

# Safe Storage of Hazardous Chemicals Policy

*By maximising responsiveness of the prospective hazards of chemicals and equipment, we condense the risk of harm to educators, children and families by ensuring hazardous products are safely stored.*

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.3	Each child is protected
2.3.2	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury
2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Quality Area 3: Physical Environment	
3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.
3.3	The service takes an active role in caring for its environment and contributes to a sustainable future.
3.3.2	Children are supported to become environmentally responsible and show respect for the environment.

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

Our service aims to provide a safe environment where chemicals and hazardous 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 provision 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 a chemical register
- All risk assessments has been conducted in consultation with the Health and Safety Representative prior to using any dangerous or hazardous substance.
- Educators adhere to the Service procedures for dealing with chemicals.
- Material Safety Data Sheets (MSDS) and the Chemical Register is readily available and updated
- Appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.

- There are emergency procedures and practices for accidental spills, 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.

**A Nominated Supervisor/ Certified Supervisor will ensure:**

- At all times there is an educator on the premises with ACECQA approved first aid qualifications.
- There are appropriate 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 childproof locks.
- To develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises.
- Material Safety Data Sheets (MSDS) are maintained at the service. Material Safety Data Sheets (MSDS) must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officers to keep this information up to date at all times – with a review of the folder annually. No MSDS is to be more than 5 years old.
- Chemicals used by staff in spray bottles are clearly labelled with contents

**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 materials.
- Strictly adhere to the 'Directions for use' on the product label.
- 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.
- 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 education and care service have current Material Safety Data Sheets (MSDS) and are stored appropriately.
- Store all dangerous products in well-labelled and original containers that preferably have child resistant lids and caps.
- Only administer children's medications with family authorisation and in accordance with medical directions. See 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.
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.
- Be made aware on initial orientation at the Service, correct storage and usage procedures for potentially hazardous materials.
- Ensure cleaning and hazardous products are not be stored close to food products.
- Read the label before using any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Occupational Health and Safety Act 2000  
Occupational Health and Safety Regulations 2001
- Storage and Handling of Dangerous Goods: Guidance  
[www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf](http://www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handlingdangerous-goods-1354.pdf)
- Approved First Aid Qualifications [www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications](http://www.acecqa.gov.au/qualifications/approvedfirst-aid-qualifications)
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)  
[www.community.nsw.gov.au/docswr/\\_assets/ain/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/ain/documents/childcare_model_policies.pdf)

**Review**

Policy Review Date
May 2016

Scroll down for the following support resources:

- Chemical Spill Procedure DRAFT
- Chemical Use/Storage Procedure DRAFT
- First Aid Action Procedure DRAFT
- Poison Safety Checklist
- Chemical Register
- Risk Assessment Tool template

## Chemical Spill Procedure

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1. Remove children from the area.
2. Contain the spill.
3. Identify chemicals and potential hazards by using the appropriate Material Safety Data Sheet.
4. Use the manufacturer's recommendations to clean up the spill appropriately.
5. Approach with care when cleaning.
6. Ensure that it is cleaned up carefully and promptly.
7. Some chemicals may lack colour or aromas, but may still be dangerous. Never assume a chemical is innocuous
8. Decontaminate any equipment or clothing associated with the spill.
9. Dispose of any equipment should the spill have made it unsafe for further use.
10. Reflect on procedures to evaluate how this incident occurred and how the incident could be prevented in the future.

## Chemical Use/Storage Procedure

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When obtaining, storing and/or using any dangerous chemicals, substances, medicines or equipment, our service will:

1. Select and make use of the least hazardous substance or equipment.
2. Adhere at all times to manufacturer's advice and instructions when using products to clean furniture and equipment at the Service.
3. Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer.
4. All labels and/or use by dates should be kept intact at all times. Any substance found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate will not be used under any circumstances. Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
5. All dangerous chemicals, substances and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children.
6. Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, will be stored in a locked facility external to the main building of the Service.
7. Any substances that need to be refrigerated must be stored in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
8. All hazardous chemicals must be complete with a Safety Data Sheet (SDS) previously called a Material Data Safety Sheet. Our service will adhere to the manufacturer's instructions for use, storage, and first aid instructions recorded on the SDS.
9. The Service will keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded should include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.
10. Appropriate personal protective clothing should be worn in accordance to the manufacturer's instructions when using and disposing of hazardous substances or equipment.

