



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: SAFE STORAGE OF DANGEROUS GOODS

POLICY STATEMENT

We aim to reduce harm by raising awareness of chemical and equipment hazards, ensuring safe storage, handling, and control, and minimising chemical use across our services.

BACKGROUND

The safety of children, staff members and visitors is paramount and we therefore aim to reduce the use of dangerous products within the services by using environmentally friendly options whenever possible, in order to promote a safe environment for all.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

POISONING

Many products and materials that are used and kept within the services are potentially poisonous and we therefore ensure that all items that may cause harm are inaccessible to children. Poisonous substances may include medication, household cleaners, garden products, paint, cosmetics, toiletries, chemicals, batteries and petroleum products. Staff will keep their personal items in a cupboard/locker which is inaccessible to children. We display the Poison Information hotline number (13 11 26) in prominent positions throughout the services.

MANAGING SPILLS OF HAZARDOUS CHEMICALS

For the safety of all staff and children, it is essential to follow the appropriate procedure for managing spills of hazardous chemicals. Safe Work NSW states that hazardous chemicals may be used within the workplace, including paints, pesticides, cleaners and fuels. Hazardous chemicals may come in the form of powders, liquids, solids and gases.

PROCEDURE

This procedure provides detailed steps for staff to follow if a chemical spill has been identified at a service:

- The staff member who identified the spill will assess the situation and evacuate people from the area if required.
- Advise other staff of the situation.
- Using PPE, contain the hazardous chemical spill.
- Assess why the chemical spill occurred e.g. The container was damaged and leaked.
- Correctly dispose of waste chemical material.
- Ensure the site and area is fully clean, safe and free from chemicals before any children or other staff members return.
- Dispose of used PPE equipment.
- Notify the incident to the Direct Supervisor who will also determine if any action needs to be taken to prevent it happening again e.g. Replace the damaged container.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND DIRECT SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Safe Storage of Dangerous Goods Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure all staff and students are made aware of correct storage and usage for potentially hazardous materials during their initial orientation at the service.
- Ensure every practical measure is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury.
- Minimise the use of dangerous products and use alternate environmentally friendly options wherever possible.
- Ensure there are procedures and practices in place for spills of hazardous chemicals, handled and stored in the service.
- Ensure a smoke free environment is provided to children, staff, families and visitors at all times.
- Ensure the outdoor environment is free from poisonous plants and trees.
- Ensure the Poison Hotline number is clearly displayed in prominent positions throughout the service.
- Ensure appropriate training and Personal Protective Equipment (PPE) is provided for staff who may be exposed to dangerous goods and/or hazardous substances.
- Ensure appropriate PPE is always used when handling and using hazardous chemicals.



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- Ensure relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the service.
- Ensure unsupervised access by children is prohibited to laundry and nappy change facilities.
- Ensure that soiled nappies and soiled clothing are inaccessible to children and in covered containers.
- Ensure all products/chemicals used for laundry purposes are locked in a cupboard inaccessible to children.
- Ensure action is taken to remove any pests or vermin by a licensed exterminator.
- Ensure there are appropriate and lockable storage facilities in the service in which dangerous products are stored and that they are clearly marked with signage to indicate chemicals/hazardous materials.
- Ensure dangerous products will be stored in areas of the service that are not accessible to children or in cupboards fitted with key or childproof locks.
- Ensure chemicals in spray bottles are clearly labelled with contents.
- Ensure cleaning and hazardous products are not stored close to food products.
- Ensure safety Data Sheets (SDS) are kept on all chemicals used on the premises. They are to be from the manufacturer, readily available and updated as required but must not be more than 5 years old.
- Ensure a Hazardous Chemical Register is kept and lists hazardous chemicals stored or used within the service. The register will include:
 - Product name
 - Application
 - 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
- Ensure a risk assessment is conducted for any dangerous products stored or used within the service.
- Ensure at least one staff member with ACECQA approved first aid qualification is always in attendance.
- Ensure in the event of any incident involving accidental exposure to chemicals or other hazards or incident involving possible poisoning, an Incident, Injury, Trauma and Illness Record is completed.
- Ensure educators only administer children's medications with family authorisation and in accordance with medical directions (see Administration of Medication Policy).
- If a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the Regulator Authority within 24 hours via the [NQA-ITS](#).

