

Use and Storage of Dangerous Products Policy

POLICY AIM

To protect children, families and visitors from hazard and harm at all times. We promote the use of environmentally friendly products where possible and ensure we provide a safe environment where chemicals and hazardous products and equipment are safely stored and managed away from children and are handled appropriately.

RATIONALE

Sweetpeas Kindergarten has clear guidelines on the identification, use and storage of dangerous products, plants and objects. By maximising awareness of the potential hazards of chemicals and equipment, we aim to minimise the risk of harm to educators, staff, children and families by ensuring hazardous products are safely stored, handled, and controlled.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Educators / staff
- Management
- Children
- Families

NATIONAL QUALITY STANDARD

QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY

- Standard 2.2 (Safety) - *Each child is protected.*
- Element 2.2.1 (Supervision) - *At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Administration of First Aid Policy
- Administration of Medication Policy
- Child Safe Environment Policy
- Food Preparation, Safety and Storage Policy
- Incident, Injury, and Trauma Policy
- Incident Procedure
- Poisons Procedure
- Sustainability Policy
- Work Health and Safety Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Law Section 167 Offence relating to protection of children from harm and hazards
- Regulation 82 Tobacco, drug and alcohol-free environment
- Regulation 85 Incident, injury, trauma and illness policies and procedures
- Regulation 97 Emergency and evacuation procedure
- Regulation 106 Laundry and hygiene facilities
- Regulation 112 Nappy change facilities
- Regulation 168 Education and care service must have policies and procedures
- Regulation 170 Policies and procedures to be followed

RELATED LEGISLATION:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017

TERMINOLOGY

- **Chemical** - any substance that has a defined composition. In other words, a chemical is always made up of the same "stuff." Some chemicals occur in nature (e.g. water), other chemicals are manufactured (e.g. bleach).

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- **Regulatory Authority** - Regulatory authorities administer the National Quality Framework (NQF) in each state and territory. In NSW the regulatory authority is the *NSW Department of Education*.
- **Safety Data Sheet** - a document that provides detailed information about a hazardous chemical
- **WHS Officer** - the person in each service who has been delegated the role of overseeing issues of Work Health and Safety.
- **Work Health and Safety** - the management of risks to the health and safety of everyone in the workplace.

GLOSSARY OF ABBREVIATIONS

- **ACECQA** - Australian Children's Education and Care Quality Authority
- **NQF** - National Quality Framework
- **SDS** - Safety Data Sheet (formally MSDS)
- **PPE** - Personal Protective Equipment
- **WHS** - Work Health and Safety

STRATEGIES AND RESPONSIBILITIES

APPROVED PROVIDERS/MANAGEMENT WILL ENSURE:

- a smoke free environment is provided to children, staff, families and visitors at all times (see *Tobacco, Drug and Alcohol-Free Environment Policy*).
- all dangerous goods and hazardous substances are identified within the Service and included in the chemical register / Safety Data Sheets folder.
- a risk assessment has been conducted prior to using any potentially dangerous or hazardous substance (including pesticides and herbicides).
- appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and/or hazardous substances.
- laundry and nappy change facilities are located and maintained in a way that prevents unsupervised access by children
- there are emergency procedures and practices for accidental spills and/or contamination in the Service.
- 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.
- at least one educator/staff member is in attendance on the premises with ACECQA approved first aid qualifications, at all times.
- there are appropriate and secure storage facilities in the Service in which dangerous products can be stored out of reach of children.
- if a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the Regulatory Authority within 24 hours (*Regulation 176*)

THE DIRECTOR/RESPONSIBLE PERSON WILL ENSURE:

- that every practical measure 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*)
- a smoke free environment is provided to children, staff, families and visitors at all times (see *Tobacco, Drug and Alcohol-Free Environment Policy*).
- a risk assessment has been conducted prior to using any potentially dangerous or hazardous substance (including pesticides and herbicides).
- the *Poisons Information* number is clearly displayed on the *Who to call in an emergency?* contact list.
- educators adhere to the Service procedures for dealing with and handling chemicals.
- relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the Service (e.g. Chemicals Stored Here. Please keep out of reach of children.)
- laundry and nappy change facilities are maintained in a way that prevents unsupervised access by children.
- all products/chemicals used for laundry purposes are inaccessible to children.

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- there are incident procedures and cleaning procedures displayed in the Service.
- Management is informed when action needs to be taken to remove any pests or vermin by a licensed exterminator.
- at least one educator/staff member is in attendance on the premises with ACECQA approved first aid qualifications, at all times.
- all staff are made aware of correct storage and usage procedures for potentially hazardous materials during their initial orientation at the Service.
- storage facilities are clearly marked with signage to indicate chemicals/hazardous materials.
- dangerous products are stored in areas of the Service that are not accessible to children or in cupboards fitted with key or childproof locks.
- **chemicals in spray bottles are clearly labelled with contents and are *not* used with children in the immediate vicinity.**
- in the event of any incident involving accidental exposure of a child to chemicals or other hazards or incident involving possible poisoning, an *Incident, Injury, Trauma and Illness Record* (aka an *Incident Report on HubHello*) will be completed and the child's family will be informed.
- if a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the Regulatory Authority within 24 hours

WHS OFFICERS WILL ENSURE:

- all dangerous goods and hazardous substances are identified within the Service and included in the chemical register / Safety Data Sheets folder.
- the Safety Data Sheets (SDS) folder is readily available and regularly updated.
- relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the Service (e.g. Chemicals Stored Here. Please keep out of reach of children.)
- a hazardous substances register is used and regularly updated (SDS folder).
- 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 are 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.
- complete quarterly WHS checklists to ensure that any dangerous products used within the Service have current Safety Data Sheets (SDS) and are stored appropriately.

