



Safe Storage of Dangerous Goods

1. Policy Statement

UWSELL aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options. The education and care service endeavours to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.

2. Legislative Requirements

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Children (Education and Care Services National Law Application) Act 2010 , Section 167 2011

Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780

Education and Care Services National Regulations 2011:

77 Health, hygiene and safe food practices

- (1) The approved provider of an education and care service must ensure that the nominated supervisor and staff members of, and volunteers at, the service implement:
 - a) adequate health and hygiene practices
- (2) The nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement:
 - a) adequate health and hygiene practices

106 Laundry and hygiene facilities

- (1) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.

National Quality Standard 2010:

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

3. Who is affected by this policy?

- a) Children
- b) Staff
- c) Parents
- d) Management

4. Implementation

Dangerous products used within UWSELL will be categorised into the following groups:

- A. Hazardous chemicals and substances
- B. Dangerous goods
- C. Poisons
- D. Drugs - including medications
- E. Miscellaneous dangerous products.

The Approved Provider will:

- A. Ensure that every reasonable precaution 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.)

The Nominated Supervisor will:

- A. Ensure that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the service.
- B. Ensure that at all times there is an educator on the premises with WorkCover & ACECQA approved first aid qualifications.
- C. Ensure that there are appropriate storage facilities in the service in which dangerous products are stored. Dangerous products will preferably be stored in areas of the service that are not accessible to children or in cupboards fitted with childproof locks.
- D. Develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises. The register will record the product name, application, whether the MSDS is available, what class risk the chemical has, controls for prevention of exposure required, what first aid, medical or safety action should be taken if a person is exposed.

Educators will:

- A. Seek medical advice as needed by contacting the Poisons Information Line – 13 11 26 or by calling 000.
- B. Wear Personal Protective Clothing when handling dangerous materials.
- C. Strictly adhere to the 'Directions for use' on the product label.
- D. 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.



- E. Consider minimising the use of dangerous products in the education and care service and use alternate “green cleaning” options. Refer to Cleaning & Maintaining the Environment Policy.
- F. Complete daily and quarterly WHS checklists to ensure that any dangerous products used within the education and care service have current Material Safety Data Sheets (MSDS) and are stored appropriately.
- G. Store all dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps.
- H. Only administer children’s medications with family authorisation and in accordance with medical directions. See Medication Policy. All medications will be stored in an area inaccessible to children. If any medications or dangerous substances require refrigeration, they must be placed in a labelled childproof container, preferably in a separate compartment of the fridge.
- I. Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.

Dangerous products used within UWSELL will be categorised into the following groups:

- A. Hazardous chemicals and substances
- B. Dangerous goods
- C. Poisons
- D. Drugs - including medications
- E. Miscellaneous dangerous products.

The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

5. Sources

- The NSW Work Health and Safety Act 2011
- www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx
- Storage and Handling of Dangerous Goods: Guidance
- www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handling-dangerous-goods-1354.pdf
- Approved First Aid Qualifications

- www.acecqa.gov.au/qualifications/approved-first-aid-qualifications
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.)
- www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 24.08.12
Date for next review: 23.08.13

Approved by UWSELL Board
Current Version: 24.08.12
Version 1 24.08.12