



Educator Workplace Safety Audit (EWSA)

Educator: _____

Address: _____

Educators must complete this document annually in September to be eligible to provide Family Day Care education and care services, as an independent contractor, to Cabonne Family Day Care on the following days and times:

HOURS OF OPERATION

Monday	Tuesday	Wednesday	Thursday	Friday

The following Educator Workplace Safety Audit covers some of the requirements of:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Cabonne Family Day Care Policies and Procedures
- National Quality Standards
- Workplace Health and Safety Regulation 2011
- Workplace Health and Safety Legislation 2011
- Australian Competition and Consumer Commission – Product Safety Guide

It is the responsibility of the Family Day Care Service, in conjunction with the educator, to ensure that all requirements of the *Children (Education and Care Services National Law Application) Act 2010* and *Education and Care Services National Regulations 2011* are met.

It is the responsibility of the educator to ensure that the requirements of the *Work, Health and Safety Legislation 2011* and the *Work, Health and Safety Regulations 2011* are met.

Educator’s registration with the service may be subject to review, suspension, variation, or termination in accordance with Cabonne Family Day Care, because of:

- Failure to comply with regulatory requirements, policies, procedures, and the National Quality Framework
- Concerns, difficulties, or complaints received relating to their performance of education and care duties
- Changes to their residence or venue, personal health, family composition or circumstances that may compromise the safety and wellbeing of children in care

Educator Signature: _____

Date Completed: _____

Staff Member Name: _____

Signature: _____

Date: _____

AREAS INACCESSIBLE TO FAMILY DAY CARE CHILDREN

Area	How is it kept inaccessible to children?

GENERAL

Requirements	Yes, No or N/A	Comments	Date Completed
1. Is the front entrance, the furniture and equipment safe and clean?		<i>If no, comment is required.</i>	
2. Are the Education and Care National Law & Regulations available?		<i>Are they stored electronically or hard copy?</i>	
3. Are the service's policies and procedures available?		<i>Are they stored electronically or hard copy?</i>	
4. Are the below documents displayed in a prominent spot?			
a) Provider Information			
b) Current Registration Certificate			
c) Quality Rating Display			
d) Educational Program		<i>How?</i>	
e) Service Philosophy			
f) Notice of child with anaphylaxis (if required)			
5. Is the Visitor's Sign-In Book available near the entrance to the service?			
6. How are the attendance records stored? <i>Please answer in comment section.</i>			
7. Are the doorways and halls clear of obstacles?			
8. Are all wall units and bookshelves stable?			
9. Are irons, ironing boards and sewing machines inaccessible to children?			
10. Is the home free of guns?			
a) If no, state gun licence number and expiry date			
b) If no, how and where are the guns stored?			
11. Is alcohol, cigarettes, lighters, matches and ashtrays inaccessible to children?			
12. Is a smoke free environment always maintained when children are in care?			
13. Is the entry door locked at all times?			
14. Do all doors and windows, accessible to children, have screens?			

15. Is an earth leakage circuit breaker installed?			
16. Is fresh drinking water available?			

GLASS

Requirements	Yes, No or N/A	Comments	Date Completed
17. Are there any glassed areas that are 1000mm, or less, above floor level?		If yes, please answer the following.	
a) If yes, is it glazed with safety glass? OR			
b) Guarded by barriers that prevent children from striking or falling against it?			

MEDICINE

Requirements	Yes, No or N/A	Comments	Date Completed
18. Is Paracetamol available?		<i>What is product name & expiry date:</i>	
19. How is medicine safely stored?			
20. Is Saline available?		<i>What is product name & expiry date:</i>	
21. Is the First Aid Kit stored at least 1.5m above ground, and easily accessible?			
22. Is the First Aid Kit fully stocked and are all resources in date?			
23. Is the First Aid Kit taken on excursions and in the car?			

FIRE AND EMERGENCY

Requirements	Yes, No or N/A	Comments	Date Completed
24. Where is the fire equipment located?			
25. Is the fire blanket kept adjacent to cooking facilities?			
26. Are there smoke detectors in every room and are they checked every three months?			
27. When was the last fire equipment check completed?		Date: <i>If more than 6 months, complete a new check</i>	
28. Is there a current Risk Assessment in place for an Emergency Evacuation?		Risk Assessment Number:	
29. Is there a CPR Chart placed both indoors and outdoors?			
30. Is an Evacuation Plan displayed at the emergency exit?			

