'Safe Storage of Hazardous Substances Policy'

* National Quality Standard for Early Childhood Education and Care and School Age Care – Specific Reference to:
  **Quality Area 2: Children’s health and safety**
  **Standard: 2.3.2** Reasonable steps are taken to identify and manage risks, and every reasonable precaution is taken to protect children from harm and hazards.

For the safety and protection of the children and staff the following policy is in place.

- Hazardous chemicals are to be kept to a minimum and only those required to effectively clean the Centre to reduce the spread of cross infection are stored.

- Hazardous chemicals and/or cleaning products will be stored in a locked cupboard in below the art sink so that they are not accessible to children.

- Medication is to be stored either in the lockable fridge container in the staff area or in the locked filing cabinet located in the office inside the medication bag so that they are not accessible to children.

- The kitchen area is inaccessible to children via a high door lock and handle. The only cleaning products in this area are those used to wash dishes and are stored in the locked cupboard under the sink.

- MSDS sheets are kept in this cupboard and also in the office filing cabinet.

- A check sheet, located on the locked cabinet, covering the safety of the products stored must be checked by the Director or Authorised Supervisor every month following the guidelines stated on the check sheet.

- Hazardous or toxic products and dangerous objects must never be in the reach of children.

Date that the policy was last updated or revised: 27 / 1/ 2016

12/02/2016

Nadiya Khan
Director

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