



# Wingecarribee Out of School Hours Services

## HAZARDOUS MATERIALS

Wingecarribee OOSH Services will aim to provide an environment that is safe with no risk to the health and well being of the children, staff or parents. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous and that all hazardous materials will be stored appropriately.

### PROCEDURE

Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others at the service will not be used or undertaken while the service is in operation.

Should any pests or vermin be identified then action should be taken to rid the service of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products. This action would be taken in consultation with the school personnel.

Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation, and preferably not in the presence of the children.

Aerosol cans such as spray paints etc used for specific activities will only be used outside in a well-ventilated area.

All staff will be made aware on initial orientation at the service, of any potentially dangerous products, which may pose a danger to the children and where these are stored.

All relief staff will also be made aware of the products and where they are stored.

All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labelled and stored in the designated secured area which is inaccessible to the children.

Material Safety Data Sheets (MSDS) will be accessible for all chemicals stored on the premises.

MSDS should be obtained by the delegated staff member whenever a new product is purchased by telephoning the manufacturer (on label of product) or accessing the website of the manufacturer and downloading the MSDS. Every effort will be made to purchase items for which an MSDS already exists.

Staff are responsible to ensure that these areas remain secure and do not to inadvertently provide access to these items by the children.

Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these food products might contaminate foodstuffs.

Staff should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

Education about dangerous products and their storage can be used to enhance both children's and parents' awareness of the topic. Activities, posters or newsletters can be undertaken to highlight the issue.

### POLICY HISTORY

*Date Endorsed: July 2009*

*Reviewed: November 2014*

### REFERENCE

- WHS Act 2011