



## Safe Storage of Dangerous Goods Policy (CHS 20)

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### Policy Rationale

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to educators, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of our Preschool.

### Strategies, Practices and Procedures

We have based our strategies on those outlined by Community Child Care Co-operative (NSW).

- Follow Emergency Evacuation Policy strategies for accidental spills and contamination of dangerous goods handled and stored in the service.
- Ensure that at all times there is an educator on the premises with approved first aid qualifications.
- 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.
- Develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the Preschool. 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.

- Seek medical advice as needed by contacting the **Poisons Information Line – 13 11 26** or by calling **000**.
- Wear Personal Protective Clothing when handling dangerous materials.
- Strictly adhere to the 'Directions for use' on the product label.
- 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.
- Consider minimising the use of dangerous products in the Preschool and use alternate "green cleaning" options,
- Complete regular 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.
- Store all dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps.
- 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.
- Encourage educators to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the Preschool.

#### Links to Legislation & National Quality Standards

- 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
- Education and Care Services National Regulations 2011: 77, 106
- Guide to the National Quality Standard ACECQA (2011): 2.3.2

#### Links to other Policies

- Child Safe Environment Policy (PE 2)
- Medication Policy (CHS 9)
- Incident, Injury, Illness & Trauma Policy (CHS 8)
- First Aid Policy (CHS 14)

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