



HAZARDOUS MATERIALS POLICY

Associated Policies: Maintenance Policy
Food Safety Policy
Occupational Health and Safety Policy
Illness Policy
Nutrition Policy
Donated Food Policy

Original: 04/12/08
Reviewed: due: December 2010
Revised: March 2014
Next review: March 2017

Legislation: Health Act and Regulations
Occupational Health and Safety Act 2004
Food Safety Plan

National Quality Standard: Quality Area 2: Children's health and safety
Element 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Location/Ownership: Policy Folder: Health and Safety Centre

POLICY STATEMENT: Beechworth Community Childcare Centre has a duty of care to provide all staff, children, families, students, visitors, the local community, cleaners, and management who enter the premises, with a safe and healthy environment.

CONSIDERATIONS:

Philosophy - to provide a safe environment for children and staff and families

Children's needs - to be able to play freely in a safe environment without being able to access chemicals, substances or materials which are hazardous to their health

Parents needs - to feel confident that their children are safe and are able to enjoy an environment where hazardous items are not accessible to their children

Staff needs - to work in a safe environment and to follow all procedures to keep themselves and others, safe and healthy at all times.

Management needs - to ensure that staff know and are following procedures to keep themselves and others safe, and to meet the legislative requirements.

DEFINITION OF A DANGEROUS PRODUCT: is defined as any chemical, substance or material that can cause potential harm, injury or illness to persons, or damage to the service's environment.

PROCEDURE:

- To follow the Food Safety Plan that outlines the storage, usage and safety requirements of hazardous materials.
- To follow the first aid plans (on chemical schedule sheets in all rooms) for all dangerous goods handled and stored in the centre when required
- To ensure that all areas where hazardous products are stored, are clearly labelled for staff and other adult visitors, volunteers and students, but labelled in a way so as not to attract the attention of children.

- To ensure that all Visitors to the centre and all new staff, students and volunteers, are, at the induction process to the centre shown where hazardous materials are stored, where safety data sheets are kept, where first aid equipment is stored and are told who to report spills, and accidents to.
- To ensure that all persons handling hazardous chemicals and substances, do so in a safe manner, by following the guidelines provided by MSDS
- Ensure that all medications are kept stored in appropriate containers labelled clearly with the child's name, and out of reach of children in the medication box in the kitchen or small fridge in kitchen. Kitchen door to be snibbed at all times.
- Ensure that all poisonous substances are stored in their correctly labelled container, and not in a container labelled for another substance eg. Not putting washing powder in a margarine container.
- Ensure that children are supervised closely when using children's scissors as part of the program, and also when using knives to put spreads onto food when cooking, and when using hot items during cooking experiences.
- Update MSDS regularly and display copies of the MSDS information including first aid measures, in each of the rooms, and the kitchen, laundry and staffroom, where chemicals and hazardous substances are used and stored. MSDS must be updated every 5 years.
- To ensure that a staff member who has first aid qualifications, on duty at all times during each day.
- To display the poisons information telephone number (13 11 26) next to every telephone in the centre, and also where dangerous products are stored.
- Staff are to be made aware of any new chemical or hazardous substance or product which is introduced into the centre through verbal communication at Staff meetings or written communication, i.e., memos, and its information and MSDS will be added to the Chemical Schedule sheets displayed in the appropriate areas of the centre during its update.

References:

- National Occupational Health & Safety Commission - www.ascc.gov.au/NR/rdonlyres/B157A229-4D9B-4648-B462-A06EA18E2A93/0/NOHSC10152001_STANDARD.pdf
- Therapeutic Goods Administration - www.tga.gov.au/ndpsc/index.htm
- Australian Safety and Compensation Council. (2007). *Index of national standards codes of practice and related guidance notes*. Retrieved June 25, 2007, from <http://www.ascc.gov.au/ascc/AboutUs/Publications/NationalStandards/IndexofNationalStandardsCodesofPracticeandrelatedGuidanceNotes.htm>
- McLeod, P. (2005). Health and safety information on the internet. *Putting Children First*, 15, 12-13.
- National Occupational Health & Safety Commission. (2001). *Storage and handling of workplace dangerous goods: National Standard [NOHSC: 1015(2001)]*. Retrieved June 28, 2007, from http://www.ascc.gov.au/NR/rdonlyres/B157A229-4D9B-4648-B462-A06EA18E2A93/0/NOHSC10152001_STANDARD.pdf
- Poisons Information Centre Listing. (n.d.). Retrieved June 28, 2007, from <http://ausdi.hcn.net.au/poisons.html>