

Ankle injuries checklist.

Early learning professionals are on their feet for extended periods, working hard to ensure the safety and well-being of young children. However, being on their feet constantly exposes them to the risk of ankle injuries.

Ankle injuries in early learning services are often caused by factors such as slips, trips, and falls while moving about the service as well as while lifting and carrying objects. These injuries can range from mild sprains to more severe fractures.

These injuries can impact the running of the service as they may lead to extended time off work or reduced capacity of a staff member while at work. Additionally,

they can also impact a staff member personally, both physically and emotionally. Regular personal activities, such as driving, exercising and socialising, can be challenging or not possible while seriously injured.

Complete the following checklist. Where responses are 'no', this is an opportunity to reflect on workplace practices and make changes where possible.

For training tips, information, guidance and resources to support necessary change, go to SafeWork NSW at safework.nsw.gov.au.

Staff wear comfortable, supportive, and slip-resistant footwear with good arch support.	Yes	No
The service has a policy that doesn't allow staff to be shoe free or bare foot.	Yes	No
Staff walk, rather than run, when moving through the service.	Yes	No
Staff are trained to be always aware and vigilant while moving about the service and watching for potential trip hazards like toys, mats or spills.	Yes	No
Pathways around the service are regularly inspected for potential obstacles and tripping hazards.	Yes	No
Pathways are kept clear and there are designated areas for play to minimise creating tripping hazards in walkways.	Yes	No
Staff have been trained to use correct techniques, and do so, when lifting and carrying.	Yes	No
Staff have been trained in team lifting and it's used when handling large or heavy items to distribute the load evenly.	Yes	No

Equipment, such as stairs leading to changing tables, is used whenever possible to minimise the need for lifting.	Yes	No
This equipment is checked regularly to be sure it's in good condition and well maintained.	Yes	No
The service's floors and outdoor surfaces are in good condition.	Yes	No
Required repairs to any uneven or damaged floors and surfaces are undertaken promptly.	Yes	No
Rugs or mats have non-slip backing and don't have corners that are lifting.	Yes	No
When mats are folded away, they're folded with the surface of the mat on the outside to ensure the ends do not turn up when returned to the floor.	Yes	No
Floors are free of sand, both visible and under mats.	Yes	No
Staff are educated on the importance of ankle injury prevention and provided resources on stretching exercises and proper body mechanics.	Yes	No
Staff are encouraged to report any hazards or incidents immediately on identification.	Yes	No
Safety is a permanent agenda item at staff meetings to discuss and address potential risks.	Yes	No
Managers are aware of the need to report any incidents or injuries to Guild Early Learning, within 48 hours of occurring.	Yes	No

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