

Health and Safety Policy and Procedures - Staff

Lilliput Land Cooperative Nursery School
Reviewed October 2016

Purpose of the Policy

To help ensure a safe and healthy environment for all staff, participating parents, volunteers and children at Lilliput Land Cooperative Nursery School (“Lilliput Land”).

Health Procedures

Health Records & Immunization Requirements

To work at a daycare in Wellington-Dufferin-Guelph, staff or participating (volunteer) parents must provide a record of up-to-date immunizations as recommended by the local Medical Officer of Health. This record is to be kept on file at the school.

If a health record cannot be located, staff may contact their physician or call Public Health for assistance at (519) 846-2715.

This requirement does not apply when the staff member objects to the immunization because the immunization conflicts with the sincerely held convictions of the staff based on the staff’s religion or conscience or a legally qualified medical practitioner gives medical reasons to the licensee as to why the staff should not be immunized.

Objections and medical reasons shall be submitted in a form approved by the Minister. This form will be kept on file at the school.

An exemption that was made before August 29, 2016 shall expire on September 1, 2017 unless a new objection or medical reasons are submitted in a form approved by the Minister before that date.

Note: In case of an outbreak at the child care centre, the unimmunized employee is at risk for infection, putting themselves and the children at risk. For this reason, the employee would be required to leave the child care centre until the outbreak is over.

Current Medical Condition

No staff member will be admitted to school if she/he shows any signs of the following:

- An acute cold, nasal discharge or excessive coughing
- Vomiting or diarrhea
- Red, scratchy or discharging eyes or ears
- Undiagnosed skin rashes or infections

No staff member should attend school if any of the following conditions are true:

- Fever within the last 24 hours.
- Begun taking a prescribed antibiotic within the last 24 hours. (includes for pink eye, chest infection, strep throat)

- Continuous dry hacking cough.
- Diarrhea
- He/she or their immediate family has come in contact with, or is under quarantine for, a serious respiratory illness (i.e. Severe Acute Respiratory Syndrome [SARS])
- Constant running nose that is NOT clear in colour.

Communicable diseases (including measles, impetigo (skin blisters), rubella, scabies (skin rash), whooping cough, mumps, conjunctivitis (pink eye), strep throat, chicken pox) or prolonged illness should be reported to the staff and Board as soon as possible.

Staff should be free from acute symptoms of illnesses above for at least 24 hours before returning to school. Should a staff member be prescribed medication for an illness, he/she should not return to school until at least 48 hours after starting the medication.

Should a staff member or Supervisor be too ill to attend school, he/she will contact the Job Coordinator or other appointed parent position and request that two duty parents or an approved supply teacher be assigned for the day.

Should a staff member become ill on the job, supply staff will be called in. If supply staff is unavailable, parents will be called and asked to pick up their children, the school will be closed for the day. This will be considered a serious occurrence and should be treated as such.

First Aid Training for Staff

All teaching staff at Lilliput Land must have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board.

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Occupational Safety

Mitigating Biological Hazards

- Each staff member must follow the immunization recommendations of the local Medical Officer of Health prior to starting work
- Staff must wash their hands regularly including before food preparation, and after contact with blood and body fluids.
- Staff are to wear disposable gloves for all contact with blood and body substances.
- Staff will follow the Health & Safety Policies regarding children and staff showing symptoms of illness.
- Staff are to maintain high standards of hygiene and cleanliness, especially as regards diaper-changing and toileting practices.
- Staff are to clean up blood and body fluid spills promptly.
 - *See also the Sanitary Policies and Procedures*

Emergency Preparedness and Response

- St. Andrew's Presbyterian Church will ensure fire extinguishers are available and tested regularly
- Staff will prepare an emergency evacuation plan and conduct a monthly fire drill
- Emergency contact information is to be readily available

Equipment and Material Safety

- Staff will inspect equipment regularly and ensure that it is maintained in good condition
- Staff will repair or dispose of equipment that is damaged or no longer safe to use
- Equipment will only be used for its intended purpose by staff and children
- Hazardous chemicals will not be stored within the child care centre if possible. If they are stored in the centre, they must be clearly labeled and placed out of reach of the children.

Physical Labour

For work involving hard physical effort:

- work will be organized to reduce the physical force needed to lift, carry, move, hold or restrain items, such as positioning items as close as possible to where work is done
- Staff will be provided with adequate mechanical and assistive devices, such as trolleys, to minimize effort if requested.

For work involving awkward working positions, staff should:

- work in the straightest forward facing position
- work with their arms close to their body (not reaching away or overhead)
- vary their position frequently and not stand, sit, kneel or squat for long periods
- minimize bending and over-reaching, by adjusting working platforms (such as change tables) where possible for different working heights; storing frequently used items between hip and shoulder height, and providing adult sized chairs (and tables, if space permits) for staff in children's areas.

For work that is highly repetitive or involves tasks of long duration, staff should:

- take regular breaks
- work at a slower pace for tasks repeated frequently or done for long periods
- use vary work duties or working positions for example, alternate between standing and sitting activities
- change work practices or obtain equipment to avoid repetitive actions or prolonged tasks.

Occupational Stress

- Should a staff member feel undue stress at work, he/she is encouraged to speak to the Supervisor. If the Supervisor feels undue stress at work, he/she is encouraged to speak to the Board.
- Supervisor / Board to assign appropriate amounts of work to workers.
- Supervisor / Board to monitor work demands and control over work.
- Supervisor / Board to provide support systems for talking about difficult situations at work.
- Supervisor / Board to provide clear work structures, particularly through times of change.

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Occupational Violence

- Supervisor to make Board aware of children with challenging behaviours; Board to make all efforts to keep control measures in place to manage any specific risks associated with children with challenging behaviours.
- Staff to implement adequate hand-over practices.

Slips, Trips and Falls

To mitigate or avoid slips, trips and falls, staff should:

- Make sure contaminants and spills on the floor are cleaned up or removed promptly.
- Use slip-resistant flooring in areas likely to become wet or contaminated.
- Ensure regular and adequate cleaning of floors.
- Keep working areas clear and tidy.
- Maintain floor surfaces in a good order (e.g. free from holes, curled carpet edges etc).
- Make sure walkways are adequately lit and clear of clutter.
- Consider the physical characteristics of people and the activity being undertaken.
- Ensure footwear is suitable for the type of work and work environment.