

Managing Chemicals & Hazardous Materials Policy

Policy Statement & Commitments

The Education and Care Services National Regulations require Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) to have policies and procedures to support the provision of a child safe environment.

To ensure the safety of children and the community, all potentially dangerous products will be inaccessible to all children at all times. Where possible, BEPS OSHC Service will choose to use a less toxic product for cleaning and other purposes, and all educators, including students and volunteers, are informed through a qualified food handler and occupational health and safety (OHS) officer in the preparation, use and potential hazards of all chemicals stored at BEPS OSHC Service.

To Service is committed to ensuring that:

- every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- children are safe and do not have access to potentially dangerous chemicals
- chemical storage and access procedures at BEPS OSHC Service reflect best practice and to comply with relevant legislation and community expectations
- educators are aware of where the chemicals in bulk are stored, how to access them and the correct way of distributing these products
- educators are aware where the chemicals in the rooms are stored and the correct dilutions for creating chemical mixtures.

Definitions

Dilutions – Refers to the reducing the concentration of a chemical.

Chemicals – Refers to a substance that is used for the purpose of cleaning.

Chemical Storage – Refers to where chemicals are stored in the room, which is high out of the reach of children.

MSDS – Refers to the material safety data sheets that are found in a folder at the sign-in sign-out area entry of the centre. Each sheet is provided by the supplier of each chemical product at the time of delivery.

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Chemical Register and Risk Assessment – Refers to the list of chemicals that the centre has on the premises and any safety risk they carry. These are to be found in the folder containing Material Safety Data Sheets, and the Occupational Health and Safety folder which is kept in the chemicals cupboard in the OSHC kitchen.

Procedures

Procedures for preventing child access to potentially dangerous products

- All chemicals, first aid supplies, medicines and cleaning agents are to be stored in their original clearly labelled containers.
- All chemicals, medicines and cleaning agents are stored and kept in the chemical storage cupboard in the OSHC kitchen where they are put immediately after use.
- All chemicals and cleaning agents must have a material data safety sheet (MSDS).
- All chemicals, first aid supplies, medicines and cleaning agents will be stored out of reach of children in a locked cupboard.
- Warning signs are posted on or near storage areas for potentially dangerous products and include a list of those products held.
- Educators will ensure that chemical products are used according to label directions and safety information.
- A first aid action plan on dangerous products is displayed close to the stored hazardous chemicals.
- The phone number for the Poisons Information Centre is displayed beside the telephone and is included on the first aid action plan.

Procedure for minimising the use of toxic products

Cleaning products and procedures are a source of potentially hazardous chemicals including antimicrobials, solvents, fragrance, surfactants etc. Cleaned surfaces can retain hazardous residues and volatile ingredients are released into the air contributing to indoor air pollution.

Where possible BEPS OSHC Service will try to minimise the use of toxic and dangerous products by adhering to the following guidelines:

- Staff should seek current information from recognised health and safety authorities to assist in minimising the use of toxic and other potentially dangerous products.
- Staff should liaise with contract cleaners to ascertain if there are less toxic or dangerous products that can be used when cleaning BEPS OSHC Service.
- Staff should seek information from the following environmental groups to support the reduction of toxic product use in BEPS OSHC Service.

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This policy should be read in conjunction with:

[General Service Information Policy](#)
[Occupational Health & Safety](#)
[Record Keeping & Confidentiality Policy](#)

Sources & Legislative References

Total Environment Services 2007, *Safer Solutions – Creating Healthier Schools and Child Care Environments/Common Hazard Chemicals Found in Schools and Child Care Centres*, Total Environment Centre, NSW.

Occupational Health & Safety Act 2004 – Providing a safe environment

<i>Education & Care Services National Regulations (2011) – Regulation 168 (2)(h)</i>
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<i>National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Elements 2.3.2</i>

<i>Occupational Health & Safety Act 2004 – Providing a safe environment</i>

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