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# SAFE STORAGE OF DANGEROUS GOODS POLICY

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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### National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children protected from harm or hazard

### Education and Care Services National Regulations 2011

Children (Education and Care Services) National Law Act 2010	
85	Incident, injury trauma and illness policies and procedures
97	Emergency and evacuation procedure
106	Laundry and hygiene facilities

## Introduction

By maximising awareness of the potential hazards of chemicals and equipment, Woden Early Childhood Centre (WECC) reduces 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 the service.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Goals – What are we aiming to do?

WECC aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options. WECC 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 WECC will be categorised into the following groups:

- hazardous chemicals and substances
- dangerous goods
- poisons
- drugs – including medications
- miscellaneous dangerous products

The Nominated Supervisor of Director will:

- ensure educators adhere to the Service procedures for dealing with chemicals
- ensure that every reasonable precaution is taken to protect children being educated and cared for at WECC from harm and any hazard likely to cause injury (National Law section 167)
- 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 WECC
- ensure that at all times there is an educator on the premises with WorkSafe ACT and ACECQA approved first aid qualifications
- ensure that there are appropriate storage facilities in WECC in which dangerous products are stored. Dangerous products will preferably be stored in areas of WECC that are not accessible to children or in cupboards fitted with childproof locks
- develop a hazardous substance register and a risk assessment for any dangerous materials stored in bulk within WECC's premises. The register will record the product name, application, whether the Safety Data Sheets (SDS) 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 appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- ensure action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Service 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
- ensure 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 (WHS) 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.

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 all product labels
- dispose of all products safely in accordance with the manufacturer's instructions on the product label and with work health and safety (WHS) regulations
- consider minimising the use of dangerous products in WECC and use alternate 'green cleaning' options. *Refer to the Cleaning and maintaining the environment policy*

- complete daily and quarterly WHS checklists to ensure that any dangerous products used with the education and care service have a current SDS and are stored appropriately
- store 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 administration 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 locked 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 WECC
- be made aware on initial orientation at the Service of correct storage and usage procedures for potentially hazardous materials
- ensure cleaning and hazardous products are not to be stored close to food products
- read the label before using any cleaning material, sprays or chemicals and be aware of appropriate first aid measures

#### Chemical Spill Procedure

1. remove children from the area
2. contain the spill
3. identify chemicals and potential hazards by using the appropriate Safety Data Sheet
4. use the manufacturer's recommendation to clean up the spill appropriately
5. approach with care when cleaning
6. ensure that it is cleaned up carefully and promptly
7. some chemicals may lack colour or aromas but may still be dangerous. Never assume a chemical is innocuous
8. decontaminate any equipment or clothing associated with the spill
9. dispose of any equipment should the spill have made it unsafe for further use
10. reflect on procedures to evaluate how this incident occurred and how the incident could be prevented in the future

#### First Aid Action Procedure

The following steps are in an incident relating to dangerous products:

1. if product known
  - a) refer to individual Safety Data Sheet (SDS)
  - b) follow first aid advice highlighted on SDS, depending on whether the product has been swallowed, in eyes, on skin or inhaled
  - c) phone Poisons Information Centre (13 11 26) if in doubt of procedure outlined
  - d) phone 000 if first aid is not helping or advised to do so by Poisons Information Centre
2. if product not known
  - a) phone Poisons Information Centre (13 11 26)
  - b) phone 000 if first aid is not helping or advised to do so by Poisons Information Centre

## Evaluation

The Nominated Supervisor or Director and educators are abiding by legislative and statutory guidelines. WECC has adopted sustainable practices and reduced the use of dangerous products within the environment.

## Related policies /documents

- *Cleaning and maintaining the environment*
- *Critical incident*
- *Medication administration*
- *Workplace health and safety*

## Statutory legislation and considerations

- The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011
- Education and Care Services National Law Act 2010, Section 167
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard (2) ACECQA
- Australian Standards for storage and handling of hazardous chemicals and materials (AS 3780)

## Sources and references

- The Work Health and Safety Act 2011 – <http://www.legislation.act.gov.au/a/2011-35/>
- Storage and Handling of Dangerous Goods: Guidance – [http://www.worksafe.act.gov.au/dangerous\\_substances/handling\\_storage](http://www.worksafe.act.gov.au/dangerous_substances/handling_storage)
- Approved First Aid Qualifications – [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications)
- Health and Safety in Children’s Centres: Model Policies and Practices (2<sup>nd</sup> Edition) – <http://www.nsw.org.au/wp-content/uploads/CCModelPoliciesFinal.pdf>
- WorkSafe ACT – [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety)
- ECA Code of Ethics

## Authorisation

*John Rothwell*  
President  
2017-18 WECC Management Committee