

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, staff, 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 LAW AND NATIONAL REGULATIONS	
Section 167	Offence relating to protection of children from harm and hazards
82	Tobacco, drug and alcohol-free environment
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedure
106	Laundry and hygiene facilities
112	Nappy change facilities

PURPOSE

Highland Grove Preschool aims to protect children, families and visitors from hazard and harm at all times. We promote the use of environmentally friendly products where possible and ensure we provide a safe environment where chemicals and hazardous products and 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 measure is taken to protect children being educated and cared for from harm and any hazard likely to cause injury
- a smoke free environment is provided to children, staff, families and visitors at all times
- all dangerous goods and hazardous substances are identified within the Service and included in the chemical register, with Safety Data Sheets (SDS) provided for each room
- the Poison Hotline number is clearly displayed near the First Aid Kit/ in each room
- educators adhere to our procedures for dealing with and handling chemicals
- relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the centre (e.g. Caution- Chemical Storage Area; Danger; Hazardous Chemicals)
- laundry and nappy change facilities are located and maintained in a way that prevents unsupervised access by children
- all products/chemicals used for laundry purposes are locked in a cupboard inaccessible to children
- action is taken to remove any pests or vermin by a licensed exterminator, and a certificate is provided.
- 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:

- all permanent educators have ACECQA approved first aid qualifications
- all staff are made aware of correct storage and usage procedures
- there are appropriate and lockable storage facilities in the Service in which dangerous products are stored
- lockable storage facilities are clearly marked with signage to indicate chemicals/hazardous materials
- dangerous products will be stored in areas of the centre that are not accessible to children or in cupboards fitted with key or childproof locks
- a hazardous substances register is used and regularly updated
- Safety Data Sheets (SDS) are maintained at the centre. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officer- the centre owner -always keeps this information up to date, with a review of the folder annually. No SDS is to be more than 5 years old.
- chemicals in spray bottles are clearly labelled with contents and are not used with children in the immediate vicinity

- in the event of any incident involving accidental exposure to chemicals or other hazards or incident involving possible poisoning, an *Incident, Injury, Trauma and Illness Record* will be completed
- if a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the Regulator Authority within 24 hours

EDUCATORS WILL:

- seek medical advice if needed by contacting the Poisons Information Line (13 11 26) or by calling 000
- 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 in a secure and locked place/cupboard, inaccessible to children
- 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
- 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 checklists and bi-annual WHS audits to ensure that any dangerous products used within Highland Grove 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 requires refrigeration, be placed in a labelled childproof container, preferably in a separate compartment of the fridge
- keep all button batteries and all other batteries out of reach of children
- dispose of or recycle used button batteries immediately

POISONING:

Many products and materials that are used and kept within the centre are potentially poisonous to children. Poisonings can happen quickly. Toddlers are most at risk due to their tendency to put objects in their mouths.

Highland Grove will ensure all items that may cause harm to children are inaccessible. Staff will keep their personal items in the staffrooms, which is inaccessible to children.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the Service and risk mitigation strategies implemented including removal of any potentially dangerous/poisonous plants and trees.

Our Service displays a notice detailing the Poison information hotline in visible positions.

POISON INFORMATION HOTLINE 13 11 26

SOURCE

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

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Frith, J., Kambouris, N., & O'Grady, O. (2003). Health & safety in children's centres: Model policies & practices (2nd Ed.)

Guide to the National Quality Framework. (2017). (amended 2020).

Guide to the National Quality Standards. (2017).

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

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The NSW Work Health and Safety Act, 2011

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