11. 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 on 000.
12. In the case of any child or educator becoming injured by a chemical, substance or equipment, the service will initiate our emergency, medical and first aid procedures, notify the appropriate authority that administers workplace health and safety immediately and any other person or authority as required by regulations or guidelines.
13. 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 the appropriate authority that administers workplace health and safety and any other person or authority as required by regulations or guidelines.
14. The Poison Safety Checklist will be used in order to ensure we are consistently meeting requirements.

## First Aid Action Procedure

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The following steps are in an incident relating to dangerous products.

- 1. If product known**
  - a. Refer to individual Material Safety Data Sheet (MSDS)
  - b. Follow first aid advice highlighted on Material Safety Data Sheet (MSDS), depending on whether the product has been swallowed, in eyes, on skin or inhaled.
  - c. Phone Poisons Information Centre on 131126 if in doubt of procedure outlined.
  - d. Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.
  
- 2. If product not known**
  - a. Phone Poisons Information Centre on 13 11 26.
  - b. Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.

# Poison Safety Checklist

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Date: \_\_\_\_\_

Checklist	Yes	No	Action required
Have all chemical products been checked to regulate if they need to be stored in a lockable cupboard?			
Have all chemical products been checked to determine if they require disposal (Out of date or no longer required)?			
Are all chemicals labelled correctly?			
Are food and chemicals stored separately?			
Are all Material Data Forms available for all chemicals in the Service and placed with the chemical?			
Are containers for soiled nappies/soiled or wet clothing securely covered and the contents inaccessible to children?			
Medication stored safely?			
Is the Poisons Information Centre number available at every phone? (13 11 26)			
Is there any paint flaking of the walls that may contain lead?			
Have all poisonous plants been removed from the Service's premises?			
Have families been provided with information on poison safety?			
Have chemical storage areas been labelled with chemicals stored here signs?			
Medication is stored in locked containers/cupboard?			

Educators Name: \_\_\_\_\_

Educators Signature: \_\_\_\_\_

# Chemical Register

Name of chemical/substance	Location of substance	Current MSDS Yes/No	Hazardous Yes/No	Dangerous Goods Yes/No	Risk Assessment Yes/No	Educator's Full Name

# Risk Assessment Tool Template

This Risk Assessment must comply with relevant regulatory and compliance requirements as outlined in:

- Education and Care Services National Regulations - Part 7, Division 4 and National Quality Standards - 2.3.2

Identify the Activity		Location		Who may be at risk?		
Identify hazards, risks and rate the risks 1. Divide the activity into tasks 2. Identify the hazards and associated risks for each task 3. List risk controls already in place 4. Determine a risk rating using the Risk Rating Matrix below						
Tasks	Hazard	Risk	Risk Rating			Existing control measures
			Likelihood	Impact	Risk Rating	
Who conducted the Risk Assessment?			Who approved the Risk Assessment?			
Completed by:			Approved by:			
Signature:			Signature:			
Date:			Date			

NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal, and/ or there are adequate control measures in place.

# Risk Rating Matrix

		Impact				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
Likelihood	ALMOST CERTAIN	High	High	High	Extreme	Extreme
	LIKELY	Medium	High	High	Extreme	Extreme
	POSSIBLE	Low	Medium	High	Extreme	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	May occur but only in rare and exceptional circumstances	Low	Low	Medium	High	High

Likelihood	Almost certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstance
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances
Impact	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one or more persons