

(Revised September 2025)

## **Policy Statement:**

Mueller College Outside School Hours Care (OSHC) is committed to providing safe environments and expects all employees to contribute to the identification and reporting of hazards. All reported hazards are to be investigated and plans put in place for risks to be reduced.

## **Background statement:**

The Education and Care Services National Regulations require Service providers to have policies and procedures that ensure all facilities, equipment, and grounds are safe, well maintained, and free from hazards. Mueller College Outside School Hours Care Service is committed to maintaining a safe and healthy environment for all students, educators, and visitors. The Service prioritises the timely identification, reporting, and rectification of hazards and maintenance issues in accordance with Workplace Health and Safety (WHS) practices. Regular inspections of indoor and outdoor environments, including equipment, playgrounds, and air conditioning systems, are conducted to uphold high standards of safety and functionality. The Service works in partnership with the Mueller College Maintenance Team and WHS Officer to ensure repairs and maintenance are carried out efficiently, with appropriate documentation and follow-up. Through these practices, the Service ensures that all children and young people can engage in play and learning in a safe, well-maintained, and supportive environment.

## **Important terms:**

<b>Children and young people</b>	Refers to the children and young people present in the care environment.
<b>Educator</b>	Refers to the staff employed by the Service to provide care for children and young people attending.
<b>Parent/guardian</b>	Refers to the primary carer/s of the child or young person attending the Service.
<b>Family</b>	Refers to the group of people, including the primary carer, who engage daily with the child or young person in the home environment.
<b>Nominated Supervisor</b>	The person designated by the Approved Provider to have day-to-day responsibility for the operation of the Service, including ensuring environmental practices are embedded and maintained.
<b>Approved Provider</b>	The organisation or entity that holds the Service approval under the Education and Care Services National Law and Regulations and ensures compliance with environmental and sustainability policies.
<b>Mueller College Maintenance</b>	The team responsible for carrying out repairs, maintenance, and installations within the Service as requested through the College's ticketing system.
<b>Hazard</b>	Anything in the environment that has the potential to cause injury, illness, or harm to people, property, or the environment.
<b>Hazard report register</b>	A record maintained at the Service documenting identified hazards, corrective actions taken, and the outcomes of those actions.
<b>Risk Analysis process</b>	The process of identifying hazards, assessing their level of risk, and determining appropriate measures to eliminate or control them.
<b>Electrical Hazard</b>	A risk associated with electrical equipment or wiring that may result in electric shock, fire, or injury if not properly maintained.
<b>Non-removable equipment</b>	Fixed items or structures that cannot be immediately removed when damaged or unsafe; these must be secured and reported for professional repair.

## **Legislation:**

### **National Quality Standard (NQS)**

Quality Area **2: Children's Health & Safety**

**3: Physical Environment**

**7: Governance and Leadership**

<b>2.2</b>	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
<b>3.1</b>	<b>Design</b>	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean and well maintained.
<b>7.1</b>	<b>Governance</b>	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## Education and Care Services National Regulations

103 (1)	<b>Premises, furniture and equipment to be safe, clean and in good repair</b> (1) The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair. Penalty: \$2200.
105	<b>Furniture, materials and equipment</b> The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child. <b>Note—</b> A compliance direction may be issued for failure to comply with this regulation.
110	<b>Ventilation and natural light</b> The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises— (a) are well ventilated; and (b) have adequate natural light; and (c) are maintained at a temperature that ensures the safety and wellbeing of children. Penalty: \$2200. <b>Note—</b> A compliance direction may be issued for failure to comply with this regulation.

## Education and Care Services National Law

167	<b>Offence relating to protection of children from harm and hazards</b> (1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case. (2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400.
301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
301 (3,g)	Requirements and standards about the premises to be used to provide an education and care service including siting, design, layout, space, security and entitlement to occupy;

## Principles:

To ensure that all buildings, equipment and grounds are maintained by the Service, Hazards are identified and removed and reported. Repairs identified should be done in a timely manner, and in accordance with Workplace Health and Safety Practices.

## **Procedure:**

### **Mueller College maintenance team will:**

- Be responsible for repairs and maintenance.
- Respond to all request for maintenance in a timely manner wherever possible
- Sign into the Service upon arrival
- The site Workplace Health & Safety Officer will be responsible for all official checks of the playground in accordance with manufacturers recommendations. These will be conducted at weekly, quarterly and yearly intervals and cover all areas of the structures and surrounds.

### **Educators will:**

- ensure that all equipment that is faulty or broken is remove from use and reported to the Nominated Supervisor.
- prior to use each day, check all outdoor equipment to ensure it is safe for use, free from items which may cause injury, and, is free from splinters and spiders. This should be done by using the WH& S and Outdoor checklists developed by the Service.
- conduct checks of all playground equipment before use each time. Quarterly checks will also be conducted by educators for general wear and tare as well as soft fall levels where relevant.
- complete daily checks including “WH&S Checks” and “Outdoor Checks”. Checks are signed daily and safety problems or concerns are recorded. These checks will include considerations of tripping hazards, broken equipment and electrical hazard.
- conduct weekly checks of toys to ensure all are in working order without missing parts, broken pieces or hazard.
- remove broken equipment and toys to prevent children or young people accesses equipment awaiting repair or replacement.
- be vigilant be observing surrounds for potential hazards when working at the Service. This may involve scanning pathways as you walk children and young people to different areas, checking gardens and equipment for venomous creatures or reporting unsafe equipment or environments.
- report all Hazards identified from these checks directly to the Nominated supervisor.
- not edit or change air conditioning setting without approval of the Nominated Supervisor.
- close windows and doors as much as possible when using air conditioning to maintain energy efficiency.

