WHS DOCUMENTS & TEMPLATES

DOC-ECE-SECT · Early Childhood Education and Care WHS Pack

Product Overview

For: Early childhood education and care services: approved providers, nominated supervisors, centre managers, educators and health and safety representatives

Version 1.0 · 15 November 2026

SAMPLE

WHS documents built for early childhood education and care: a risk register filled in with the sector's common hazards and typical controls, a centre inspection checklist, and five practical procedures for the risks educators face every day.

The Excel risk register starts with 19 hazards common in long day care, preschools and outside school hours care, from lifting children, nappy change and low furniture to aggressive parents, infections, sun, heat and emergencies, each with the controls such services typically have. You keep the controls you have, add your own, and rate each risk for your service on the 5x5 matrix.

The five procedures cover educator ergonomics (lifting children, low furniture, nappy change and cots); managing aggressive or distressed parents and visitors, with a debrief; staff illness exclusion and immunisation records; sun and heat for staff outdoors; and lockdown and evacuation with children, setting out each staff member's role. The centre inspection checklist covers nappy change, rooms, outdoor areas, hygiene, the kitchen, entry and emergencies.

The pack covers worker safety under the WHS laws. It works alongside the National Quality Framework for education and care services and the child safe standards that apply in your state or territory, and does not replace or certify against them: a short guide explains how the two fit together.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

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How to Use This Pack

How to set up, adapt and keep the documents for early childhood education and care

1 What this pack is for

This pack gives an education and care service the core WHS documents for the risks that most often hurt its staff: a risk register, a centre inspection checklist and five procedures. They are written for the sector, but each one needs adapting to your service, rooms, families and staffing.

The documents support controls; they are not the controls. The change table steps, the adult chairs, the shade and the evacuation cots are. Use the documents to decide what controls you need, check they are in place, and train staff in them.

2 How to use it

Step	What to do
1	Read How WHS Sits Alongside Your Sector Standards, so everyone knows what the pack does and does not cover.
2	Work through the risk register with educators from each room, the cook, administration staff and your health and safety representative. Delete rows that do not apply and add your own.
3	For each hazard, keep the typical controls you have, delete those you do not, and rate the risk from the controls actually in place.
4	Add further controls for any High or Extreme risk, with an owner and a date.
5	Adapt the five procedures: rooms, equipment, signals, the assembly area and contacts. Fill in every placeholder.
6	Approve the procedures, train staff in them at induction and staff meetings, and include relief staff.
7	Inspect the centre with the checklist on the schedule you set, and track the actions.
8	Review the register and procedures after incidents, rehearsals and changes, and at least each year.

Make it work, not just exist

- Watch a nappy change and a room set-up before rating them: the strain is in the detail.
- Ask early and late shift staff about working alone and late collections.
- Check the evacuation cots fit through every door on the route.
- Rate the risk of a parent's aggression at the times it happens most: drop-off, pick-up and fee or custody conversations.

3 Who does what

Who	What they do
Approved provider	Approves the documents and resources the controls
Nominated supervisor or centre manager	Leads the procedures day to day, handles difficult conversations, and acts on reports
Educators and HSRs	Say how the work is really done, help rate the risks, and report what does not work
The person who looks after WHS	Keeps the register, runs inspections, and tracks actions to close

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Early Childhood Centre Inspection Checklist

A regular check that the centre is safe for staff and its controls are working

Service or centre		**Inspected by**	
Date and time		**HSR or educator present**	
Areas inspected		**Previous inspection (date)**	

How to use it

- Inspect on the schedule you set, and after a change, an incident or a complaint. Take a health and safety representative or a worker with you.
- Look at each item working, not at its paperwork. Mark it Pass, Not met or N/A, and write what you saw.
- For every Not met, write the action, an owner and a date. Items marked ★ protect against serious harm: a Not met on one of them is fixed or made safe before work goes on.
- Delete the items that do not apply to this workplace, and add your own in the spaces at the end of each section.
- Tell the people who work in the area what you found and what will change.

Stop

If you find something that could seriously hurt someone now, stop the work or keep people away, make it safe, and tell the manager straight away. Do not wait for the end of the inspection.

1 Nappy change and bathrooms

Item	Pass	Not met	N/A	What you saw; action, owner and date
★ Change tables stable, at the right height, with steps for children to climb and supplies within reach	☐	☐	☐	
Gloves, wipes and bins within reach of the change table	☐	☐	☐	
Hand washing at adult height near the change table, with soap and paper towels	☐	☐	☐	
Floors non-slip, dry and clean	☐	☐	☐	
	☐	☐	☐	

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Educator Ergonomics Procedure

Lifting children, low furniture, nappy change and cots: reducing strain on educators

Service or site		**Procedure owner**	
Approved by and date		**Next review**	

1 Purpose and scope

Educators lift, carry, bend and kneel many times a day, often at child height. Over time this causes back, shoulder, knee and neck injuries. This procedure sets out how the service reduces the strain through equipment, room set-up and the way tasks are done.

