

## Hazard Management – Guideline OG180-10

### AIM

To keep all children, staff, whānau and visitors of Ōtātara Children's Centre safe from harm.

### MANAGING HAZARDS AT OTATARA

- Ōtātara uses the EIT hazard management system to document identified on-going hazards and measures taken to mitigate or eliminate harm that may result from them.
- A safety check is completed by staff each day. Any hazard that is able to be remedied by centre staff is taken care of immediately. Other maintenance requests are reported to management, who immediately make a request through staffnet, to the Facilities team, to take care of the issue.
- Any hazardous item or area is taken out of use until the hazard is eliminated or mitigated.
- Hazards not able to be quickly dealt with are reported to the EIT Health and Safety team via Me@EIT and are added to the hazard register.
- Accident and incident reports are checked each term to identify any, as yet, unidentified hazards causing injury on a regular basis.

### SUPPORTING DOCUMENTS

1. EIT Hazard and Risk Management Procedure (PS180-12)
2. Te Whāriki: Early Childhood Curriculum
3. Licensing Criteria for ECE and Care Services 2008 (amended 2016) –HS12
4. The Health and Safety at work Regulations, 2016

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Please refer to the electronic source (QMS) for the latest version.