



# Use and Safe Storage of Dangerous Goods

Review Date: 01/11/2018

## Introduction

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to educators, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of our education and care service.

## Goals – What are we going to do?

The education and care service aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options. The education and care service endeavours to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.

## Strategies - How will it be done?

NOTE: Dangerous products used within the education and care service will be categorised into the following groups:

- Hazardous chemicals and substances
- Dangerous goods
- Poisons
- Drugs - including medications
- Miscellaneous dangerous products.

### The Approved Provider will:

- Ensure that every reasonable precaution 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.)

### The Nominated Supervisor will:

- Ensure that 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.

- Ensure that at all times there is an educator on the premises with WorkCover & ACECQA approved first aid qualifications.
- Ensure that there are appropriate storage facilities in the service in which dangerous products are stored. Dangerous products will preferably be stored in areas of the service that are not accessible to children or in cupboards fitted with childproof locks.
- Develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises. The register will record the product name, application, whether the MSDS is available, what class risk the chemical has, controls for prevention of exposure required, what first aid, medical or safety action should be taken if a person is exposed.
- Ensure that the service remains a smoke free environment.
- Ensure that alcohol or drugs are not consumed on the premises when children are present.
- Plan excursions in a way that children are not exposed to alcohol, drug consumption or cigarette smoke.

**Educators will:**

- Seek medical advice as 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. Refer to Cleaning & Maintaining the Environment Policy.
- 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. All medications will be stored in an area inaccessible to children. If any medications or dangerous substances require refrigeration, they must 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.

## Statutory Legislation & Considerations

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Children (Education and Care Services National Law Application) Act 2010, Section 167

Education and Care Services National Regulations

Guide to the National Quality Standard (3) ACECQA (2011)

Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)

## Sources

The NSW Work Health and Safety Act 2011

[www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx](http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx)

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/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf)

## Links to other policies/documents

- Critical Incidents
- Cleaning and Maintaining the Environment
- Medication Administration
- Workplace Health and Safety Policies

- Ensure that alcohol, cigarettes or drugs are not consumed on the premises when children are present.
- Whilst on excursions, guard against children being exposed to alcohol, drug consumption or cigarette smoke.
- Where necessary, inform adults of the Smoke Free Environment Act 2000, Smoke Free Environment Amendment Regulation 2009 and the Smoke Free Environment Regulation 2007, under which it is an offence to smoke within 10 metres of outdoor children's play area and within 4 metres of a pedestrian access point to a public building.

## Evaluation

Educators and the approved provider are abiding by legislative and statutory guidelines. The education and care service has adopted sustainable practices and reduced the use of dangerous products within the environment.

**Adopted by the Management Committee**

**Signed by: Naomi Simpson, President**

**Date Signed: 01/11/2016**

**REVIEW DATE: 01/11/2018**