



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

SAFE STORAGE OF DANGEROUS GOODS

Date Approved:

Links to: Education and Care Services National Regulations: 77, 106
National Quality Standards/Elements: 2.2.1

Statutory Legislation and Considerations

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Education and Care Services National Regulations
- Guide to the National Quality Standard (3) ACECQA (2017)
- Australian Standard for storage and handling of hazardous chemicals and materials (AS 3780)
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
- Children (Education and Care Services) Supplementary Provisions Act 2011

Sources

- The NSW Work Health and Safety Act 2011 – www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation
- Storage and Handling of Dangerous Goods: Guidance – www.safework.nsw.gov.au/_data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf
- Approved First Aid Qualifications – www.acecqa.gov.au/qualifications/approved-first-aid-qualifications
- NSW Poisons Information Centre The Children's Hospital at Westmead – www.poisonsinfo.nsw.gov.au
- Health and Safety in Children's Centres: Model Policies and Practices (2nd Ed) – www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf

INTRODUCTION

By maximising awareness of the potential hazards of chemicals and equipment, we reduce the risk of harm to educators, children and families by ensuring dangerous products are safely stored and their use is minimised in all areas of Jumbunna.

ACTIONS - What we are going to do?

Jumbunna aims to reduce the use of dangerous products within the environment by introducing eco-friendly cleaning options. Jumbunna endeavours to provide a safe environment where chemicals and hazardous equipment are safely stored away from children and are stored and handled appropriately.

PROCEDURES - How it will be done?

NOTE: Dangerous products used within Jumbunna will be categorised into the following groups:

- Hazardous chemicals and substances
- Poisons
- Drugs – including medications
- Miscellaneous dangerous products

The Approved Provider will:

- Ensure that every reasonable precaution is taken to protect children being educated and care for by the service from harm and any hazard likely to cause injury. (National Law section 167)

The Authorised Supervisor will:

- Ensure that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the service.
- Ensure that at all times there is an educator on the premises with SafeWork NSW & ACECQA approved first aid qualifications.
- Ensure that there are appropriate storage facilities in the service in which dangerous products are stored. Dangerous products will preferably be stored in areas of the service that are not accessible to children or in cupboards fitted with childproof locks.
- Develop a hazardous substances register and a risk assessment for any dangerous products stored in bulk within the premises. The register will record the product name, application, whether the MSDS is available, what class risk the chemical has, controls for prevention of exposure required, what first aid, medical or safety action should be taken if a person is exposed.

Educators will:

- Seek medical advice as needed by contacting the Poisons Information Line – 131126 or by calling 000.
- Wear personal Protective Clothing when handling dangerous materials.
- 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 Jumbunna and use alternate "green cleaning" options. Refer to Cleaning & Maintaining the Environment policy.
- Complete daily and quarterly WHS checklists to ensure that any dangerous products used within Jumbunna have current Material Safety Data Sheets (MSDS) and are stored appropriately.
- Store all dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps.
- Only administer children's medications with family authorisation and in accordance with medical directions. See Medication Policy. All medications will be stored in an area inaccessible to children. If any medications or dangerous substances require refrigeration, they must be placed in a labelled childproof container, preferably in a separate compartment of the fridge.
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products, potential hazards and source chemical free methods to reduce possible hazards in Jumbunna.

Evaluation

Educators and the approved provider are abiding by legislative and statutory guidelines. Jumbunna has adopted sustainable practices and reduced the use of dangerous products within the environment.

Links to other policies

- Cleaning and maintaining the Environment
- Medication Administration
- Workplace Health and Safety Policies

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Safe Storage of Dangerous Goods	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		

