

SLSQ Procedure

Subject: Children in the Workplace	Department: Lifesaving & Community
Procedure No: LSP007	Version No: 1
Effective Date: 17/07/2024	Approved Date: 16/07/2024
Revision Date: 17/07/2027	Approved by: State Lifesaving Committee

Purpose

In Queensland, the Work Health and Safety Act 2011 (the Act) provides for the protection of all people at workplaces, including children and young workers. This legislation covers children who are working, as well as children who are in a workplace for any other reason. The content of the Children in the Workplace Procedure details the requirements for any SLSQ staff member under the age of 18.

Scope

This procedure applies to all Surf Life Saving Queensland staff, branches, clubs, and members.

Definitions

- **Person:** A person conducting a business or undertaking has the primary duty under the Act to ensure, as far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.
- **Officers:** Officers, such as company directors and club board members, have a duty to exercise due diligence to ensure that the business or undertaking complies with the Act and Regulation. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to provide and maintain a safe work environment.
- **Workers:** As discussed above, workers have a duty to take reasonable care of their own health and safety and that they do not adversely affect the health and safety of other people. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- **The Act:** places the responsibility for workplace health and safety upon persons conducting a business or undertaking. This responsibility applies to the person conducting a business or undertaking whether the business or undertaking is conducted alone or with others, and regardless of whether or not the business or undertaking is conducted for profit. The Act defines a workplace as a place where work is carried out for a business or undertaking and includes any place a worker goes, or is likely to be, while at work.
- To save any confusion – surf lifesaving clubhouses, patrol equipment and patrol arenas are considered workplaces under the Act.

Table of Contents

1. Checklist
2. Legislative Framework

CHECKLIST

Clubs must utilise a Risk Assessment Table or checklist (see attached an example) to determine the safety of the area for all persons involved in any activity whereby a child is brought into the workplace.

This will include:

- Identification of Hazard – identify the possible hazards that may cause harm to children – identify direct or indirect things or situations that may cause harm.
- Assessing the Risk of injury or harm to children – assess the risk of injury or harm to a child or worker that could arise from each hazard identified and decide which needs to be addressed.
- Controlling the Risk – eliminate or reduce risks to children and employees by implementing control measures.
- Key Questions to ask in safety and health planning.
- Is the workplace suitable for children? There may be some workplaces that are not suitable for children in any situation.
- Is there adequate supervision of children?
- Can patrol members be given limited duties on patrol to ensure supervision of their child i.e., revert to Award Member for the patrol.

CHECKLIST FOR CHILDREN IN THE WORKPLACE		
Identification of hazards to children	Assess the risk of Identified Hazards	Control Measures
Check for possible entry to areas with chemicals or fuel		
Check for possible entry to areas with tools/sharp objects		
Consider situations where there may be distractions to workers – increasing the risk to children, parents or other workers		
Consider the level of supervision		
Consider situations that arise where lapses in parental or guardian supervision mean that there is a danger to the child		
Check the storage, location and height of items the child may get access to & endanger them		

Check items that a child may be able to climb or play on		
Check for items that might get knocked over		
Consider situations where children may not be seen by operators of machinery or vehicles		
Check whether children may be able to switch on vehicles or machines		
Check for other hazards involving equipment that is specific to your workplace		
Consult members about any issues that have arisen with children in the workplace		
Check for weather hazards ensuring there is adequate cover from sun, rain, wind and any other inclement weather		
Child Management/Supervision during active deployment (rescues)		

Legislative Framework

[Work Health and Safety Act 2011](#)

[Child Protection Act 1999](#)