

Safe Storage of Dangerous Goods Policy	Learning Links Preschool	Last updated March 2015 FINAL
<p>This policy can only be considered valid when viewed on the Learning Links website. If this document is printed to hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the website.</p>		
<p><i>Policy Description</i></p> <p>By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to staff, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of our education and care service.</p>		
<p><i>Related Documents</i></p> <p>LINKS TO THE NATIONAL QUALITY STANDARD</p> <p>2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury</p> <p>2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</p> <p>3.3.1 Sustainable practices are embedded in service operations.</p> <p>7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.</p> <p>RELEVANT LEGISLATION</p> <ul style="list-style-type: none"> • The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011 • Children (Education and Care Services National Law Application) Act 2010, Section 167 • Education and Care Services National Regulations 2011: 77, 106 • Guide to the National Quality Standard (3)ACECQA (2011) • Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780) <p>KEY RESOURCES</p> <ul style="list-style-type: none"> • The NSW Work Health and Safety Act 2011 www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx • Storage and Handling of Dangerous Goods: Guidance www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handling-dangerous-goods-1354.pdf • Approved First Aid Qualifications www.acecqa.gov.au/qualifications/approved-first-aid-qualifications • Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.) www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf • DEEWR (2009). Belonging, Being and Becoming – The Early Years Learning Framework for Australia. www.deewr.gov.au • Guide to the National Quality Standard ACECQA (2011) • Education and Care Services National Law and the Education and Care Services National Regulations 2011 <p>Links to other Learning Links policies and procedures:</p> <ul style="list-style-type: none"> • Critical Incidents • Cleaning and Maintaining the Environment 		

- Medication Administration
- Workplace Health and Safety Policies

Review date

March 2016

Safe Storage of Dangerous Goods Procedure

**Learning Links
Preschool**

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Procedure Description

Goals

- The education and care service aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options.
- The education and care service endeavours to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.

NOTE: Dangerous products used within the education and care service will be categorised into the following groups:

- Hazardous chemicals and substances
- Dangerous goods
- Poisons
- Drugs - including medications
- Miscellaneous dangerous products.

The Approved Provider will:

Ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury. (National Law section 167)

The Authorised Supervisor will:

- Ensure that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the service.
- Ensure that at all times there is at least one staff member on the premises with WorkCover & ACECQA approved first aid qualifications.
- Ensure that there are appropriate storage facilities in the service in which dangerous products are stored. Dangerous products will preferably be stored in areas of the service that are not accessible to children or in cupboards fitted with childproof locks.
- Develop a hazardous substances register and a risk assessment for any dangerous materials stored in bulk within the education and care premises. The register will record the product name, application, whether the MSDS is available, 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.

Educators will:

- Seek medical advice as needed by contacting the **Poisons Information Line – 13 11 26** or by calling **000**;

- Wear Personal Protective Clothing when handling dangerous materials;
- Strictly adhere to the 'Directions for use' on the product label;
- 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;
- Consider minimising the use of dangerous products in the education and care service and use alternate "green cleaning" options. Refer to *Cleaning & Maintaining the Environment Policy*;
 - Complete daily and quarterly WHS checklists to ensure that any dangerous products used within the education and care service have current Material Safety Data Sheets (MSDS) and are stored appropriately.
 - Store all dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps.
 - Only administer children's medications with family authorisation and in accordance with medical directions. See Medication Policy. All medications will be stored in an area inaccessible to children. If any medications or dangerous substances require refrigeration, they must be placed in a labelled childproof container, preferably in a separate compartment of the fridge.
 - Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in the education and care service.

EVALUATION

Educators and the approved provider are abiding by legislative and statutory guidelines. The education and care service has adopted sustainable practices and reduced the use of dangerous products within the environment.

Element	Details
Document Name	Safe Storage of Dangerous Goods Policy and Procedure
Document Owner	Melissa Murphy
Version Number	1.0
Effective Date	1 March 2015
Review Date	1 March 2016
Authorisation	Diane Peacock-Smith