# D-5 Hazardous Materials

## NQS

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| QA. 2.1 | Health. |
| QA. 2.1.2 | Health practices and procedures. |
| QA. 2.2 | Safety. |
| QA. 2.2.1 | Supervision. |
| QA. 2.2.2 | Incident and emergency management. |
| QA. 3.1.1 | Fit for purpose. |
| QA. 3.1.2 | Upkeep. |
| QA. 3.2.3 | Environmentally responsible. |
| QA.4.2.2 | Professional standards. |
| QA. 7.1.2 | Management systems. |
| QA. 7.1.3 | Roles and responsibilities. |

## National Regulations

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| Reg. 77 | Health, hygiene and safe food practices |
| Reg. 106 | Laundry and hygiene facilities |
| Reg. 168 | Education and care service must have policies and procedures |

## My Time, Our Place

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| LO. 1 | Children and young people feel safe, secure and supported |

## Policy Statement

We will provide a safe environment and protect the health and wellbeing of the children, staff and parents of the Centre. We will ensure that all activities undertaken while the service is in operation will not pose potential risk and that all hazardous materials will be stored appropriately. Responsible conduct will be observed at all time around both hazardous and non-hazardous chemicals (cleaners, disinfectant, solvents, dish washing/laundry powder etc.) in all locations around the centre.

## Related Policies

- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy C-3: Staff Orientation and Induction
- Sylvania Heights BASC Policy C-9: Relief Staff
- Sylvania Heights BASC Policy C-10: Volunteers/Students/Visitors
- Sylvania Heights BASC Policy D-2: Hygiene
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-28: Workplace, Health and Safety
- Sylvania Heights BASC Policy D-34: Hazard identification, risk assessment and control

## Procedure

The Management and/or staff WHS Representatives (see D-28 Workplace Health, Safety and Environment Policy) will ensure that procedures are in place for all hazardous machinery, chemicals and activities which have the potential to cause danger to children, educators or others in the Centre will be managed, stored and handled. All staff will be trained in accordance with the procedures and have responsibility to adhere to the training. Staff are to notify management of any issues that may arise with use of a particular chemical.

Daily WHS risk assessments will be undertaken to identify any potential hazards, assess the risk and control the risk to an acceptable level. Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, educators or others in the Centre will not be used or undertaken while the service is in operation.

Should any pests or vermin be identified, action should be taken to rid the Centre of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.

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

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

Educators will be made aware on initial orientation (see C-3 Staff Orientation and Induction Policy), 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 these products and where they are stored.

All potentially dangerous products such as cleaning materials, disinfectants, sharp objects, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labeled, and stored in the designated secured area which is inaccessible to the children. Educators will be responsible for ensuring that these areas remain secure and will not inadvertently provide children with access to these items.

Cleaning and hazardous products will not be stored in close proximity to food products to avoid contamination.

Safety Data Sheets (SDS) will be available for all cleaning and potentially hazardous items used in the operation of the Centre. New products will not be brought into the centre without an appropriate SDS being organised prior. Educators will be made aware of where these are located to ensure they are available in the case of an emergency.

Only compatible chemicals are stored together. E.g., strong acids (low PH value) will not be stored with strong alkalis (high PH value). This storage information will be indicated on the SDS.

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

The NSW Poisons Information Centre can be contacted for 24-hour advice and assistance regarding poisons on 13 11 26.

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 will be displayed to highlight the issue.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Education and Care Services National Law Act 2010
- Kidsafe NSW
- Workplace, Health and Safety Act 2000
- Work Health and Safety Regulation 2017
    - ch.7(hazardous chemicals)
    - ch.7 pt 7.1 div.2 sub-Div 3 s 344(safety data sheets)
- WorkCover NSW – COP: Managing Risks of Hazardous Chemicals in the Workplace (2014)
- WorkCover NSW – COP: Labelling of Workplace Hazardous Chemicals (2011)
- SafeWork Australia – COP: Preparation of Safety Data Sheets for Hazardous Chemicals (2011)
- SafeWork Australia – Understanding labels for Hazardous Chemicals Fact Sheet (2012)
- SafeWork Australia – Hazardous Chemical Register Fact Sheet (2012)
- SafeWork Australia – Classification Hazardous Chemicals Guide (2012)

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