

▲ HAZARDOUS ITEMS AND SUBSTANCES

▲ NQS

Element 2.2: Each child is protected.

Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Element 7.1.2: Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations: 85-87; 97; 167; 168

▲ PURPOSE

The purpose of this policy is to set out the processes which will be implemented to reduce the risk of harm, injury or illness caused by any item or substance.

▲ POLICY

It is the policy of the centre to promote practices in accordance with State and National Work Health and Safety legislation.

DEFINITIONS

Approved storage container

Approved storage container means a container or bottle designed for the purpose of storing chemicals or another substance and does not include milk or water containers.

Dilution

Dilution means the thinning or weakening of a substance, usually a liquid, by the addition of another substance such as water; recommended dilution rates are provided with the SDS for the chemical substance.

Harm

Harm for the purposes of hazardous items and substances, means to cause damage or injury to a person, item or thing.

Hazardous substance

Hazardous substance means any substance that is classified as Hazardous according to criteria Worksafe Australia

SDS

SDS means Safety Data Sheet which is a manufacturer data sheet containing a list of the chemicals contained in the product, self-storage and handling requirements and emergency medical action if the chemicals are inhaled or ingested.

Poison

Poison means a substance that causes illness, injury or death if taken into the body or produced with the body.

Poisons information centre

PIC is organisation responsible for the provision of information in relation to poison; the contact number of the PIC is **13 12 26**

PPE

PPE means Personal Protective Equipment and includes gloves, aprons, masks, sunscreens, glasses, or goggles.

Substance

Substance means any matter or material and may include a chemical in powder, liquid, or solid form.

▲ PROCEDURES

When purchasing, storing, and/or using any dangerous chemicals, substances, medicines or equipment, our Centre will:

- Select and make use of the least hazardous substance or equipment.
- Only purchase and make use of substances which have child resistant lids or caps. Educators will ensure that such lids or caps are always properly fixed.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer. All labels and/or use by dates should always be kept intact. Any substance or medicine found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate should not be used under any circumstances. Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances, medicines, and equipment must be stored in a locked place or facility which is labelled, secure and inaccessible to children. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges, toiletries, medicines and all first aid equipment.
- Educators should follow the instructions of manufacturers, particularly of medicines which may need to be stored in a refrigerated environment pursuant to the above-mentioned directives.



- Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents, and equipment which is operated by an engine or hazardous to children, will be stored in a locked facility external to the main Centre building. The facility must have a bonded floor and be inaccessible to children and clearly labelled as storing dangerous substances and/or equipment. Such facilities should be separate from children's play or outdoor environments.
- All hazardous containers and equipment should be properly discarded pursuant to local council guidelines.
- Any substances that need to be refrigerated are stored in a labelled child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children.
- If bulk chemicals or non-domestic products and quantities are used or stored, they must be noted on a Hazardous Substances Register and Risk Assessment in accordance with the OHS/WHS Act and Regulation. With the manufacturers SDS sheet

I. Using chemicals

- Educators will receive information during their staff induction from the Centre Director on the safe handling and use of all chemicals or hazardous substances within the centre.
- All chemicals in use at the centres will have an SDS.
- The SDS will be displayed in the area where the chemicals are stored.
- The Centre Director will complete a Hazardous Substance Risk Assessment for all chemical listed on the SDS as a hazardous substance.

II. Labelling of chemicals

- All chemicals in use at the centre will be labelled in accordance with the manufacturer's instructions.
- Where a chemical is diluted into an approved bottle or storage container, the label will include the following information:
 - Name of product,
 - Dilution rate
 - Date chemical was prepared and
 - Name of person who prepared the solution.
- The active life of a chemical once diluted deteriorates over a short period of time.
- It is recommended that the amount of chemical solution prepared is for the day or for two (2) days and then discarded.
- To avoid contamination excess chemicals should not be poured back into the original solution.
- Containers used for diluted solutions should be drained overnight and washed out every week.

III. Personal Protective Equipment - PPE

PPE should be used when handling chemicals. PPE may include gloves, aprons, eyewear, or other protective equipment required to protect a person from harm or a person's clothing and closed footwear.

IV. Storage of hazardous substances, products, or items

Educators will ensure all hazardous substances, products or items are stored in a manner that reduces the risk of harm to children, educators, or other persons at the centre. Hazardous substances, products or items may include:

- Plastic bags,
- Chemicals,
- Medications (including tablets, liquid suspensions, creams, and lotions),
- Adult scissors,
- Knives
- Broken or damaged equipment or goods,
- Rubbish and
- Any other item reasonably suspected to cause harm to a child or any other person.

