

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

<b>Published</b>	<b>May 2018</b>
<b>Review Date</b>	<b>December 2019</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) 2017</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 Family Day Care environment.

### Explanation:

Country Children's Early Learning Pty Ltd 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 current Education and Care Services National Regulations and the NSW Work Health and Safety Act 2011 and Work Health and Safety Regulations 2017.

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

Home Safety is of high importance in Family Day Care. Under the WH&S Act 2011, it is the Educator's responsibility to:

- Identify hazards in the home
- Assess the level of risk of the hazard
- Eliminate or control the risk

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

Educators need to be aware of what hazardous substances are stored in the home environment or at an approved venue and keep Material Safety Data Sheets in accordance with these.

### **Responsibilities:**

#### **In relation to the Co-ordination Unit:**

- Be aware of their obligations under the current Education and Care Services National Regulations and the relevant 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 in the Educators residence or venue
- In accordance with CCEL's Assessment of Residences and Venues Policy develop procedures to ensure that Educators comply with the regulatory requirements e.g. Kidsafe Hazard Reduction Checklist
- Ensure through routine visits 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 by Educators 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 relevant National Quality Standard in relation to the use and storage of dangerous products
- Use only detergent and water for all cleaning when Family Day Care 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**
- Provide a safe environment at their home and on outings at all times
- Keep plastic bags stored out of children's reach. If plastic bags are used (for wet/soiled pants etc) ensure the bags are tied in a knot and placed out of the children's reach
- Complete a Daily Hazard check
- Abide by CCEL's Assessment of Residences and Venues Policy through:
  - Annually conducting the Kidsafe Hazard Reduction Checklist
  - Completing the Resident/Venue Risk Assessment Form

- Reviewing every 6 months the Resident/View Risk Assessment, or as changes occur
- Ensure dangerous chemicals, substances and equipment at their residence or venue are inaccessible to children
- Any dangerous products and chemicals that are stored in areas that are accessible to the Family Day Care children need to be placed in a locked cupboard that is at least 1.5 metres off the ground
- If guns are kept on the premises, Educators are required to provide Country Children's Early Learning with a Certificate of Compliance after each routine Police Inspection
- Educators with swimming pools are required to provide Country Children's Early Learning with a Certificate of Inspection by an Authorised Body annually
- 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 their children's Educator if they bring a dangerous product in to the home (e.g. medication, soap, food etc), so that the Educator 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
- Co-ordination Unit Staff accessing current relevant information
- 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>
March 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
December 2012	Added information regarding providing Inspection and Compliance Certificates to CCEL for Swimming Pools and Guns
December 2013	Scheduled Policy Review – Added Dangerous Products Tip Sheet, updated OH&S to WH&S
June 2015	Scheduled Policy Review – No changes made
July 2015	Added information about storage of chemicals in accessible areas and the use of water and detergent
May 2018	Updated sources

## Country Children's Early Learning



### Tip Sheet Dangerous Products

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#### Things to consider:

- A dangerous product is any chemical, substance, material, plant or equipment that can cause potential harm, injury or illness to a person
- A hazardous substance can be:
  - Poison
  - Medicine
  - A substance that may trigger an allergic reaction e.g. dust, fumes, peanut butter
  - Petrol, gas
  - Household cleaners, toiletries
  - Gardening chemicals e.g. fertilizers, weed killer, pesticides
- 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
- Dangerous Products should be stored in an area that is secure and inaccessible area to children
- Guns and Pools are classed as a dangerous product, so Educators need to make sure that they have the right Certifications and safety measures in place as per CCEL's Policies
- Plastic bags are considered a dangerous product - keep them stored out of children's reach
- If plastic bags are used (for wet/soiled pants etc.) ensure the bags are tied in a knot and placed out of the children's reach
- Educators need to be aware of what hazardous substances are stored in their home or venue and keep Material Safety Data Sheets (MSDs) in accordance with these
- Educators should use Detergent and Water as their only cleaning product for FDC
- Detergent and Water needs to be in a labelled container
- Always consider using the least hazardous chemical, product or equipment for the job
- When purchasing dangerous chemical or products try to ensure that they have child resistant lids or caps
- 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**