

LA TROBE UNIVERSITY
COMMUNITY CHILDREN'S CENTRE

SAFETY CHECKS AND MAINTENANCE OF BUILDING AND EQUIPMENT

'La Trobe University is committed to promoting a healthy and safe environment and recognises its obligations under the OH&S Act (2004).' (Occupational Health and Safety Policy – 9 November 2005)

To assist and ensure that the Centre's building and equipment is in good repair staff are requested to complete a series of safety inspections via checklists. The checklists ensure the regular and systematic assessment of buildings, grounds and equipment. This identifies and minimises any likely risk to children and adults while at the Centre.

The implementation of the Children's Play Environment Checklist monitors the safety of the day to day play environments being provided to the children. The checklist looks at both the indoor and outdoor environments.

In addition to the checklists, Sections Heads submit a written monthly report to Management and are asked to list any maintenance and repairs at the end of each report. Requests for maintenance and/or repairs are forwarded to Buildings and Grounds, for action by the University. All urgent repairs and/or maintenance are to be brought to the Manager's attention for immediate action.

Centre management via the division of Buildings and Grounds arrange for routine checks and servicing of the building and its equipment on an annual, biannual and quarterly basis. This ensures that building systems (such as lighting, cooling/heating, refrigerator/freezers and electrical tagging of appliances) building hygiene (window cleaning, sealing of vinyl and steam cleaning of carpets) and outdoor resources (replenishing of sand/tanbark and the lopping of trees) are maintained to a safe standard.

Cleaning of the building is undertaken on a daily basis by professional cleaners when the Centre is closed. Throughout the day staff are expected to undertake general cleaning to ensure a safe and hygienic environment i.e. sweeping floors, wiping up spills, cleaning tables and the toileting areas.

These checklists and associated tasks are incorporated into the Centre's day to day operation.

Links to other documents:

Mission and Strategic Plan
Children's Play Environment Checklist;
Anaphylaxis Management Statement;
Infection Control Policy;
Infection Control Monitor;
Monthly Report;
Daily Plan

Reference:

Mission and Strategic Plan
La Trobe University Buildings and Grounds Division
Children's Services Regulations
National Childcare Accreditation Council (NCAC): Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 5.4
Occupational Health and Safety Act 2004 Sections 21 and 23: main Duties of Employers Section 25: Duties of Employees www.worksafe.vic.gov.au >Laws and Regulations > Acts and Regulations

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