

D-5 Hazardous Materials

Epping Heights OSHC.

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 and young people feel safe, secure, and supported
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POLICY STATEMENT

We will provide an environment that is safe with minimised risk to the health and well-being of the children, staff, or parents. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous and that all hazardous materials will be stored appropriately. Responsible conduct will be observed at all times around both hazardous and non-hazardous chemicals (cleaners, disinfectant, solvents, dish washing/laundry powder etc.) in all locations around the centre.

RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-9: Relief Staff
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy D-2: Hygiene
- Epping Heights OSHC Policy D-10: First Aid

- Epping Heights OSHC Policy D-28: Workplace, Health and Safety
- Epping Heights OSHC Policy D-34: Hazard identification, Risk Assessment and Control

PROCEDURE

The Management and staff WHS Representatives (see D-28: Workplace Health and Safety policy) will ensure that procedures are in place for all hazardous machinery, chemicals, and activities which have the potential to cause danger to children, staff or others in the Centre will be managed, stored, and handled. All staff will be trained in accordance with the procedures and have a responsibility to adhere to the training. Staff are to notify management of any issues that may arise with use of a particular chemical.

Daily WHS checklist 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, staff or others in the Centre will not be used or undertaken while the service is in operation.

Should any pests or vermin be identified then 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 are to be used minimally and only with adequate ventilation. These should not be used in the presence of the children if possible.

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

All staff will be made aware on initial orientation (see Staff Orientation policy) in the Centre 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 the products and where they're 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 labelled, and stored in the designated secured area which is inaccessible to the children. Simple warning signs should be displayed when any potentially hazardous items are stored.

Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.

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 MSDS being organised prior. All staff will be aware of where to locate these to ensure they are available in the case of an emergency.

Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these food products might contaminate foodstuffs.

Only compatible chemicals are stored together. E.g., strong acids (low PH value) will not be stored with strong alkali's (high PH value). This storage information will be indicated on the SDS.

Staff should 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 parent's awareness of the topic. Activities, posters, or newsletters can be undertaken 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 – V2.0
- Education and Care Services National Law Act 2010
- Kidsafe NSW
- Workplace, Health and Safety Act 2011
- Work Health and Safety Regulation 2017
 - Ch.7(hazardous chemicals)
 - ch.7 pt 7.1 div.2 sub-Div 3 s 344(safety data sheets)
- WorkCover NSW – COP: Managing Risks of Hazardous Chemicals
- WorkCover NSW – COP: Labelling of Workplace Hazardous Chemicals (2011)
- SafeWork Australia – COP: Preparation of Safety Data Sheets for Hazardous Chemicals (2011)
- SafeWork Australia – Understanding labels for Hazardous Chemicals Fact Sheet (2012)
- SafeWork Australia - Hazardous Chemical Register Fact Sheet (2012)
- SafeWork Australia – Classification Hazardous Chemical Guide (2012)

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