

Chemical Storage

(Regulation 82. Quality Area 2,3)

Purpose

To protect children, employees and visitors as well as property from the risks associated with the use and storage of chemicals. "Chemicals" for the purpose of this policy include hazardous substances, non-hazardous substances, dangerous goods, non-dangerous goods, and drugs and poisons.

Procedures – General

Procurement:

- Where appropriate the Centre will choose to use a less toxic product for cleaning and other purposes.
- All products coming into the centre must come via the office to check the chemical base is safe and Safety Data sheet is in the folder. This is audited by assistant manager in the first quarter.
- 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.

Storage:

- Potentially hazardous substances or dangerous goods will be inaccessible to all children at all times.
- Warning signs are posted on or near storage areas for potentially dangerous products.
- Before chemical products are used staff must read the label directions and safety information and use accordingly.
- Staff must get permission from master key holders before accessing the Cleaners cupboard.
- All chemicals, first aid supplies, medicines and cleaning agents will be stored in an out of reach of children.
- 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 returned to the appropriate storage areas immediately after use.
- All chemicals and cleaning agents have a Safety data sheet (SDS) provided by the supplier at the time of delivery or sourced from the internet.

Usage:

- Staff are trained through induction in the preparation, use and potential hazards of all chemicals stored at EY@PP.

- The Safety Data folder is located in the laundry or the bathroom between Room 6 and 7, and is made available to emergency personnel if required.
- Spillage – to clean up a spillage of any product follow the instructions on the Safety Data sheets.

First Aid

- Follow instructions from the Safety Data Sheets if any person should come into contact / consume or use incorrectly, any product within the centre.
- In the folder marked Safety Data Sheets is a list of products held at the centre
- The phone number for the Poisons Information Centre is posted beside all telephones in the Centre
- Refer to the First Aid Procedure for additional guidance.

Disposal

- Follow information on packaging for appropriate disposal or recycling of the chemicals

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, 2007, Safer Solutions – Common Hazard Chemicals Found in Schools and Child Care Centres, Total Environment Services

Reviewed: April 2019