ALL STAFF WILL:

- Seek medical advice if needed by contacting the Poisons Information Line (13 11 26) or by calling 000.
- Wear Personal Protective Equipment (PPE) when handling dangerous substances or materials.
- Not use spray bottles containing chemicals in the immediate vicinity of any child or children.
- Read the label before using any cleaning material, sprays or chemicals and strictly adhere to the 'Directions for use' and be aware of appropriate first aid measures.
- Store all dangerous products in well-labelled and original containers that preferably have child resistant lids and caps in a secure and locked place/cupboard, inaccessible to children.
- Return all chemicals and cleaning products to their designated spot immediately after use.
- Not mix cleaning products due to the potential for harmful chemical reactions to occur which could endanger others.
- 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 medication is stored in an area inaccessible to children.
- Keep all button batteries and all other batteries out of reach of children.
- Check that all remotes, toys and products containing button batteries have a screw to secure them.
- Dispose of or recycle used button batteries immediately.
- In the event of any incident involving accidental exposure to chemicals or other hazards, complete an Incident, Injury, Trauma and Illness Record and provide to the Direct Supervisor.
- Keep all personal items in a cupboard/locker which is inaccessible to children.

CONTINUOUS IMPROVEMENT/REFLECTION



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Our Safe Storage of Dangerous Goods Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

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|-------------|--|
| Standard 1 | Child safety is embedded in organisational leadership, governance, and culture |
| Standard 5 | People working with children are suitable and supported |
| Standard 7 | Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training |
| Standard 10 | Policies and procedures document how the organisation is child safe |

NATIONAL QUALITY STANDARD (NQS)

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| 2.2 | Safety | Each child is protected. |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

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|----------|--|
| Sec. 167 | Offence relating to protection of children from harm and hazards |
| 82 | Tobacco, drug and alcohol-free environment |
| 85 | Incident, injury, trauma and illness policies and procedures |
| 97 | Emergency and evacuation procedure |
| 106 | Laundry and hygiene facilities |
| 109 | Toilet and hygiene facilities |
| 112 | Nappy change facilities |
| 136 | First aid qualifications |
| 168 | Education and care services must have policies and procedures |
| 170 | Policies and procedures must be followed |
| 171 | Policies and procedures to be kept available |
| 172 | Notification of change to policies and procedures |

STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)

[Education and Care Services National Regulations \(Amended 2023\)](#)

[Occupational Health and Safety Act 2000](#)

[Occupational Health and Safety Regulation 2001](#)

[Work Health and Safety Act 2011](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.

Australian Children's Education & Care Quality Authority (ACECQA). (2025).

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#).

Revised National Quality Standard. (Amended 2025).

Safe Work Australia. (2020). [Managing risks of storing chemicals in the workplace](#).

RELATED POLICIES

- Administration of First Aid Policy
- Incident, Injury, Trauma and Illness Policy
- Administration of Medication Policy



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RELATED DOCUMENTS

- Dangerous Products Risk Assessment
- Safety Data Sheets (SDS)
- Hazardous Chemical Register

| POLICY REVIEWED | NEXT REVIEW DATE | POLICY REVIEWED BY |
|-----------------|--|--------------------|
| OCTOBER 2025 | OCTOBER 2026 | Charlotte Parnaby |
| MODIFICATIONS | <ul style="list-style-type: none"> • Annual policy maintenance • Updated legislation and other links where necessary | |
| POLICY REVIEWED | PREVIOUS MODIFICATIONS | POLICY REVIEWED BY |
| AUGUST 2024 | <ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated • Additional sections added: <ul style="list-style-type: none"> ○ Poisoning • Managing Spills of Hazardous Chemicals | Prue Ritchie |
| JANUARY 2021 | | Prue Ritchie |