

## **Hazardous Chemicals and Materials: Handling and Storage Policy**

### **RATIONALE**

Incorrect storage and handling of dangerous substances and items could result in injury, illness or death. Where safe alternatives of chemicals cannot be sourced it may be necessary to use potentially dangerous substances for cleaning and disinfecting purposes.

Items such as kitchen knives and adult scissors are also potentially dangerous. Safe storage and handling of these items and products will ensure that the environment is at all times safe for both children and educators/staff.

### **AIM**

To reduce the risk of accidents by storing and handling hazardous materials and chemicals safely

### **PROCEDURE**

KAZ Early Learning Centre has appropriate secure facilities which are inaccessible to children, for storage of all potentially dangerous products or items.

Secure and child safe storage facilities will be provided for:

- Drugs and medication
- First Aid equipment
- Cleaning and other potentially dangerous chemicals
- Potentially dangerous implements such as scissors and knives

Drugs and medication requiring refrigeration will be stored in the refrigerator in the kitchen in a specific locked container/bag.

First Aid Equipment will be stored in a locked cabinet, clearly labelled First Aid. Contents will be checked every 3 months, to ensure no product or item has expired and that all used items have been replaced. See *First Aid Checklist*.

All cleaning products and potentially dangerous chemicals are to be kept in their original container or decanted into a container provided by the manufacturer, clearly labelled with product name, description, and associated hazards and stored in a locked cupboard. Potentially dangerous substances will not be stored in cupboards that contain food.

Material safety data sheets-MSDS for all chemicals are kept at the Service, easily accessible to staff. All storage cupboards/ rooms are clearly labelled with a chemical warning sign.

Chemical storage cupboards are locked at all times or stored in a cupboard inaccessible to children and potentially dangerous chemicals are stored as per manufactures recommendations.

When using chemical substances, educators/staff will ensure they:

- Use appropriate Personal Protective Equipment (PPE)
- Follow the manufactures' directions for use and first aid instructions on the label or Material Safety Data Sheet (MSDS)

Educators/staff will ensure the MSDS has the following information on it:

- Potential health effects.
- Precautions for use.
- Safe storage suggestions.
- Emergency first aid instructions.

- Contact number and further information.

Educators/Staff must notify the Nominated Supervisor before re-ordering chemicals.

Spillage of dangerous substances will be contained and cleaned up according to manufacturer's instructions. Contact phone numbers for the Poison Information Centre and other emergency contact numbers will be displayed at all telephones for staff to access in an emergency.

**Minimising the Use of Toxic Products:**

KAZ Early Learning Centre aims to minimise the use of toxic products by sourcing chemicals that are safe for the children, educators/staff and environment reducing any risks of harm or possible allergic reactions.

The Service will seek medical advice immediately if poisoning, or potentially hazardous ingestion, inhaling, skin or eye exposure has occurred, or call the Poisons Information Line on **131126**, or call an ambulance, dial **000**.

<b>KAZ Early Learning Centre Related Policies and Procedures:</b>			
WH&S Risk Management Policy			
First Aid Policy			
<b>Appendices:</b>			
First Aid Checklist			
<b>Related Statutory Obligations &amp; Considerations</b>			
<b>Australian Children's Education and Care Quality Authority (ACECQA)</b> <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>			
<b>Department of Education</b> - <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>			
<b>Early Years Learning Framework (EYLF)</b> - <a href="http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf">http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf</a> <b>Education and Care Services National Regulations (Children (Education and Care Services))</b>			
<b>National Law (NSW)</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>Work Health and Safety Act 2011</b> - <a href="https://www.legislation.gov.au/Details/C2017C00305">https://www.legislation.gov.au/Details/C2017C00305</a>			
<b>Work Health and Safety Regulation 2017</b> - <a href="https://www.legislation.nsw.gov.au/#/view/regulation/2017/404">https://www.legislation.nsw.gov.au/#/view/regulation/2017/404</a>			
<b>SafeWork NSW</b> - <a href="http://www.safework.nsw.gov.au/">http://www.safework.nsw.gov.au/</a>			
<a href="http://www.kidsafe.com.au">www.kidsafe.com.au</a>			
<b>Amendment</b>		Web links updated	
<b>Date Issued:</b>	October 2019	<b>Review Date:</b>	October 2020

Family, Educator and Staff Comments: