

Tottenham War Memorial Early Childhood Centre Storage of Dangerous Chemicals, Substances and Equipment Policy

The Centre aims to provide a safe environment where chemicals and hazardous equipment are safely stored away from children.

Statutory Legislation and Considerations:

Education and Care Services National Regulation

Pesticide Act (NSW)

Work Health and Safety Regulation

Work Health and Safety Act

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to staff, children and families. We ensure dangerous products are safely stored and their use is minimised.

Storage of Dangerous Chemicals, Substances and Equipment Procedure:

When using or storing any chemicals, dangerous substances or dangerous equipment, the Centre staff, cleaner and visitors will:

- Choose the least hazardous chemical, product or equipment for the job. Hazardous chemicals will be assessed for their need to be used and a less toxic chemical will be sourced if possible.
- Ensure that all dangerous cleaning materials (including detergents), poisons and other dangerous substances and medications are stored in their original labelled container and not transferred to any other container.
- Have storage facilities that are secure and inaccessible to children for:
 - All cleaning materials, including detergents
 - Disinfectants
 - Poisonous and other dangerous substances
 - Dangerous tools and equipment
 - Toiletries
 - Medications
 - First aid equipment and
 - Emergency medical equipment and drugs
- Have storage facilities that are secure and inaccessible to children for any tools or equipment that poses a possible hazard to children or staff.
- All pesticides, herbicides, solvents or kerosene are to be stored in the locked outdoor shed in accordance with their SDS.
- Ensure that if any of the above substances need to be kept in the kitchen refrigerator that they are stored in the locked medicine box provided on the top shelf.
- If bulk chemicals or non-domestic products and quantities are used or stored they are listed in the Hazardous Substances Register.
- Adhere to the manufacturer's directions for use, storage and first aid instructions. Obtain a SDS to keep with the substance or where staff can have immediate access to the information in an emergency. Ensure all staff are aware of the safety and first aid information in the SDS. Dispose of products safely in accordance with the manufacturer's directions on the product label and local council by-laws.
- The Hazardous Chemicals Register in the laundry cupboard has a record of all domestic and commercial products used or stored on the premises.

- Seek medical advice immediately if poisoning has occurred by potentially hazardous ingestion, inhalation, and skin or eye exposure. Call the Poisons Information Line on 131126, and/or call an ambulance (dial 000).
- In the case of any child or staff member being injured by a chemical, substance or equipment, the emergency, medical and first aid procedures will be followed.
- Work Cover NSW and ACECQA will be notified immediately of any incidents, and the necessary incident reports filled out.
- Have clearly on display numbers for emergency services, poisons information, Work Cover and any other person or authority as required by Regulations.
- Check the chemical checklist located in the Hazardous Chemical Register.
- Poisonous plants will not be used in the Centre, indoor or outside.
- Ensure that personal possessions of staff, volunteers and visitors, such as handbags, are located in an inaccessible area to children as in the lockable filing cabinet in the Centre office
- Update SDS as required, put in QIP and review 6 monthly.

Ratified:.....

Date:.....

Source: *Health and Safety in Children's Centres: Model policies and practices 2003 pg 171*, Children's Services Regulations, Kidsafe NSW

Updated June 2018