31. Is there an emergency 'Go Bag' ready and easily accessible?		<i>Where is it located?</i>	
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VENTILATION, COOLING AND HEATING

Requirements	Yes, No or N/A	Comments	Date Completed
32. Is the cooling appliance, and the controls, inaccessible to children?			
33. Is the heating appliance, and the controls, inaccessible to children?			

LIGHTING

Requirements	Yes, No or N/A	Comments	Date Completed
34. Is there soft lighting in rest and sleep areas?			
35. Is there bright lighting in areas where children can read and engage in activities?			

KITCHEN

Requirements	Yes, No or N/A	Comments	Date Completed
36. Are the food preparation and storage areas consistently hygienic?			
37. Is there a stove, microwave, sink, refrigerator, hot water supply and disposal facilities?			
38. Are all detergents, cleaning products and poisonous or dangerous substances inaccessible to children?			
39. If you answered no to 38 , are the containers legally labelled with the following: a) Poison Warning b) Name and brand c) Ingredients d) What chemicals are mixed with e) Ratio of mixed chemicals			
40. Are there current Material Safety Data Sheets (MSDS) kept on all chemicals used?			
41. Is the bottle preparation area separate to the nappy change area?			
42. Is the dishwasher door kept closed at all times?			
43. Are plastic bags and wraps inaccessible to children?			
44. Are sharp knives, scissors, and other sharp items inaccessible to children?			
45. Are all electrical cords out of reach of children?			

46. Are all electrical appliances kept away from water?			
47. Is the refrigerator free of alcohol and medicine, or is the fridge locked?			
48. Are any bins covered and emptied regularly?			

BATHROOMS

Requirements	Yes, No or N/A	Comments	Date Completed
49. Is the hot water tap covered, or the hot water service turned down to 50°C?		<i>Which is used?</i>	
50. Are toilet cleaners and toiletries inaccessible to children?			
51. Are all electrical appliances inaccessible to children?			
52. Is the hand washing poster displayed at all accessible sinks?			

TOILETS

Requirements	Yes, No or N/A	Comments	Date Completed
53. Is the door able to be unlocked from the outside?			
54. Are hand washing facilities adjacent to the toilet?			
55. Are all facilities safe and appropriate for use by children?			

HEALTH AND HYGIENE

Requirements	Yes, No or N/A	Comments	Date Completed
56. Is nappy change area an impervious washable surface that is cleaned after every use?			
57. Are soiled nappies disposed in a hands-free lidded bin?			
58. Is soiled clothing or linen hygienically stored pending laundering or disposal?			
59. Are nappy changing facilities designed, located, and maintained so as to prevent unsupervised access by children?			
60. Are the nappy changing facilities separate from food preparation facilities and craft facilities?			
61. Are there hand washing facilities for adults in the immediate vicinity of the nappy changing area?			
62. Are soiled clothes rinsed in a separate area to food preparation and hand washing?			

63. Is the nappy change poster displayed?			
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LAUNDRY

Requirements	Yes, No or N/A	Comments	Date Completed
64. Are all cleaning products inaccessible to children?			
65. Are all appliances inaccessible or fixed with child safe lock?		<i>Which is used?</i>	
66. Are there safe sanitary facilities for the storage of soiled clothes, linen, and nappies before laundering or disposal?			

BEDROOMS

How many bedrooms are used? _____

Requirements	Yes, No or N/A	Comments	Date Completed
67. Is there a separate sleep area for children?			
68. Is there adequate number of beds or bedding item? (e.g. stretchers, sleep mats)			
69. Are beds safe, clean and in good repair?			
70. Is separate linen and blanket used for each child?			
71. Are mattress and pillows free from plastic?			
72. Is bedding arranged:			
a) In an area with natural lighting?			
b) To allow easy access and exit?			
c) To reduce risk of cross infection between children?			
73. Are cots away from curtains, blinds, and cords?			
74. Are window openings restricted?			
75. Are sleeping checks being recorded?			
76. Is there a separate sleep area for children aged 7+ years from the opposite sex?			

