

SAFE STORAGE OF HAZARDOUS CHEMICALS POLICY

By maximising awareness of the potential hazards of chemicals and equipment, we aim to minimise the risk of harm to educators, children, and families by ensuring hazardous products are safely stored, handled, and controlled.

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 LAW AND NATIONAL REGULATIONS	
Section 167	Offence relating to protection of children from harm and hazards
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedure
106	Laundry and hygiene facilities
116	Assessments of family day care residences and approved family day care venues

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused

Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Environmentally responsible policy Health and Safety Policy Residences and Venue Policy	Incident, Injury, Trauma and Illness Policy Work, Health, and Safety Policy Health and Safety Policy
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PURPOSE

Dalas Family Day Care Service aims 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.

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, and Educator Assistants of the Family Day Care Service.

IMPLEMENTATION

The Approved Provider/Coordinator will ensure:

- that every practical measure is taken to protect children from harm and any hazard likely to cause injury whilst being educated and cared for by Family Day Care educators in an approved residence and/or venue (National Law - section 167)
- all dangerous goods and hazardous substances are identified within the FDC residence or venue, and included in the chemical register
- Poison Hotline number is clearly displayed in each FDC residence/venue
- a risk assessment has been conducted in consultation with the Coordinator/Approved provider, prior to using any potentially dangerous or hazardous substance at the FDC residence/venue including pesticides and herbicides
- annual assessments, including risk assessments are conducted at least annually of each FDC residence or venue to ensure the health, safety and wellbeing of children

- educators adhere to the Family Day Care Service procedures for dealing with and handling chemicals
- the use of sustainable practices and eco-friendly products is promoted in all FDC approved residences/venues
- Safety Data Sheets (SDS) and the Chemical Register is readily available at the FDC residence or venue and regularly updated
- as per Work Health and Safety (WH&S) requirements, this information must be kept up to date at all times, with a review of the folder annually. No SDS is to be more than 5 years old.
- appropriate training and Personal Protective Equipment (PPE) are used by educators/educator assistants who may be exposed to dangerous goods and/or hazardous substances
- relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the FDC residence or venue- (e.g. Caution- Chemical Storage Area; Danger; Hazardous Chemicals)
- there are emergency procedures and practices for accidental spills and/or contamination and corresponding first aid plans for all dangerous goods handled and stored
- action is taken to remove any pests or vermin by a licensed exterminator, who will provide a certificate of currency for record keeping by the FDC educator. Initially, using non-chemical methods such as physical removal of pests, maintaining a clean environment, and use of any non-toxic products will be implemented.
- that every FDC educator and educator assistant have current ACECQA approved first aid qualifications
- all visitors/students are made aware of correct storage and usage procedures for potentially hazardous materials during their initial orientation at the FDC service/residence
- there are appropriate and lockable storage facilities in each FDC residence/venue in which dangerous products are stored
- lockable storage facilities are clearly marked with signage to indicate chemicals/hazardous materials
- dangerous products will be stored in areas that are not accessible to children or in cupboards fitted with key or childproof locks
- a hazardous substances register is used and regularly updated by all FDC Educators.
- a risk assessment for any dangerous materials stored in bulk has been carried out and is regularly updated by the FDC educator
- any chemical used by a FDC educator in spray bottles must ensure these are clearly labelled with contents and are not used with children in the immediate vicinity

- in the event of any incident involving accidental exposure to chemicals or other hazards, an *Incident, Injury, Trauma and Illness Record* will be completed by the FDC educator and provided to the Approved Provider
- if a serious incident occurs involving the need for medical intervention or emergency services, notification will be made to the Regulator Authority within 24 hours

The Educator/Educator assistant will:

- 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
- 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 and original containers that preferably have child resistant lids and caps in a secure and locked place/cupboard, inaccessible to children
- ensure all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks
- laundry facilities have lockable cupboards for cleaning products/detergents
- 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, 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
- source chemical free methods to reduce possible hazards at residence or venue
- ensure cleaning and hazardous products are not stored close to food products
- consider minimising the use of dangerous products at the FDC residence/venue and use alternate 'green cleaning' options
- complete daily and quarterly WHS checklists to ensure that any dangerous products used at the FDC residence/venue have current Safety Data Sheets (SDS) and are stored appropriately
- 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 require refrigeration, be placed in a labelled 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
- in the event of any incident involving accidental exposure to chemicals or other hazards, an *Incident, Injury, Trauma and Illness Record* will be completed by the FDC educator and provided to the Approved Provider

Poisoning

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

Poisonous substances may include medication, household cleaners, garden products, paint, alcohol, cosmetics, toiletries, chemicals, pool equipment, batteries, petroleum products, e-cigarette cartridges.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the FDC residence or venue and risk mitigation strategies implemented. FDC educators will display a notice detailing the Poison information hotline in a visible position within the residence or venue.

POISON INFORMATION HOTLINE 13 11 26

SOURCE

Australian Children's Education and Care Quality Authority (ACECQA). (2019). Approved First Aid Qualifications: <https://www.acecqa.gov.au/qualifications/nqf-approved>

Australian Children's Education & Care Quality Authority, 2014.

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Frith, J., Kambouris, N., & O'Grady, O. (2003). Health & safety in children's centres: Model policies & practices (2nd Ed.)

Guide to the National Quality Framework. (2017). (Amended 2020).

Guide to the National Quality Standards. (2017).

Kidsafe Family Day Care Guidelines. 7th edition. (2020).

Occupational Health and Safety Act, 2000. Occupational Health and Safety Regulations, 2001.

Revised National Quality Standards. (2018).

REVIEW

POLICY REVIEWED	AUGUST 2022	NEXT REVIEW DATE	AUGUST 2023
MODIFICATIONS	• minor edits to reflect FDC residence/venues • records to be kept and notification to regulatory authority • information related to the danger of button batteries added • references checked • Poison section added URLs checked – obsolete URLs replaced. • Sources edited. MSDS' replaced with 'SDS'		
August 2020	• Policy purchased from child care desktop		