EDUCATORS WILL:

- ensure detergent and disinfectant that is used in bottles in rooms is diluted to the correct ratio before use.
- ensure bottles contain the following information on the outside of the bottle: contents, dilution ratio.
- seek medical advice if needed by contacting the Poisons Information Line (13 11 26) or by calling 000.
- wear Personal Protective Equipment (PPE) when handling dangerous substances or materials, e.g. gloves.
- *not* use spray bottles containing chemicals in the immediate vicinity of any child or children.
- read the label before using any cleaning material, sprays or chemicals and strictly adhere to the 'Directions for use' and be aware of appropriate first aid measures.
- store all dangerous products in well-labelled containers (original containers, wherever possible), in a secure place inaccessible to children.
- ensure all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks.
- *not* mix cleaning products as there is the potential for harmful chemical reactions to occur endangering all persons on the premises.
- dispose of all products safely, in accordance with the manufacturer's instructions on the product label (or SDS), Work Health and Safety regulations, and Council by-laws.
- be encouraged to attend professional development sessions to maximise their awareness of dangerous products and potential hazards, and source chemical free methods to reduce possible hazards in the education and care service.
- **ensure cleaning and hazardous products are not stored close to food products.**
- consider minimising the use of dangerous products in the education and care service and use alternate 'green cleaning' options.

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- choose the least hazardous chemical, product or equipment for the job.
- only administer children's medications with family authorisation and in accordance with medical directions (see *Administration of 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 childproof container, preferably in a separate compartment of the fridge.
- keep all button batteries and all other batteries out of reach of children.
- check that all remotes, toys and products containing button batteries have a screw to secure them.
- dispose of or recycle used button batteries immediately at a battery disposal centre near to the service.
- store equipment such as a leaf blower in the outdoor shed that the children do not have access to.

POISONING

Many products and materials that are used and kept within the Service are potentially poisonous to children. Poisonings can happen quickly. Toddlers and infants are most at risk due to their tendency to put objects in their mouths.

Poisonous substances may include medication, household cleaners, garden products, paint, cosmetics, toiletries, chemicals, batteries and petroleum products. Our Service will ensure all items that may cause harm to children are inaccessible. Staff will keep their personal items in a cupboard/locker which is inaccessible to children.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the Service and risk mitigation strategies implemented including removal of any potentially dangerous/poisonous plants and trees. Our services display the *Poisons Information* hotline on the *Who to call in an emergency?* contact list in multiple locations.

POISON INFORMATION HOTLINE: 13 11 26

REFERENCES

- Australian Children's Education and Care Quality Authority (ACECQA). Approved First Aid Qualifications: <https://www.acecqa.gov.au/qualifications/nqf-approved>
- Early Childhood Australia Code of Ethics. (2016)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- Guide to the National Quality Framework
- National Quality Standard. (Revised 2018)
- NSW Government: Workcover. (2005) Storage and handling of dangerous goods: Code of practice 2005. https://www.safework.nsw.gov.au/_data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf
- Work Health and Safety Act 2011

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	• Implemented under new Management	June 2017	Cassandra Way (Educator/Admin)

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Version	Amendment(s)	Review Date	Updated By
1.1.	<ul style="list-style-type: none"> Checked links and sources No changes 	June 2018	Cassandra Way (ECT/Admin)
1.2.	<ul style="list-style-type: none"> Checked links and sources No changes 	June 2019	Cassandra Way (ECT/Admin)
2.	<ul style="list-style-type: none"> Additional quality area added Poisons procedure introduced for quick access Formatting - changed template Updated regulations 	June 2020	Janine Evans (Approved Provider/ Director)
2.1.	<ul style="list-style-type: none"> No changes required 	July 2021	Janine Evans (Approved Provider/ Director)
2.2.	<ul style="list-style-type: none"> No changes required 	July 2022	Janine Evans (Managing Director)
2.3.	<ul style="list-style-type: none"> No changes made. Changes expected in upcoming template update. 	July 2023	Janine Evans (Managing Director)
3.	<ul style="list-style-type: none"> Cosmetic changes, transferred to new template Fixed version numbering (previous version was formerly version 7) Added sections: Related Policies; Terminology; Glossary of Abbreviations; and Poisoning Reworded and edited grammar 	July 2024	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)
3.1.	<ul style="list-style-type: none"> Updated Terminology list Updated Abbreviations list Updated <i>Related Policies</i> list Added <i>Responsibilities</i> sections for Directors/RPs and WHS Officers. Renamed 'Management' to 'Approved Providers/Management' Split Management responsibilities amongst new categories for better clarity. Minor edits for spelling/grammar Checked and updated references and hotlinks 	July 2025	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)