

Safe Storage of Dangerous Goods Policy and Procedure

Preschool



Introduction	Learning Links Preschool aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options. We provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.
Outcome Area	Quality Area 2: Children's Health and Safety
Eligibility	This policy applies to all staff and volunteers involved in service delivery to children in Learning Links early education and care services.
Policy	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 Learning Links Preschool.
Strategies	<p>Dangerous products used within Learning Links Preschool will be categorised into the following groups:</p> <ul style="list-style-type: none"> • Hazardous chemicals and substances • Dangerous goods • Poisons • Drugs - including medications • Miscellaneous dangerous products. <p>Maintenance of up to date Material Safety Data Sheet records and accessible to all staff.</p>
Roles and Responsibilities	<p><u>The Approved Provider will:</u> 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)</p> <p><u>The Authorised Supervisor will:</u></p> <ul style="list-style-type: none"> • Ensure that there are emergency procedures and practices for accidental spills and contamination. • Ensure that at all times there is at least one staff member on the premises with ACECQA approved first aid qualifications. • Ensure that there are appropriate storage facilities in which dangerous products are stored. Dangerous products will preferably be stored in areas of the preschool that are not accessible to children or in cupboards fitted with childproof locks. Maintain a hazardous substances register. The register will record the product name, risk classification and expiry date pf MSDS. <p><u>Educators will:</u></p> <ul style="list-style-type: none"> • Ensure that soiled nappies and soiled clothing are inaccessible to children. • 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 (i.e. disposable apron, goggles and gloves) • 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 <i>Cleaning & Maintaining the Environment Policy</i>; • Store all dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps.

	<ul style="list-style-type: none"> • Store all medications in an area inaccessible to children. Only administer children's medications with family and medical authorisation. If any medications require refrigeration, they must be placed in the RFF room in a container. <p>Administration Team will: Complete quarterly WHS checklists to ensure that any dangerous products used within the preschool have current Material Safety Data Sheets (MSDS) and are easily accessible.</p> <p>Evaluation Educators and the approved provider are abiding by legislative and statutory guidelines. The Learning Links Preschool has adopted sustainable practices and reduced the use of dangerous products within the environment.</p>
<p>Related Legislation, Standards, Documents</p>	<p>Links to the national Quality Standard</p> <ul style="list-style-type: none"> • 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury • 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. • 3.3.1 Sustainable practices are embedded in service operations. • 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly. <p>Relevant Legislation</p> <ul style="list-style-type: none"> • The NSW Work Health and Safety Act 2011 • Children (Education and Care Services National Law Application) Act 2010 • Education and Care Services National Regulations • ACECAQ Guide to the National Quality Framework • Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780) <p>Key Resources</p> <ul style="list-style-type: none"> • Storage and Handling of Dangerous Goods: Guidance www.workcover.nsw.gov.au/formspublications/publications/Documents/storage-handling-dangerous-goods-1354.pdf • ACECQA First Aid Qualifications and Training www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training • NSW Poisons Information Centre www.poisons.info.nsw.gov.au www.acecqa.gov.au/qualifications/approved-first-aid-qualifications • Education and Care Services National Law and the Education and Care Services National Regulations 2011 <p>Links to other Learning Links policies</p> <ul style="list-style-type: none"> • Medication Administration • Workplace Health and Safety Policies
<p>Review</p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 2 November 2023 Policy updated by: Preschool Director Version number: 2 This version approved by: GM, Service Quality, Risk and Compliance This document can be viewed on: Learning Links Intranet, Learning Links Preschool Website, Story Park</p> <p>Policy due for review: 2 November 2024</p>