

## D-5 Hazardous Materials

### NQS

QA. 2.1	Health.
QA. 2.1.2	Health practices and procedures.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 3.2.3	Environmentally responsible.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

### National Regulations

Reg. 77	Health, hygiene and safe food practices
Reg. 106	Laundry and hygiene facilities
Reg. 168	Education and care service must have policies and procedures

### My Time, Our Place

LO. 1	Children feel safe, secure and supported
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### Policy Statement

We will provide a safe environment and protect the health and wellbeing of the children, staff and parents of the Centre. We will ensure that all activities undertaken while the service is in operation will not pose potential risk and that all hazardous materials will be stored appropriately.

### Related Policies

- THE KIDS CASTLE Policy A-3: Philosophy
- THE KIDS CASTLE Policy C-3: Staff Orientation and Induction
- THE KIDS CASTLE Policy C-9: Relief Staff
- THE KIDS CASTLE Policy C-10: Volunteers/Students/Visitors
- THE KIDS CASTLE Policy D-2: Hygiene
- THE KIDS CASTLE Policy D-10: First Aid
- THE KIDS CASTLE Policy D-28: Workplace, Health and Safety

## Procedure

The Management and/or staff WHS Representatives (see D-28 Workplace Health, Safety and Environment Policy) will ensure that all hazardous machinery, chemicals and activities which have the potential to cause danger to children, educators or others in the Centre will be managed, stored and handled appropriately according to Centre policy.

Daily WHS risk assessments will be undertaken to identify any potential hazards, assess the risk and control the risk to an acceptable level. Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, educators or others in the Centre will not be used or undertaken while the service is in operation.

Should any pests or vermin be identified, action should be taken to rid the Centre of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.

Low irritant, environmentally friendly sprays will be used minimally and only with adequate ventilation, and preferably not in the presence of the children.

Aerosols such as spray paints etc. which are used for specific activities will only be used outside in a well-ventilated area.

Educators will be made aware on initial orientation (see C-3 Staff Orientation and Induction Policy), of any potentially dangerous products, which may pose a danger to the children and where these are stored. All relief staff will also be made aware of these products and where they are stored.

All potentially dangerous products such as cleaning materials, disinfectants, sharp objects, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labeled and stored in the designated secured area which is inaccessible to the children. Educators will be responsible for ensuring that these areas remain secure and will not inadvertently provide children with access to these items.

Cleaning and hazardous products will not be stored in close proximity to food products to avoid contamination.

Safety Data Sheets (SDS) will be available for all cleaning and potentially hazardous items used in the operation of the Centre. New products will not be brought into the centre without an appropriate SDS being organised prior. Educators will be made aware of where these are located to ensure they are available in the case of an emergency.

Educators must always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

The NSW Poisons Information Centre can be contacted for 24 hour advice and assistance regarding poisons on 13 11 26.

Education about dangerous products and their storage can be used to enhance both children's and parents' awareness of the topic. Activities, posters or newsletters will be displayed to highlight the

issue.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Education and Care Services National Law Act 2010
- Kidsafe NSW
- Workplace, Health and Safety Act 2000
- Network of Community Activities Factsheet: 'OH&S Hotspots in OOSH'
- Network of Community Activities Factsheet: 'Risk Assessment and Management'

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