

# Safe Storage of Hazardous Chemicals Policy

*By maximising responsiveness of the prospective hazards of chemicals and equipment, we condense the risk of harm to educators, children and families by ensuring hazardous products are safely stored.*

## National Quality Standards (NQS)

| Quality Area 2: Children's Health and Safety |   |
|--|---|
| 2.3  | Each child is protected   |
| 2.3.2  | Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury                                  |
| 2.3.3  | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |

| Quality Area 3: Physical Environment |  |
|--------------------------------------|--|
| 3.1.1                                | Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose. |
| 3.3                                  | The service takes an active role in caring for its environment and contributes to a sustainable future.              |
| 3.3.2                                | Children are supported to become environmentally responsible and show respect for the environment.                   |

## Education and Care Services National Regulations

| Children (Education and Care Services) National Law NSW |  |
|---|--|
| 85  | Incident, injury, trauma and illness policies and procedures |
| 97  | Emergency and evacuation procedure                           |
| 106   | Laundry and hygiene facilities                               |

## PURPOSE

Our service aims to provide a safe environment where chemicals and hazardous equipment are safely stored and managed away from children and are handled appropriately.

## **SCOPE**

This policy applies to children, families, staff, management and visitors of the service.

## **IMPLEMENTATION**

### **Management will ensure:**

- That every practical provision is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury. (National Law section 167.)
- All dangerous goods and hazardous substances are identified within the service and included in a chemical register
- All risk assessments has been conducted in consultation with the Health and Safety Representative prior to using any dangerous or hazardous substance.
- Educators adhere to the Service procedures for dealing with chemicals.
- Safety Data Sheets (MSDS) and the Chemical Register is readily available and updated
- Appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.
- There are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the Service.
- Action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Service with a certificate of currency. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products will be implemented.

**A Nominated Supervisor/ Certified Supervisor will ensure:**

- At all times there is an educator on the premises with ACECQA approved first aid qualifications.
- There are appropriate storage facilities in the Service in which dangerous products are stored.
- Dangerous products will be stored in areas of the Service that are not accessible to children or in cupboards fitted with childproof locks.
- To develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises.
- Safety Data Sheets (SDS) are maintained at the service. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officers 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 are clearly labelled with contents

**Educators will:**


- Seek medical advice if needed by contacting the Poisons Information Line – 13 11 26 or by calling 000.
- Wear Personal Protective Clothing when handling dangerous materials.
- Strictly adhere to the 'Directions for use' on the product label.
- Dispose of all products safely, in accordance with the manufacturer's instructions on the product label, Work Health and Safety regulations and Council by-laws.
- Consider minimising the use of dangerous products in the education and care service and use alternate "green cleaning" options.
- Complete daily and quarterly WHS checklists to ensure that any dangerous products used within the education and care service have current Material Safety Data Sheets (MSDS) and are stored appropriately.
- Store all dangerous products in well-labelled and original containers that preferably have child resistant lids and caps.
- Only administer children's medications with family authorisation and in accordance with medical directions. See Medication Policy.
- Ensure medication is stored in an area inaccessible to children.

- Ensure any medications or dangerous substances that requires refrigeration, be placed in a labelled childproof container, preferably in a separate compartment of the fridge.
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.
- Be made aware on initial orientation at the Service, correct storage and usage procedures for potentially hazardous materials.
- Ensure cleaning and hazardous products are not be stored close to food products.
- Read the label before using any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

#### Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Occupational Health and Safety Act 2000  
Occupational Health and Safety Regulations 2001
- The NSW Work Health and Safety Act 2011 [www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx](http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx)
- Storage and Handling of Dangerous Goods: Guidance  
[www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf](http://www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf)
- Approved First Aid Qualifications [www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications](http://www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications)
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)  
[www.community.nsw.gov.au/docswr/\\_assets/ain/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/ain/documents/childcare_model_policies.pdf)

Review

| Policy Review Date      |   |
|-------------------------|---|
| January 2018            |   |
| <b>X</b>                |  |
| Nadiya Khan<br>Director |   |