

15 – Safe Storage of Dangerous Goods

Children’s Services Procedures

Effective From:	30 October 2020
Contact Officer:	Coordinator of Children’s Services
Next review date:	2 years
File Reference:	1825/29.5
Related Policies/Legislation:	<ul style="list-style-type: none">• <i>Education and Care Services National Law Act 2010 – section 167</i>• <i>Education and Care Services National Regulations - 2011. Cl 77 and 66</i>• <i>National Quality Standard: QA2heers’ –2.2.1 QA3 – 3.2.3</i>• <i>NSW Work Health Safety Act 2011 and NSW Work Health Safety Regulation 2011</i>

Related Documents and References:

- ACECQA (2018) Guide to National Quality Framework
- “*Staying Healthy- Preventing infectious diseases in early childhood education and care services.*” 5th Edition; 2012. Australian Government; national health and medical research Council.
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

Superseded Procedures: Hazardous Materials- WOOSH

Purpose

Wingecarribee Children’s Services (the Service) takes every reasonable precaution to protect children being educated and cared for by maximising awareness of the potential hazards of chemicals and equipment and reducing the risk of harm to educators, children and families by ensuring dangerous products are safely stored and their use minimised in all areas of service provision.

The Service is committed to:

- Preventing exposure to dangerous or potentially harmful products
- Encouraging the use of eco-friendly cleaning options
- Providing safe environments where chemicals and hazardous equipment are stored safely away from children and are stored and handled correctly



Scope

This procedure applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council and the adult Household members residing in their premise.

All children and families accessing care with Council's Children's Services

All students and as required; visitors engaged with Wingecarribee Children's Services.

Definitions

Dangerous Products for the purpose of this procedure refers to:

- Hazardous chemicals and substances
- Dangerous goods
- Poisons
- Drugs- including medications
- Miscellaneous dangerous products

"Hazardous chemicals are substances, mixtures and articles that can pose a significant risk to health and safety if not managed correctly. They may have health hazards, physical hazards or both.

Examples of **chemicals** that can cause adverse health effects include:

- toxic chemicals
- chemicals that cause skin damage
- carcinogens.

(From Safe Work Australia <https://www.safeworkaustralia.gov.au/chemicals> accessed 16.09.2020)

A Safety Data Sheet (SDS), Material Safety Data Sheet (MSDS) or Product Safety Data Sheet is a document that lists information relating to the safety and health for the use of or exposure to various substances and products. These records must be no older than 5 years for each product.

Green Cleaning for the purpose of this procedure can mean the following:

- substances like baking soda, vinegar, and lemons to clean the home surfaces. These are considered natural green cleaners
- manufactured green cleaning products that are healthy for the environment. They may avoid substances such as phosphates, chlorine, artificial fragrances, and artificial colors and may claim to be biodegradable.


Responsible Persons - The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time.

Procedure

1. Elimination, Storage, Use and Disposal of Dangerous Products

1.1 The Service will ensure the use of, and exposure to dangerous products in the Services is prevented and where possible eliminated.

1.2 All Services will have a cleaning strategy, which is reviewed at least annually, that states all



products used for cleaning surfaces and equipment whilst the children are in care.


- 1.3 Services are to use soap and water for “general” cleaning purposes while children are in care, alternatively ‘green cleaning products’ may be considered.
- 1.4 The use of products such as aerosols will be minimised and where possible used outdoors or in a well ventilated area.
- 1.5 All dangerous products will be stored in well labelled and original containers with a child resistant lid.
- 1.6 Medications are to be made inaccessible to Children. Refer to Medical Conditions Procedure point 5 Administering medication for further information
- 1.7 Educators/Staff must strictly adhere to “directions for use” on all products that have a potential risk.
- 1.8 Dangerous products are not to be used while children are in care unless in the case of having to disinfect an area from a hazardous substance such as blood; in this case children should be excluded from the immediate area if possible and spills procedures adhered to with attention given to Personal Protective Equipment (PPE) and ventilation.
- 1.9 PPE, such as gloves and eye protection, is available at all Services and is to be utilised by Educators/Staff when handling or exposed to potentially dangerous products.
- 1.10 Appropriate and safe disposal of products, in accordance with the manufacturer’s instructions on the product label, Work, Health and Safety (WHS) regulations and Council laws.
- 1.11 Nappy change and toilet facilities are to have appropriate disposal systems in place and in working order which are maintained throughout each session of care.
- 1.12 Dangerous products stored in the areas of the premise used by the children or as part of the Service will be made inaccessible.

Preference:

- a) Out of reach in a high cupboard or an area of the premise that is inaccessible to children.
- b) With a child magnetic safety lock fitted to cupboard
- c) Alternate child safety devise which limits accessibility – listed on WHS daily Safety Checklist to ensure it is working efficiently at all times.

2. Information, Checks and Record Keeping

- 2.1 Each Service is to determine if they require a “Hazardous Chemical Register”, accompanied by the current Safety Data Sheet (SDS). For more information visit www.safeworkaustralia.gov.au/doc/hazardous-chemicals-register-fact-sheet
 - 2.1.1 The Service encourages, for best practice, that current (no older than 5 years) Safety Data Sheets (SDS) from the manufacturer are available for any chemical or hazardous substances in the area of the premise that is used as part of the Education and Care Service.
- 2.2 Educators and staff will be informed of the location of dangerous products as part of their orientation and made aware of associated procedures and the location of Safety Data Sheets (SDS) for chemicals or hazardous substances, as applicable.

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- 2.3 Emergency contact numbers including poisons information are displayed in a prominent position in all Services, including the **Poisons information line – 13 11 26 and Emergency Services 000**
 - 2.4 Daily WHS Safety checks are documented and tailored to each Service. As part of these checks, storage of dangerous products is addressed and physical checks are completed prior to the service opening daily and as required during each session of care.
 - 2.5 Annual Home Safety and Compliance Reports are completed for each individual Family Day Care Service. These reports address risks and appropriate practices for eliminating or managing these risks to ensure regulatory compliance and the safety and wellbeing of children using the Service.
 - 2.6 Risk assessments for dangerous products, equipment or activities are developed and evaluated at a minimum annually or as required, for example; Out of School Hours risk assessments reviewed prior to each vacation care.
 - 2.7 All family day care educators and permanent service staff or “responsible persons” are trained in First Aid Emergency Response. Records are maintained at the Service and on personnel Files.

Approved by:



Danielle Lidgard

Group Manager Corporate and Community

30 October 2020