

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Safe Storage of Hazardous Chemicals Policy

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each Child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

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

### Aim

Warradale Community Children's Centre ensures we provide a safe environment where chemicals and hazardous equipment are safely stored and managed away from children and are handled appropriately.

### Implementation

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

### Leadership will ensure:

- That every practical provision is taken to protect children being educated and cared for by Warradale Community Children's Centre from harm and any hazard likely to cause injury. (National Law section 167.)

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- All dangerous goods and hazardous substances are identified within the Centre and included in the chemical register.
- A risk assessment has been conducted in consultation with the Work, Health and Safety Representative prior to using any dangerous or hazardous substance.
- Educators adhere to the Centre procedures for dealing with chemicals.
- 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 Centre.
- Action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Centre 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.
- That there is an educator on the premises with ACECQA approved first aid qualifications at all times.
- There are appropriate storage facilities in the Centre in which dangerous products are stored.
- Dangerous products will be stored in areas of the Centre 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.

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- Safety Data Sheets (SDS) are maintained at the Service. Safety Data Sheets 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 SDS 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.

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- Be made aware on initial orientation at the Centre, correct storage and usage procedures for potentially hazardous materials.
- Ensure cleaning and hazardous products are not stored close to food products.
- Read the label before using any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

### Evaluation

- This policy is viewed as working effectively when chemicals are stored and used safely.

### 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)
- Revised National Quality Standards

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### Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	30/3/18	Policy developed	Trish Cook	March 2020
1.1	27/7/23	No change	Poornima Radhakrishnan	Dec 2024
1.2	Sept 2024	Removed environmentally friendly chemical	Lori Hay	Sept 2025