Hazardous & Dangerous Goods Policy

Quality Area 2: Children’s health and safety
Standard 2.3: Each child is protected

Quality Area 3: Physical Environment
Standard 3.1: The design and location of the premises are appropriate for the operation of a service.
Standard 3.3: The service takes an active role in caring for its environment and contributes to a sustainable future

This service undertakes to provide an environment that is safe with no risk to the health and wellbeing of children, families, educators and other staff or visitors and to ensure that hazardous materials are stored appropriately. To ensure that, should a chemical be spilled in the service, that it is cleaned up immediately in a safe manner.

Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the centre will not be used or undertaken while the service is in operation, unless critical to do so.

- In the event that such activities should occur, children will be relocated to another room of the service for periods of short duration. Lengthy dangerous activities will be required to occur when the centre is closed.

- Should any pests or vermin be identified action should be taken to rid the centre of the problem. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products.

- All dangerous substances and goods must be stored safely and made inaccessible to children at all times.

- Cleaning chemicals and aids must be stored in locked cupboards. Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept up high and out of reach from children in a locked cupboard.

- Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this.

- Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation. Preferably not to be used in the presence of the children. Aerosol cans such as shaving cream etc, used for specific activities will only be used outside in a well-ventilated area and with appropriate protective equipment.

- All educators and other staff (including casuals) will be made aware on initial orientation at the service, correct storage and usage procedures for potentially hazardous materials.

- All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labelled and stored in the designated secured area which is inaccessible to the children.

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• Staff are responsible to ensure that these areas remain secure and they do not inadvertently provide access for children to these items.

• Cleaning and hazardous products should not be stored close to food products.

• Educators and other should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

• Safety Data Sheets (SDS) will be maintained at the service. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officer is to keep this information up to date at all times – with a review of the folder annually. No SDS is to be more than 5 years old.

• Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept in a locked cupboard out of reach from children.

• Any dangerous tools used for maintenance are to be inaccessible to children at all times. Maintenance staff must sign in and register before commencing work in order for staff to ensure children are moved away from area to be repaired. It is endeavoured major maintenance is to be done outside hours of centre operation in order to ensure maximum safety for children. (e.g. removal of trees, repair to drainage system, etc)

• Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this.

• Poisons Hotline phone number is to be displayed next to all phones within the centre.

• Education about dangerous products and their storage can be used to enhance both children’s and family’s awareness of the topic. Activities, posters or information in newsletters can be used to highlight the issue.

First Aid Action on Dangerous Products

The following steps are in an incident relating to dangerous products.

• If product known
  o Refer to individual Safety Data Sheet (SDS)
  o Follow first aid advice highlighted on SDS, depending on whether the product has been swallowed, in eyes, on skin or inhaled.
  o Phone Poisons Information Centre on 131126 if in doubt of procedure outlined.
  o Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.

• If product not known
  o Phone Poisons Information Centre on 131126.
  o Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.
**Procedure for cleaning up a chemical spill**

The following steps must be taken in order to clean up a chemical spill:

- Remove children from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack colour or odours, but may still be dangerous. Never assume a chemical is harmless.
- Identify chemicals and potential hazards by using the appropriate Safety Data Sheet.
- Use the manufacturer’s recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

This policy was completed in consultation with Education and Care Services National Regulations 2011, National Quality Standard, Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011.

Date that the policy was last updated or revised: **January 2015**

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