2011
 - Pt.2 div s.19(3) (provide and maintain a safe work environment and to provide safe plant and structures)
- Work Health and Safety Regulation 2017
 - Ch.3, pt.3.2 div.5 (PPE)

- Kidsafe NSW
- Lease Agreement
- WorkCover NSW – COP: How to Manage Work Health and Safety Risks (2011)
- WorkCover NSW – COP: Managing the Work Environment and Facilities (2011)
- WorkCover NSW – COP: Managing the Risk of Plant in the Workplace (2014)

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