

## Chemical Storage

### **Purpose**

For chemical storage and access procedures reflect best practice complying with relevant legislation therefore ensuring dangerous products are not accessible to children. "Chemicals" include hazardous substances, non-hazardous substances, dangerous goods, non-dangerous goods, and drugs and poisons.

### **Procedures - General**

- Potentially dangerous products will be inaccessible to all children at all times.
- Where appropriate the Centre will choose to use a less toxic product for cleaning and other purposes.
- Staff are informed through qualified food handler and OHS officer in the preparation, use and potential hazards of all chemicals stored in the Centre.
- All products coming into the centre must come via the office to check the chemical base is safe and Material Data sheet is in the folder.
- The Material Data folder is located in the laundry or the bathroom between Room 6 and 7.
- Spillage – to clean up a spillage of any product follow the instructions on the Material Data sheets.
- Follow instructions from the Material Data Sheets if any person should come into contact / consume or use incorrectly, any product within the centre.
- All chemicals, first aid supplies, medicines and cleaning agents are stored in their original or clearly labelled containers.
- All chemicals, first aid supplies, medicines and cleaning agents are stored in chemical storage areas immediately after use.
- All chemicals and cleaning agents have a material data safety sheet (MSDS) provided by the supplier at the time of delivery or sourced from the internet.
- All chemicals, first aid supplies, medicines and cleaning agents will be stored in an out of reach of children.
- Warning signs are posted on or near storage areas for potentially dangerous products.
- In the folder marked Material Safety Data Sheets is a list of products held at the centre
- Before chemical products are used staff must read the label directions and safety information and use accordingly
- The phone number for the Poisons Information Centre is posted beside all telephones in the Centre
- Staff must get permission from master key holders before accessing the Cleaners cupboard.
- The centre will liaise with contract cleaners to ascertain if there are less toxic / dangerous products that can be used when cleaning the centre
- Where possible the centre will seek information from environmental groups and health and safety authorities, e.g. Environmental Education in Early Childhood (EEEC) Safe and Sustainable Indoor Cleaning (SASI) to support the reduction of toxic product use in the centre.
- Art materials used are purchased through reliable child safe product organisations.
- Correction fluids are very hazardous to children and are not to be used in the children's rooms.

## Related policies

- ❖ Emergency Management Plan
- ❖ Child Protection,
- ❖ Accident, Illness and Administering Medication
- ❖ First Aid
- ❖ Safety

## Sources:

- Occupation Health and Safety regulations 2007
- Guide to National Quality Standards 2011, Regulation 168(2) (h)
- Guide to National Quality Standards 2011, Elements 2.3.2
- Total Environment Services, 2007, Safer Solutions - Creating Healthier School and Child Care Environments, Total Environment Services.
- Total Environment Services, 2007, Safer Solutions – Common Hazard Chemicals Found in Schools and Child Care Centres, Total Environment Services

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