

(Revised April 2026)

Policy Statement:

Mueller College Outside School Hours Care (OSHC) recognises that many purchased items will come with instructions or user manuals. This Policy dictates that these documents are to be used and adhered to ensure proper use of equipment and where applicable, safe construction.

Background:

The Education and Care Services National Regulations require Service providers to have policies and procedures that promote the health, safety, and wellbeing of all children. To meet these standards, Mueller College Outside School Hours Care Service ensures that all furniture, equipment, and products are used safely and in accordance with manufacturer's instructions. Following these guidelines minimises risk, ensures compliance with safety standards, and extends the life and quality of equipment. The Service is committed to maintaining a safe environment by ensuring all staff understand and follow manufacturer recommendations, particularly when assembling, using, or maintaining any product or structure. Through consistent adherence to these practices, the Service aims to uphold high standards of safety, professionalism, and accountability in all aspects of operation.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
Nominated Supervisor	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.
Approved Provider	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.
Manufacturer's instructions	The official guidelines provided by a manufacturer outlining the correct and safe use, assembly, and maintenance of equipment or furniture.
Maintenance team	Personnel responsible for assembling, repairing, or maintaining furniture and equipment as required, ensuring all work complies with safety standards.
Licensed Person	A qualified professional authorised to inspect, tag, or certify electrical equipment before it is used within the Service.
Certification	The process of verifying that built structures and equipment meet Australian Standards and manufacturer safety requirements.
Safety Compliance	Adherence to policies, procedures, and regulations designed to protect staff, children and young people, and visitors from harm.
Risk Management	The process of identifying, assessing, and controlling potential hazards associated with the use or assembly of equipment.

Legislation:

National Quality Standard (NQS)

Quality Area **3: Physical Environment**

7: Governance and Leadership

3.1	Design	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.
7.1	Governance	Governance supports the operation of a quality service that is child safe.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

Education and Care Services National Regulations

103 (1)	Premises, furniture and equipment to be safe, clean and in good repair (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.
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105	Furniture, materials and equipment 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. Note— A compliance direction may be issued for failure to comply with this regulation.
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Education and Care Services National Law

301 (3f)	(3) Without limiting subsection (1), the national regulations may provide for the following— (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;
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Principles:

To ensure that all products purchased by the Service are used appropriately and in accordance with manufactures advice.

Procedures:

Educators will:

- Adhere to all elements of this policy at all times.
- Not introduce new items to the Service without first notifying the Service Nominated supervisor.
- read and adhered to manufactures instructions.
- follow the Manufacturers instruction if they are required to assist in the assembly of furniture etc. This process is carried out under the direction of the nominated supervisor.
- not be permitted to assemble furniture or equipment without the Manufacturer's Instructions. When possible, this should be done by the maintenance team.

The Approved Provider and Nominated Supervisor will:

- Share the 'Adhering to Manufactures Advice Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.
- Ensure new furniture or equipment that has any specific care/use instruction has this information passed onto relevant staff.
- Ensure electrical equipment is tagged by a licenced person before used at the Service.
- Ensure all built structures will be certified and manufactures recommendations for use and conditions will be adhered too at all times.

See Also:

- Mueller OSHC Electrical Safety Policy & Procedure
- Mueller OSHC Provision of Equipment Policy & Procedure
- Mueller OSHC Insuring Risks Policy & Procedure
- Mueller OSHC Purchasing & Fraud Prevention Policy & Procedure
- Mueller OSHC Hazard reporting, Maintenance of Buildings and Equipment Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as of February 2026
- Education and Care Services National Regulations and Amendments, Current as of February 2026
- Education and Care Services National Law Act (QLD) 2011, Current as of April 2026
- Guide to the National Quality Framework, Revised March 2026
- 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 January 2026
- Guide to the National Quality Standard, 2017.
- The Code of Ethics - Early Childhood Australia Inc. (2025 update)

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	28/04/26
POLICY REVIEWED	APRIL 2026	NEXT REVIEW DATE	JUNE 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	• New legislation		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	• Updated references • Addition of review table		JAN 2025