PLAY SPACES

Requirements	Yes, No or N/A	Comments	Date Completed
77. Is there enough space available for babies to freely explore, crawl and stand up?			
78. Is there sufficient space allowing:			
a) Children to be in a group, pairs or alone			

b) Quiet or active play			
c) Messy play			
79. Are tables and chairs low enough for young children to seat themselves?			
80. Are all power points covered and electrical cords inaccessible?			
81. Is any gym equipment inaccessible?			
82. If there are bean bags:			
a) Are they full and in good condition?			
b) Does it have a safety zip?			
83. Is there a quiet space for school children to do homework?			
84. Is the equipment and play materials interesting, varied and rotated?			
85. Is equipment and play materials available in an organised way that engages creative play?			
86. Is play equipment checked before each use for broken or dangerous parts?			
87. Are materials and equipment readily available for children to use?			
88. Are materials freely available that reflect our diverse community?			
89. Is equipment cleaned on a weekly basis, according to Service Policies and Procedures?			
90. Are all small toys inaccessible to children?			

OUTDOORS AND OUTDOOR EQUIPMENT

Requirements	Yes, No or N/A	Comments	Date Completed
91. Are motor vehicles, motor bikes, trailers, boats, and caravans inaccessible?			
92. Does the outdoor area have shade?		<i>How?</i>	
93. Is outdoor furniture in good condition?			
94. Is yard free of tin, wire, garbage, rubble, and other associated debris?			
95. Are drains covered and sealed?			
96. Are garden tools, mowers, poisons etc. inaccessible?			
97. Are any sheds locked at all times?			
98. Are wood piles inaccessible?			
99. Fencing			
a) Is fence in good condition?			

b) Is fence at least 1.2m high, or 1.5m high near hazardous areas (<i>main roads or water hazards</i>)			
c) Is front and backyard separated by a childproof gate?			
100. Is under the house inaccessible?			
101. Is hot water service inaccessible to children?			
102. Are all fish ponds covered with rigid mesh?			
103. If the barbeque is accessible, is gas bottle disconnected and inaccessible?			
104. If barbeque is wood fired, is it cleaned of ashes and wood?			
105. Is all equipment stable, maintained, in good repair?			
106. Is all equipment cleaned and inspected regularly for vermin, pests, and animal excretion?			
107. Is all outdoor play equipment less than 60cm in height? (<i>Kidsafe Guidelines</i>)		<i>If no, note RA Number/s:</i>	
108. Is climbing equipment, including trampoline, located on safe fall surface relevant to height of equipment?			
109. Is play equipment away from concrete edges or hard objects?			
110. Is it probable that a child can be trapped, pinched, or crushed in the play equipment or stuck by it?			
111. Is the play equipment free from any sharp edges and projections or rust?			
112. Are sandpits covered when not in use and cleaned regularly?			
113. Is a Benefit Risk Assessment completed for the trampoline? <i>Note: Only one child at a time & must be supervised</i>			
114. Is the trampoline safely secured with a barricade when not in use?			

WATER PLAY AND WADING POOLS

Requirements	Yes, No or N/A	Comments	Date Completed
115. Is it a size and design that can be overturned by one adult to drain immediately after use?			
116. Is a Benefit Risk Assessment completed and parent authorisation obtained?		<i>If yes, note RA Number:</i>	
117. Does educator remain with child at all times?			

POOLS

Requirements	Yes, No or N/A	Comments	Date Completed
118. Is it inaccessible to children?			
119. Is there an approved fence and a self-locking gate?			
120. Is there a First Aid and CPR Chart displayed?			
121. Does service have copy of Compliance Certificate?			
122. Have items near the fence, that could be used by child to scale it, been removed?			
123. Are pool chemicals, pumps, filters, and equipment inaccessible?			

FISH TANKS AND WATER FEATURES

Requirements	Yes, No or N/A	Comments	Date Completed
124. Safety glass or barrier to prevent striking?			
125. Covered to prevent child gaining access to water?			
126. Chemicals inaccessible to children?			
127. Fish food inaccessible to children?			

BUILDING FEATURES

Requirements	Yes, No or N/A	Comments	Date Completed
128. Are there internal or external stairs?		<i>If yes, internal, external or both?</i>	
129. Are vertical railings more than 10cm part?			
a) If yes, how are railings covered?			
130. Do they have gates at top and bottom, if there is a potential fall of over 1 metre?		<i>If no, gates, or barriers must be installed immediately.</i>	

VEHICLES

Requirements	Yes, No or N/A	Comments	Date Completed
131. Are child restraints appropriate for each child's age?			
132. Is a First Aid Kit available inside the vehicle?			
133. Are parent contact numbers available when transporting?			
134. Are animals restrained by barrier, or cage, if in the car?			

