

# USE AND STORAGE OF DANGEROUS PRODUCTS POLICY

2020

## 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

## 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 dangerous goods and hazardous substances are identified within the Service and included in the chemical register.
- Safety Data Sheets (SDS) and the Chemical Register is readily available and regularly updated.
- 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 do 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.
- Ensure educators on the premises hold ACECQA approved first aid qualifications at all times.
- Ensure 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.
- Ensure a hazardous substances register is used and regularly updated.
- Conduct a risk assessment for any dangerous materials stored in bulk within the education and care premises has been carried out and is regularly updated.
- Maintain Safety Data Sheets (SDS) at the Service. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officers are always to keep this information up to date, 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.

## 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
- Educators adhere to the Service procedures for dealing with and handling chemicals.
- 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.
- 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.
- 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.

## 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)	<a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>
Approved First Aid Qualifications	<a href="http://www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications">www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications</a>
Children (Education and Care Services) National Law (NSW) 104a	<a href="https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full">https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full</a>
Department of Education	<a href="http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care">http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care</a>
Early Years Learning Framework (EYLF)	<a href="http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning">http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning</a>

	<a href="#">_framework_for_australia.pdf</a>
<b>Education and Care Services National Regulations</b>	<a href="http://www.legislation.nsw.gov.au/#/view/regulation/2011/653">http://www.legislation.nsw.gov.au/#/view/regulation/2011/653</a>
<b>National Quality Framework (NQF)</b>	<a href="http://acecqa.gov.au/national-quality-framework/">http://acecqa.gov.au/national-quality-framework/</a>
<b>NSW Poisons Information Centre</b>	<a href="https://www.poisonsinfo.nsw.gov.au/">https://www.poisonsinfo.nsw.gov.au/</a>
<b>United Nations Convention on the rights of the child</b>	<a href="https://www.unicef.org.au/">https://www.unicef.org.au/</a>
<b>Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)</b>	<a href="http://www.community.nsw.gov.au/docswr/_assets/_ain/documents/childcare_model_policies.pdf">www.community.nsw.gov.au/docswr/_assets/_ain/documents/childcare_model_policies.pdf</a>
<b>Storage and Handling of Dangerous Goods: Guidance</b>	<a href="http://www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf">www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf</a>
<b>The NSW Work Health and Safety Act, 2011</b>	<a href="https://www.legislation.nsw.gov.au/inforce/f8df8095-a335-66a0-8828-f33d06042cb9/2011-10.pdf">https://www.legislation.nsw.gov.au/inforce/f8df8095-a335-66a0-8828-f33d06042cb9/2011-10.pdf</a>

## Related Telephone Numbers

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

## Amendment History

Version	Amendment	Date
002	Additional Points added Irrelevant information deleted Grammar errors fixed Formatting NQS & Regulations Added Related Policies Added	October 2019

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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: March 2020  
Version: 002  
Last Amended By: Susan Chahwan  
Next Review: 2021  
Position: Approved Provider

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