SAFE STORAGE OF HAZARDOUS CHEMICALS POLICY

By maximising awareness of the potential hazards of chemicals and equipment, we aim to minimise the risk of harm to educators, staff, children and families by ensuring hazardous products are safely stored, handled, and controlled.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
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 LAW AND NATIONAL REGULATIONS	
S. 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
112	Nappy change facilities
136	First aid qualifications
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Environmentally responsible policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Work, Health, and Safety Policy

PURPOSE

Langwarrin Community Centre aims to protect children, families and visitors from hazard and harm at all times. We promote the use of environmentally friendly products where possible and ensure we provide a safe environment where chemicals and hazardous products and equipment are safely stored and managed away from children and are handled appropriately.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

APPROVED PROVIDER/ NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy
- families are aware of this *Safe Storage of Hazardous Chemicals Policy*
- that 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 (National Law – S. 167)
- a smoke free environment is provided to children, staff, families and visitors at all times
- all dangerous goods and hazardous substances are identified within the Service and included in the chemical register
- the Poison Information Hotline number is clearly displayed near each phone
- educators adhere to the Service procedures for dealing with and handling chemicals
- Safety Data Sheets (SDS) and the Chemical Register is readily available and regularly updated
- appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and/or hazardous substances
- relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the Service (e.g. Caution- Chemical Storage Area; Danger; Hazardous Chemicals)
- laundry and nappy change facilities are located and maintained in a way that prevents unsupervised access by children
- all products/chemicals used for laundry purposes are locked in a cupboard inaccessible to children
- action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Frankston City Council with a certificate of currency.
- at least one educator/staff member is in attendance on the premises with ACECQA approved first aid qualifications at all times
- all staff, students and visitors are made aware of correct storage and usage procedures for potentially hazardous materials during their initial orientation at the Service

- there are appropriate and lockable storage facilities in the Service in which dangerous products are stored
- lockable storage facilities are clearly marked with signage to indicate chemicals/hazardous materials
- 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
- a hazardous substances register is used and regularly updated
- Safety Data Sheets (SDS) are maintained at the Service. Safety Data Sheets are kept for all chemicals used on the premises. Work Health and Safety (WH&S) officers are to keep this information up to date at all times.
- chemicals in spray bottles are clearly labelled with contents and are not used with children in the immediate vicinity
- 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* will be completed
- if a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the regulatory authority within 24 hours.

EDUCATORS WILL:

- seek medical advice if needed by contacting the Poisons Information Hotline (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
- ensure all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks
- ensure laundry facilities have lockable cupboards for cleaning products/detergents
- not mix cleaning products as there is the potential for harmful chemical reactions to occur endangering all persons on the premises
- 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
- source chemical free methods to reduce possible hazards in the education and care service
- ensure cleaning and hazardous products are not stored close to food products

- consider minimising the use of dangerous products in the education and care service and use alternate 'green cleaning' options
- only administer children's medications with parent/guardian authorisation and in accordance with medical directions (see *Administration of Medication Policy*)
- ensure medication is stored in an area inaccessible to children
- ensure any medications or dangerous substances that requires refrigeration, be placed in a labelled childproof container, preferably in a separate compartment of the fridge
- 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 at a battery disposal centre near to the service
- in the event of any incident involving accidental exposure to chemicals or other hazards, complete an *Incident, Injury, Trauma and Illness Record* and provided to the approved provider/nominated supervisor.

POISONING

Many products and materials that are used and kept within the Service are potentially poisonous to children. Poisonings can happen quickly. Toddlers are most at risk due to their tendency to put objects in their mouths.

Poisonous substances may include medication, household cleaners, garden products, paint, cosmetics, toiletries, chemicals, batteries and petroleum products. Our Service will ensure all items that may cause harm to children are inaccessible. Staff will keep their personal items in a cupboard which is inaccessible to children.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the Service and risk mitigation strategies implemented including removal of any potentially dangerous/poisonous plants and trees. Our Service will display a notice detailing the Poison Information Hotline in visible positions within the service premises.

POISON INFORMATION HOTLINE 13 11 26

CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Hazardous Substance Register Procedure Managing Spills of Hazardous Chemicals Procedure	Hazardous Substances Register Poison Safety Audit

SOURCES

Australian Children's Education and Care Quality Authority (ACECQA). (2019). Approved First Aid Qualifications: https://www.acecqa.gov.au/qualifications/nqf-approved

Australian Children's Education & Care Quality Authority. (2024). *Guide to the National Quality Framework.*

Early Childhood Australia Code of Ethics. (2016).

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 Regulations, 2001.

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

The NSW Work Health and Safety Act, 2011

REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	Aug 2025
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VERSION NUMBER	•		
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APPROVED BY			

POLICY REVIEWED	PREVIOUS MODIFICATIONS	REVIEW DATE

Signature _____ *Date*___/___/___