

## Use and Storage of Dangerous Products and Substances Policy (Including Chemical reduction)

<b>Published</b>	<b>December 2016</b>
<b>Review Date</b>	<b>June 2018</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>The Toxic Playground, Immig, J, 2000; Managing the Risks in Children's Services, Caton, S. Roche D., 1999; Handling Pesticide Wastes – EPA: <a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a> (retrieved 10.11.10)</p> <p>Managing OH&amp;S in Children's Services, Tarrant, S., 2002</p> <p><a href="http://www.standards.org.au">www.standards.org.au</a> Standards Australia Limited (retrieved 10.11.10)</p> <p>Work Health and Safety Act (NSW) 2011</p> <p>Work Health and Safety Regulations (NSW) 2011</p>

### Aim:

To reduce the risk of harm to children, families, staff, Educators and visitors from risks associated with chemical products, medicines, other dangerous substances and dangerous equipment, and to reduce the use of chemicals in the Out of School Hours Care environment.

### Explanation:

Country Kids Club has a duty of care to provide all persons with a safe and healthy environment. The service defines a dangerous product as any chemical, substance, material, plant or equipment that can cause potential harm, injury or illness to a person. It recognises the importance of Educators and Co-ordination Unit staff adhering to the Education and Care Services National Regulations 2011 and the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011.

The Work Health and Safety Act 2011, states clearly that a workplace must not place people or children at risk due to hazardous substances.

Educators and Co-ordination Unit staff need to be aware of the WH&S legislation and safe storage practices relating to hazardous substances. A hazardous substance may be:

- Poison
- Medicine
- A substance that may trigger an allergic reaction e.g. dust, fumes, peanut butter
- Petrol
- Household cleaners
- Toiletries
- Gardening chemicals e.g. fertilizers, weed killer, pesticides
- Gas

A substance may become hazardous if it is not managed correctly. This may include the way a substance is:

- Handled
- Used
- Stored
- Transported
- Disposed of

**Responsibilities:****In relation to the Approved Provider & Co-ordination Unit:**

- Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to the use and storage of dangerous products
- Provide information to Educators relating to identifying hazards and assessing the levels of risk
- Ensure any dangerous chemicals, substances and equipment is stored in a place that is secure and inaccessible to children
- Ensure Educators use only detergent and water for cleaning when children are in care
- Ensure Material Safety Data Sheets (MSDS) are obtained in circumstances where chemicals other than detergent and water are to be used when children are in care

**In relation to Educators:**

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to the use and storage of dangerous products
- Use only detergent and water for all cleaning when children are in care
- Consider using the least hazardous chemical, product or equipment for the job
- Choose chemicals or medicines with child resistant lids or caps, otherwise ensure the chemical or medicine is stored in a locked place, which is secure and inaccessible to children
- Ensure that all dangerous substances and medications are stored in their original labelled container and not transferred to any other container
- Ensure that all dangerous substances and medications are clearly labelled
- Put up simple warning signs where potentially dangerous products are stored
- Follow the use, storage and first aid instructions on the label for a substance
- Seek medical advice immediately if poisoning has occurred or call the **Poisons Information Line on 131126**, or call an ambulance on **000**
- Keep plastic bags stored out of children's reach. If plastic bags are used ensure the bags are tied in a knot and placed out of the children's reach
- Complete a Daily Hazard check
- Ensure dangerous chemicals, substances and equipment are inaccessible to children
- Any dangerous products and chemicals that are stored in areas that are accessible to the children need to be placed in a locked cupboard that is at least 1.5 metres off the ground
- It is the Educator's responsibility to eliminate or manage the risk
- Obtain where possible, Material Safety Data Sheets (MSDS) for all hazardous substances that are used as part of their Family Day Care Business
- Keep evidence of requests for MSDS for substances that do not have MSDS available

**In relation to Children:**

- Educators will encourage children's awareness of safety by discussing dangerous products as a part of the children's program

**In relation to Families:**

- Current information regarding management of dangerous products will be provided to parents
- Parents are encouraged to assist in the continual review and implementation of this policy

- Parents are required to notify Educators if they bring a dangerous product in to the service (e.g. medication, soap, food etc), so that the Educators can ensure that it is stored appropriately

#### **Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider & Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

#### **Policy Review**

<b>Date Revised</b>	<b>Comments</b>
December 2016	Scheduled Policy Review – No changes made