All hazardous substances, products or items will be stored in a locked cupboard or a room with a door lock or a space inaccessible to children. Educators will monitor the effectiveness of latching or locking devices daily. Where a defect to a latching or locking device is identified educators will relocate hazardous substances, products or items until necessary repairs can be undertaken.

When spilling of any dangerous chemicals, substances, medicines or equipment, our Centre will:

- Remove children from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack colour or odors but may still be dangerous. Never assume a chemical is harmless.
- Identify chemicals and potential hazards by using the appropriate Safety Data Sheet.
- Use the manufacturer's recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

STRATEGIES TO MINIMISE THE USE OF POTENTIALLY DANGEROUS SUBSTANCES

DETERGENTS

Ordinary detergents will be used to help remove dirt from surfaces. Colour-coded sponges (e.g., pink for the kitchen, yellow for the bathroom) shall be used to not cross-contaminate areas. Different rubber gloves shall also be used in each room then hung out to dry and air. Before returning to the children educators will wash and dry hands.

DISINFECTANTS

Disinfectants are usually unnecessary as very few germs can survive exposure to fresh air and natural light. In an outbreak situation, public health units may specify the use of a particular disinfectant. In this situation, for the disinfectant to work effectively, there still needs to be thorough cleaning using a detergent beforehand.

There is no ideal disinfectant. Disinfectants cannot kill germs if the surface is not clean. It is more important to ensure surfaces have been cleaned with detergent and warm water than to use a disinfectant. To kill germs, any disinfectant needs:

- A clean surface to be able to get to the germ.
- To be able to act against those particular germs.
- To be of the right concentrate.
- Enough time to kill the germs, this is at least 10 minutes.

Even when all of these conditions are met a disinfectant will not kill all the germs present.

Proper cleaning with detergent and warm water, followed by rinsing then drying and airing time kills most germs from surfaces as they are unable to multiply in a clean dry environment. Cleaning equipment should be stored and taken care of so it can dry between uses and not multiply germs itself.



	Wash DAILY plus when visibly soiled	Wash WEEKLY plus when visibly soiled
Bathrooms. Wash tap handles, toilet seats, toilet handles and door knobs. Check the bathroom during the day and clean if Obviously soiled.	✓	

Toys and objects put in the mouth	✓	
Surfaces the children have frequent contact with, for example,	✓	
bench tops, taps, cots and tables.	✓	
Mattress covers and linen , if each child does not use the same mattresses cover every day.	✓	
Doorknobs	✓	
Floors.	✓	
Low shelves.		✓
Other surfaces often touched by children		✓

SPECIAL AREAS FOR CLEANING - NAPPY CHANGE AREA

Nappy change areas need to be cleaned after each use with detergent and warm water. If fecal matter spills onto the area wipe down with detergent and warm water and leave to dry. At the end of each day wash with warm water and leave to dry in fresh air and sun if possible.

CLOTHING

Educators clothing should be washed daily. Educators should wear aprons or something similar to cover clothing that cannot frequently be washed. Educators should also have a change of clothes available in case of accidents. Dress-up and play clothes should be washed once a week in hot water and detergent.

SMOKING

It is not permitted to smoke in any part of the Centre's premises. The Centre's premises include the building, outdoor play space and car park. Our educators are not permitted to smoke whilst on duty.

▲ SOURCES AND FURTHER READING

- Work Health and Safety Act 2011
- Work Health and Safety Regulation
- Work Health & Safety (NSW)
- Occupational Health and Safety (VIC)
- Australian Dangerous Goods Code
- Australian Workplace Safety Standards Act 2005
- Australian Workplace Safety Standards Regulations 2005
- Poisons and Therapeutic Goods Act 1996
- [National Health and Medical Research Council: Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)", June 2013](#)
- McLeod, P. (2005). Health and safety information on the internet. Putting Children First, 15, 12-13.
- Tarrant, S. (2002). Managing OHS in children's services: A model for implementing an Occupational Health and Safety (OHS) management system in your children's service. NSW: Lady Gowrie Child Centre.

▲ ASSOCIATED POLICIES

- Centre Security
- Work Health & Safety
- Safety Check and Maintenance of Buildings and Equipment
- Child Safe Environments and Supervision

▲ **POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

- **Last review:** 11.09.2023
- **Next review:** 11.09.2024