



---

## 2.8 Use and Storage of Dangerous Goods/Chemicals Policy

### Contents

<b>Aims</b> .....	2
<b>Legislative Requirements</b> .....	2
<b>Who Is Effected By This Policy?</b> .....	2
<b>Relevant Early Childhood Professional Standards</b> .....	2
<b>Sources/References</b> .....	2
<b>Procedures</b> .....	3

## Aims

The centre's aim is to establish and implement a set of procedures which will ensure a safe environment is maintained through the correct storage and use of potentially dangerous goods including pesticides, cleaning agents, dishwashing liquids, herbicides, petroleum products (eg motor mowing fuel), paints, containers etc. The use and storage of medication is also an important consideration in relation to this issue but has been addressed in the centre's 'Medication Policy'.

## Legislative Requirements

Occupational Health & Safety Act 2000

Occupational Health & Safety Regulations 2001

Education and Care Services National Regulations 2011

Children (Education and Care National Law Application) Act 2010

Pesticide Act 1999 (NSW); Australian Standards for storage and handling of hazardous chemicals and materials

## Who Is Effected By This Policy?

Child

Staff

Parents

Visitors

Management

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics: 1-1, 1-6, VI-1

Early Years Learning Framework: Outcomes 1.1, 1.2,  
Principles – 1, 2

Education & Care Services Australian National Regulations: 89, 136, 168

National Quality Framework: Quality areas – 2.1.2, 2.2.1, 2.2.2, 3.1.1, 3.1.2, 7.1.2,  
7.1.3

## Sources/References

Education and Care Services National Regulations 2011  
Children (Education and Care National Law Application) Act 2010

Dangerous Goods (Storage and Handling) Regulations 2000

Dangerous Goods Storage and Handling Code of Practice 2000

Immig, J. (2000). *Toxic playground: Guide to reducing the chemical load in schools and childcare centres*. Total Environment Centre: Sydney NSW

Kids and Poisons (retrieved January 2012) <http://www.childsafetyaustralia.com.au/intro.htm>

Poisons Information Line: 131126

WorkCover NSW [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

WorkCover NSW: Injury & Management Practices (retrieved January 2012)  
<http://www.workcover.nsw.gov.au/injuriesclaims/Pages/default.aspx>

Date reviewed by staff: June 2020

Date reviewed by committee: June 2020

Next review date:2023

## Procedures

When using or storing any chemicals or dangerous substances Cootamundra Preschool will:

**1.1** Provide storage facilities that are secure and inaccessible to children for the following types of items. All containers, cupboards used for this purpose must be locked or at an adult level with a child proof latch. They must also be labeled with a description of contents and contain directions for their use (the latter will be on the commercial labels of the products):

- All cleaning materials, including detergents
- Poisonous and other dangerous substances
- Dangerous tools and equipment
- Toiletries
- First aid equipment
- Emergency medical equipment and drugs
- If any of the above substances need to be refrigerated, they will be stored in a labeled child resistant container, in a part of the refrigerator inaccessible to children, containing a child proof lock.

**1.2** Choose least hazardous chemicals, products or equipment where possible, eg neutral detergent

**1.3** When possible choose chemicals or medicines with child restraint lids or caps

**1.4** Train staff to never place a substance in an unlabeled container or another container that still has its original product label on it, if that original product is different to what is being placed in the container

**1.5** All chemical containers will be properly disposed off when empty, as per instructions on the container. They will not be emptied down any drain, toilet, sewer or gutter

**1.6** All dangerous substances will have the following information on their commercial labels. If for some reason this information has rubbed off over time and/or is unreadable, the Director or WH&S officer will obtain up to date information (online) from the manufacturers and this will be locked in the cupboard alongside the chemicals:

- Potential health effects of the substance
- Precautions/instructions for use
- Safe storage instructions
- Emergency first aid instructions
- Contact number and further information

**1.7** Ensure that staff wear appropriate personal protective clothing in accordance with manufacturer's instructions when using or disposing of hazardous chemicals or substances. However it is the preference of the centre that staff will not

handle these substances and the expectation is that they will only be used by trades people, cleaners, gardeners and others who are trained in handling them

**1.8** Ensure that pesticides and herbicides will only be applied over weekends or during vacation times and on still, not windy days. These chemicals will be handled by an appropriate person (not a staff member) which may mean that they are certified

**1.9** Fuel, herbicides and any other gardening equipment are only to be used for the use of gardening maintenance. All gardening chemicals are kept in their original containers and are locked away in the back shed out of reach of the children. The shed will contain a “Dangerous Substance” sign on the door at all times.

**1.10** All cleaning goods and any other normal cleaning chemicals held in the kitchen will be stored in a high cupboard out of the reach of children. It will be labelled and will have a child proof latch. If a cupboard is being used at a low level it must be labelled and kept locked

**1.11** If in a case of injury to any chemical within the preschool, an MSDS (Material Safety Data Sheet) will be found in a folder within the first aid cupboard (kitchen/prep area).

**1.12** Ensure that in the case of any carer, child or other person being injured by a chemical, substance, the centre's emergency, medical and first aid procedures will be activated and an ambulance called if needed. The Director or Secretary of the Committee of Management will notify WorkCover NSW immediately. (WorkCover NSW: Injury & Management Practices <http://www.workcover.nsw.gov.au/injuriesclaims/Pages/default.aspx> ) The Poisons Information Line may also be contacted 131126. Other procedures for emergencies will also be followed and can be located in the 'Accident, Emergency Treatment and Death of a Child Policy.'

**The Director will ensure that this policy is maintained and implemented at all times.**