



# SAFE STORAGE OF HAZARDOUS CHEMICALS POLICY

By maximising awareness of the potential hazards of chemicals and equipment, we aim to minimise the risk of harm to Educators, children, and families by ensuring hazardous products are safely stored, handled, and controlled.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedure
106	Laundry and hygiene facilities

## RELATED POLICIES

Environmentally responsible policy	Administration of medication policy
Incident, illness, accident and trauma policy	Work, health, and safety policy
Administration of first aid policy	Health and safety policy

## PURPOSE

Our Service aims to use environmentally friendly products, ensuring we provide a safe environment where any required chemicals and hazardous equipment are safely stored and managed away from children and handled safely and appropriately.

## SCOPE

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

## IMPLEMENTATION

### MANAGEMENT WILL ENSURE:

- That every practical measure 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 the chemical register.
- A risk assessment has been conducted in consultation with the Health and Safety Representative prior to using any potentially dangerous or hazardous substance.
- Educators adhere to the Service procedures for dealing with and handling chemicals.
- Safety Data Sheets (SDS) and the Chemical Register are readily available and regularly updated.
- Appropriate training and Personal Protective Equipment (PPE) are provided for employees who may be exposed to dangerous goods and/or hazardous substances.
- Relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the Service.
- There are emergency procedures and practices for accidental spills and/or 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.

### NOMINATED SUPERVISOR / RESPONSIBLE PERSON WILL ENSURE:

- That there is an educator on the premises with ACECQA approved first aid qualifications at all times.
- All staff are made aware of correct storage and usage procedures for potentially hazardous materials during their initial orientation at the Service.
- There are appropriate and lockable 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 key or childproof locks.
- A hazardous substances register is used and regularly updated.
- A risk assessment for any dangerous materials stored in bulk within the education and care premises has been carried out and is regularly updated.
- 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 are 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 and are not used with children in the immediate vicinity.

#### 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 substances or materials.
- Not use spray bottles containing chemicals in the immediate vicinity of any child or children.
- Read the label before using any cleaning material, sprays or chemicals and strictly adhere to the 'Directions for use' and be aware of appropriate first aid measures.
- Store all dangerous products in well-labelled and original containers that preferably have child resistant lids and caps.
- Ensure all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks.
- Not mix cleaning products as there is the potential for harmful chemical reactions to occur endangering all persons on the premises.
- 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.
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products and potential hazards, and source chemical-free methods to reduce possible hazards in the education and care service.
- Ensure cleaning and hazardous products are not stored close to food products.
- 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 Service have current Safety Data Sheets (SDS) and are stored appropriately.
- Only administer children’s medications with family authorisation and in accordance with medical directions (see *Administration of Medication Policy*).
- Ensure medication is stored in an area inaccessible to children.
- Ensure any medications or dangerous substances that require refrigeration be placed in a labelled childproof container, preferably in a separate compartment of the fridge.

## SOURCE

*Children (Education and care services) National Law (NSW)* – Section 167 (National Law): [http://classic.austlii.edu.au/au/legis/nsw/consol\\_act/cacsnl443/s167.html](http://classic.austlii.edu.au/au/legis/nsw/consol_act/cacsnl443/s167.html)

Australian Children’s Education and Care Quality Authority (ACECQUA). (2019). Approved First Aid Qualifications: <https://www.acecqa.gov.au/qualifications/nqf-approved>

Australian Children’s Education & Care Quality Authority, 2014.

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standards. (2017).

Frith, J., Kambouris, N., & O’Grady, O. (2003). Health & safety in children’s centres: Model policies & practices (2<sup>nd</sup> Ed.): [http://eduserve.com/sites/default/files/jicc\\_resources/Child\\_Care\\_Model\\_Policies.pdf](http://eduserve.com/sites/default/files/jicc_resources/Child_Care_Model_Policies.pdf)

*Occupational Health and Safety Act, 2000.*

Occupational Health and Safety Regulations, 2001.

NSW Government: Workcover. (n.d.) (current). Storage and handling of dangerous goods: Code of practice 2005. [https://www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0005/50729/storage-handling-dangerous-goods-1354.pdf](https://www.safework.nsw.gov.au/_data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf)

*The NSW Work Health and Safety Act, 2011:* <https://www.legislation.nsw.gov.au/inforce/f8df8095-a335-66a0-8828-f33d06042cb9/2011-10.pdf>

Revised National Quality Standards. (2018).

## REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
August 2017	Minor changes made to the policy to ensure the safe use of chemicals	October 2018
October 2017	Updated references to comply with the revised National Quality Standard	October 2018
October 2018	<ul style="list-style-type: none"> <li>• Sources/references alphabetised.</li> <li>• Additional information added to points.</li> <li>• Rearranged the order of points for better flow</li> <li>• Minor formatting (line spacing &amp; paragraph spacing) for consistency throughout policy.</li> <li>• 'MSDS' replaced with 'SDS'</li> <li>• Material Safety Data Sheet replaced with Safety Data Sheet</li> </ul>	October 2019
October 2019	<ul style="list-style-type: none"> <li>• Related policies added.</li> <li>• Minor punctuation and wording edits.</li> <li>• URLs checked – obsolete URLs replaced.</li> <li>• Sources edited.</li> </ul>	October 2020