It applies to every educator, cook and other staff member who lifts children, changes nappies, sets up rooms or works at child height.

2 Who does what

Who	What they do
Nominated supervisor or centre manager	Provides the equipment, plans rosters so tasks are shared, and acts on reports
Room leaders	Set up the room for safe work and show new educators how tasks are done
Educators	Use the equipment and methods, encourage children to do what they can, and report strain early
Health and safety representative	Is consulted on equipment, room set-up and tasks

3 Controls to have in place

Most effective first. Tick what is in place here, and for each No, record the action in the risk register.

Control	What it looks like in practice	In place here?
Fewer lifts	Steps and ramps so children climb to change tables and cots with help; children encouraged to walk, climb and help.	☐ Yes ☐ No
Right-height equipment	Height-adjustable change tables, or tables set for the educators who use them; cots at a workable height.	☐ Yes ☐ No
Adult seating	Adult-height and low-height adult chairs with back support in every room, so educators do not sit on children's chairs.	☐ Yes ☐ No
Supplies within reach	Nappies, gloves and wipes set out before each change so the educator does not turn or reach.	☐ Yes ☐ No
Equipment that moves easily	Wheeled or lightweight outdoor equipment; storage close to where it is used.	☐ Yes ☐ No
Share the tasks	Rosters rotate nappy changes, sleep room and set-up tasks across the team.	☐ Yes ☐ No

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How WHS Sits Alongside Your Sector Standards

Worker safety under the WHS laws, alongside the National Quality Framework for education and care services and the child safe standards that apply in your state or territory

1 Two sets of duties, one workplace

An education and care service works under two sets of duties at once. The WHS laws (in Victoria, the OHS laws) protect the health and safety of educators and other staff, and of anyone else at the service, children and families included. The National Quality Framework for education and care services, and the child safe standards that apply in your state or territory, set what children and families can expect from the service.

The two often deal with the same moment: a nappy change, an angry parent at pick-up, an outbreak, an evacuation. This guide explains how the pack fits alongside your education and care obligations.

Framework	What it is about
The WHS laws (OHS laws in Victoria)	The health and safety of staff, students, volunteers and others at the service. Regulated by the WHS regulator in each state and territory.
The National Quality Framework for education and care services	The education, care, safety and wellbeing of children, under the national law and regulations and the National Quality Standard. Regulated by your state or territory regulatory authority, with the Australian Children's Education and Care Quality Authority (ACECQA) as the national authority.

The rest of this page, and the rest of this document, are in the full product.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. WHS documents built for early childhood education and care: a risk register filled in with the sector's common hazards and typical controls, a centre inspection checklist, and five practical procedures for the risks educators face every day.

What the full product contains

- **Early Childhood Education and Care WHS Risk Register (Excel): 19 common hazards with typical controls filled in, your own ratings on the 5x5 matrix, further controls, owners and dates**
  02_RISK_REGISTER/Early Childhood Education and Care WHS Risk Register.xlsx
- **Early Childhood Centre Inspection Checklist: 34 checks in 8 sections, critical items marked, other hazards, summary, actions and sign-off**
  03_INSPECTION/Early Childhood Centre Inspection Checklist.docx and .pdf
- **Educator ergonomics: lifting children, low furniture, nappy change and cots**
  04_PROCEDURES/Educator Ergonomics Procedure.docx and .pdf
- **Managing aggressive or distressed parents and visitors: prevention, response, debrief and support**
  04_PROCEDURES/Managing Aggressive or Distressed Parents and Visitors Procedure.docx and .pdf
- **Staff illness exclusion and immunisation records, with infection and pregnancy, and a staff immunisation record**
  04_PROCEDURES/Staff Illness Exclusion and Immunisation Records Procedure.docx and .pdf
- **Sun and heat safety for staff outdoors: shade, UV index, clothing, water and heat illness**
  04_PROCEDURES/Sun and Heat Safety for Staff Outdoors Procedure.docx and .pdf
- **Lockdown and evacuation with children: staff roles, evacuation cots, emergency bags, steps and debrief**
  04_PROCEDURES/Lockdown and Evacuation with Children Procedure.docx and .pdf
- **How WHS Sits Alongside Your Sector Standards: how the pack covers worker safety under the WHS laws and works alongside the National Quality Framework for education and care services and the child safe standards that apply in your state or territory**
  01_START_HERE/How WHS Sits Alongside Your Sector Standards.pdf
- **How to Use This Pack: setting up and adapting the pack, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Pack.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

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