### **Lead Educators, In addition to the requirements above, will:**

- send maintenance requests via the Mueller College ticketing system, by sending an email to: [services@mueller.qld.edu.au](mailto:services@mueller.qld.edu.au). The Nominated Supervisor should be cc'd on all communications.

### **Approved Provider & Nominated Supervisor will:**

- be responsible to ensure that the Service has adequate ventilation and lighting at all times.
- repair or replace all equipment that is faulty or broken as soon as possible.
- develop and review WH& S and Outdoor checklists to support checking and maintenance of all equipment and play spaces.

- report Hazards identified to the necessary school or management bodies to have the hazard removed or rectified. All reports of hazard will be kept on a hazard report register that records information about the original hazard and how it was rectified.
- ensure facilities and equipment which are assessed to have potential for injury will not be used or action will be taken to allow safe usage. An entry detailing the problem will be communicated to all educators including instructions on any restrictions necessary on use of equipment or areas.
- value the need to ensure that any available air conditioning operates with minimum impact on the environment.
- operate the air conditioner as needed to cool and/or heat the space to ensure the environment is comfortable and suitable to maintain the wellbeing and safety of children and young people and educators.
- set air conditioners at a reasonable temperature at all times it is in use. For energy efficiency the recommendation from Energex is 24 ° C.
- ensure regular maintenance or air conditioners is carried out on the system/s by reputable contractors.
- Share the 'Hazard Reporting, Maintenance of Buildings and Equipment Products Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- Additional professional development will be provided as needed and during review processes.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

### Hazard Reporting

- As outlined above, the hazard may, through the risk analysis process be able to be immediately removed or avoided. Educators should do this only if it is safe to do so in accordance with Service policies. The hazard should still be reported to the Nominated supervisor via email: [r.rose@mueller.qld.edu.au](mailto:r.rose@mueller.qld.edu.au) as soon as possible.
- None-removable equipment showing signs of damage, hazard or need of repair should be reported to the Nominated supervisor via email. The area must be immediately secured and blocked from children and young people until the hazard can be rectified.
- Should the hazard be in shared spaces and unable to be immediately rectified a formal hazard report form should be submitted to the Mueller College Workplace Health and Safety Officer for action. Please see form attached:
- All Hazards identified and reported should be recorded on the hazard report register located in the staff cupboard.



## HAZARD REPORTING, MAINTENANCE OF BUILDINGS AND EQUIPMENT POLICY & PROCEDURE

Hazard Report Form		Internal ONLY
<b>1. Brief Description of Hazard / Issue</b> (Include details if any of immediate action taken to ensure the safety of persons affected)		
(Refer reverse side for <b>Risk Assessment</b> and <b>Priority</b> )		
<b>2. Date/Time Hazard Identified</b> Date: ..... Time: ..... By Whom: .....		
<b>3. Recommended Action to fix Hazard / Issue</b> Elimination: Substitution: Isolation or Engineering: Administrative or PPE: Preferred Control Options & Why:  <b>Report given by:</b> ..... <b>Date:</b> .....		
<b>4. Implementation Plan</b> <b>Control option/s, issues:</b>          <b>Person/s responsible:</b> ..... <b>Proposed completion date/s:</b> ..... <b>Date of completion:</b> ..... <b>Signature:</b> ..... <b>Scheduled review date:</b> .....		
<b>5. Review - Date:</b> ..... <b>By Whom:</b> .....  Are control measures in place? Are controls preventing or minimising the risk? Are there any new problems with the risk?		

## See Also:

- Mueller OSHC Electrical Safety Policy & Procedure
- Mueller OSHC Provision of Equipment Policy & Procedure
- Mueller OSHC Insuring Risks Policy & Procedure
- Mueller OSHC Adhering to Manufacturers Advice Policy & Procedure
- Mueller OSHC Cleanliness & Sanitising Policy & Procedure
- Mueller OSHC Risk Management Policy & Procedure
- Mueller OSHC Workplace Health & Safety Policy & Procedure
- Mueller OSHC Sharps Policy & Procedure
- Mueller OSHC Shared Facilities Policy & Procedure
- Mueller OSHC Management of Poisonous Plants and Fungi Policy & Procedure

## REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- Workplace Health and Safety Act 2011 (Current as at 29 Nov 2024)
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- The Code of Ethics - Early Childhood Australia Inc. (2025 update)

## REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• New legislation</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> <li>• Updated references</li> <li>• Addition of review table</li> </ul>		JAN 2025