

USE AND STORAGE OF DANGEROUS PRODUCTS POLICY 2019

Purpose

Montessori Works has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the centre's staff, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the centre's outdoor and indoor environments.

Strategies

- Ensure that all cleaning and disinfecting products are kept out of reach of children at all times.
- Detergent and disinfectant that is used in bottles in rooms is to be diluted to the correct ratio before use.
- All bottles must contain the following information on the outside of the bottle: contents, dilution ratio, directions in the case of accidental ingestion, phone number of the poisons information centre.
- All undiluted detergent, undiluted disinfectant, hand wash, window cleaner and insect spray is to be kept locked in the cleaner's storeroom.
- Dishwashing detergent, dishwasher detergent, cream cleanser and "Spray 'n Wipe" will be stored in the child proof locked cupboard in the kitchen at all times.
- Choose the least hazardous chemical, product or equipment for the job.
- Choose chemicals or medicines with child resistant lids or caps.
- Ensure that if the original container for hazardous substances does not have a child resistant lid, the container is kept in a locked place, which is secure and inaccessible to children.
- Ensure storage containers used for chemicals are not reused and are properly discarded when empty.
- Store equipment such as the leaf blower in the cleaner's closet or outdoor shed that the children to not have access to.
- Ensure that if any substances need to be refrigerated, they are stored in a labelled child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- Follow the manufacturer's instructions for use, storage and first aid instructions and where possible, obtain a MSDS to keep with the substance or where staff can have immediate access to the information in an emergency, and ensure all staff are aware of the safety and first aid information in the MSDS.
- If only normal domestic or commercial products and quantities are used or stored, it is good risk management to keep a safety checklist or register of what hazardous chemicals or substances you have. Record where they are stored, how they might be a hazardous, if there are any first aid instructions available in relation to exposure and what action should be taken if a person is exposed.
- When disposing of unwanted hazardous chemicals, substances or equipment, do so safely or in accordance with manufacturer's instructions, WHS Regulation, local council regulation or Department of Health advice as relevant. Do not flush chemicals or medications down the drain, sink, toilet, sewer or gutter.
- Wear appropriate personal protective clothing (e.g. gloves, aprons, mask, goggles) in accordance with manufacturer's instructions when using or disposing of hazardous chemicals or substances.

- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 13 11 26, or call an ambulance, dial 000.
- In the case of any child or staff member injured by a chemical, substance or equipment, institute your emergency, medical and first aid procedures, notify WorkCover NSW immediately and any other person or authority as required by the WHS regulation.
- In any major emergency involving a hazardous chemical or equipment, a hazardous gas or a fire or explosion hazard, call the emergency services, dial 000 and notify WorkCover NSW immediately and any other person or authority as required by the Regulation or these Guidelines.

Responsibilities of the Approved Provider

Ensure that all staff are aware of and abide by the policy at all times.

Responsibilities of the Nominated Supervisor

Management will keep MSDS on cleaning products in the office at the centre and near where they are stored in all rooms, including kitchen and laundry.

Responsibilities of the Educators

Educators should follow the instructions of manufacturers, particularly of any product which may need to be stored in a refrigerated environment pursuant to the aforementioned directives

Responsibilities of the Families

If you have any concerns make sure to speak with the Nominated Supervisor or other responsible person allocated on the day.

Definitions, Terms & Abbreviations

Term	Meaning
MSDS	Safety Data Sheets that provide critical information about hazardous chemicals

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Department of Education

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Early Years Learning Framework (EYLF)

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Education and Care Services National Regulations

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Framework (NQF)

<http://acecqa.gov.au/national-quality-framework/>

NSW Poisons Information Centre

<https://www.poisonsinfo.nsw.gov.au/>

United Nations Convention on the rights of the child

<https://www.unicef.org.au/>

Related Telephone Numbers

- Early Childhood Directorate – 1800 619 113
- Poison Information Hotline – 13 11 26
- Safework NSW - 13 10 50

Amendment History

Version	Amendment	Short Description
----------------	------------------	--------------------------

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 17/02/2019

Version: 1

Last Amended By: Susan Chahwan

Next Review: February 2020

Position: Director