

**Policy  
Name:**

SAFE STORAGE OF DANGEROUS GOODS

**No: 2-4**

**INTRODUCTION**

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

**OVERALL GOALS – What are we going to do?**

BDCS aims to reduce the use of dangerous products by using eco-friendly options where possible. Any dangerous substances or chemicals that are present will be safely stored away from children and when handled, are done so safely and appropriately.

**OVERALL STRATEGIES – How will it be done?**

**BDCS will:**

- Ensure that every reasonable precaution is taken to prevent harm to children, staff or visitors to the service as a result of exposure to dangerous goods.
- Ensure that eco-friendly products are promoted and used within the services as an alternative to cleaning products, insect repellents, pesticides & herbicides that may potentially be harmful.

**Nominated Supervisor will:**

- 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.
- Ensure that soiled nappies and soiled clothing are inaccessible to children and in covered containers.
- Ensure that at all times there is an educator on the premises with ACECQA approved first aid qualifications.
- Ensure that there are appropriate storage facilities in the service in which dangerous products are stored. Dangerous products will be stored in areas of the service that are not accessible to children or in cupboards fitted with childproof locks.
- Ensure that the chemical storage area is marked and clearly labelled as a hazard zone.
- Develop a hazardous substances register and a risk assessment for any dangerous products stored within the education and care premises. A Safety Data Sheet (SDS), is a document that lists information relating to the safety and health for the use of various substances and products. The register will record the product name, application, whether the SDS 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.
- Safety Data Sheets (SDS) from the manufacturer will be displayed alongside the chemicals stored and must be no more than 5 years old.

- Ensure all potentially dangerous substances, including cleaning materials, disinfectants, medications, poisonous and flammable items are stored in appropriate containers, labelled clearly, and in a location that is safe and not accessible to children or near foodstuffs.
- Ensure that the Poisons Information Line and 000 contact details are displayed in a prominent location in the service, preferably near the storage location of dangerous substances

**Staff will:**

- 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.
- Ensure that areas where dangerous goods are stored remain secure and inaccessible to children at all times
- Consider their use of dangerous products and use safer "green" options where possible
- Complete daily and quarterly WHS checklists to ensure that any dangerous products used within the education and care service have current Safety Data Sheets (SDS) and are stored appropriately.
- Store all dangerous products in well-labelled and original containers with child-resistant lids and caps.
- Be encouraged to attend professional development sessions to maximise awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.
- 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 lockable childproof container, preferably in a separate compartment of the fridge.

## **MONITORING, EVALUATION AND REVIEW**

*This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.*

*In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.*

## **RELATED LEGISLATION**

- 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
- Guide to the National Quality Framework ACECQA (2018)

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

#### LINKS TO:

- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Education and Care Services National Regulations: 77, 106

#### SOURCES

- National Standard for the Storage and Handling of Workplace Dangerous Goods:  
<https://www.safeworkaustralia.gov.au/doc/national-standard-storage-and-handling-workplace-dangerous-goods-nohsc-1015-2001>
- National Code of Practice for the Storage and Handling of Workplace Dangerous Goods:  
<https://www.safeworkaustralia.gov.au/doc/national-code-practice-storage-and-handling-workplace-dangerous-goods-nohsc-2017-2001>
- ACECQA First Aid Qualifications and Training:  
<https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>
- NSW Poisons Information Centre The Children’s hospital at Westmead –  
<https://www.poisonsinfo.nsw.gov.au/>
- Preventing poisoning - <https://raisingchildren.net.au/babies/safety/poisons/preventing-poisoning>

#### Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**