COT SAFETY CHECKLIST

Reference: Mandatory Australian Standard AS/NZS 2172

If an educator answers 'No' to any of below questions, the cot is not safe for use in the educator's Family Day Care Service. This checklist is best practice only.

	COT 1	COT 2	PORTABLE COT 1	PORTABLE COT 2
Name of Cot				
1. Does cot comply with current AS/NZS 2172?				
2. Are babies slept on their back?				
3. Do you ensure baby's head and face are uncovered, with feet positioned at the bottom of the cot?				
4. Are sheets tucked in to eliminate loose bedding, or is a safe baby sleeping bag used?				
5. Is cot free from items, such as amber necklaces, jewellery, doonas, loose beddings, pillows, bumpers, and soft toys?				
6. Is cot in good repair, with no tears, splinters, bends or damage?				

RISK ASSESSMENT RELEVANT TO THE SERVICE

Examples - Building Fire, Bush Fire, Earthquake, Flood, Extreme Heat, Industrial or Factory Nearby, Intruder, Loss of Essential Services, Gas Leak, Medical Emergency, Mental Stress, Missing Child, Severe Weather Event, Smoke, Snakes

Hazard	Possible Cause	Control Measures

REFERENCES TO THE NATIONAL REGULATIONS

Number	Requirement	Regulation
2	Education and Care National Law & Regulations available	185 The approved provider of an education and care service must ensure that a copy of the Law and Regulations are always accessible at the education and care service premises.
3	Policies and procedures to be available	171 The approved provider of an education and care service must ensure that copies of the current policies and procedures are readily accessible to family day care educators engaged by or registered with the service
4 (a)	Provider Information to be displayed	173 All information in the National Regulations Prescribed Information poster to be displayed
4 (d)	Educational program to be displayed	73 The approved provider of an education and care service must ensure that— (a) information about the contents and operation of the educational program for the service is displayed at the education and care service premises at a place accessible to parents of children being educated and cared for by the service; and (b) a copy of the educational program is available at the following places for inspection on request— (ii) in the case of a family day care service, at each family day care residence or family day care venue.
4 (f)	Notice of child with anaphylaxis to be displayed	173 For the purposes of section 172(f) of the Law, the following matters and information are prescribed— (ii) in the case of a family day care residence or approved family day care venue, a notice stating that a child who has been diagnosed as at risk of anaphylaxis— (A) is enrolled at the family day care service; and (B) attends the family day care residence or family day care venue;
4	Visitor's Book available	165 A family day care educator must keep a record of all visitors to a family day care residence or approved family day care venue while children are being educated and cared for by the educator at the residence or venue as part of a family day care service. The record of visitors must include the signature of the visitor and the time of the visitor's arrival and departure.
10,11	Smoke, drug, and alcohol-free environment	82 A family day care educator must ensure that children being educated and cared for by the educator as part of a family day care service are provided with an environment that is free from the use of tobacco, illicit drugs, and alcohol.
16	Glass requirements	117 The glazed area, under 1000mm, must be— (a) glazed with safety glass, or (b) in any other case— (i) treated with a product that prevents glass from shattering if broken; or (ii) guarded by barriers that prevent a child from striking or falling against the glass.
20 - 22	First Aid kit	89 A family day care educator must keep a first aid kit that is suitably equipped, easily recognisable, and readily accessible to adults wherever the educator is educating and caring for children as part of a family day care service.
32-35	Ventilation and Lighting	110 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.
36	Food preparation areas are hygienic	77	(3) A family day care educator must implement— (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing, and storing food—to minimise risks to children being educated and cared for by the educator as part of a family day care service.
53 -55	Toilets	109	The approved provider of an education and care service must ensure that— (a) adequate, developmentally, and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and (b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.
64 - 66	Laundry facilities	106	(1) The approved provider of an education and care service must ensure that the service has— (a) laundry facilities or access to laundry facilities; or (b) other arrangements for dealing with soiled clothing, nappies, and linen, including hygienic facilities for storage prior to their disposal or laundering— that are adequate and appropriate for the needs of the service. (2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.
67-76	Bedrooms	81	(3) A family day care educator must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the educator as part of a family day care service are met, having regard to the ages, development stages and individual needs of the children.
77-98 100-114	Play spaces	103	(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.
		105	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.
99	Fencing	104	(1) The approved provider of an education and care service must ensure that any outdoor space used by children at the education and care service premises is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.