

## HAZARDOUS MATERIALS/DANGEROUS GOODS POLICY

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## 1 NQS

QA2	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

QA3	3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
	3.2.3	The service cares for the environment and supports children to become environmentally responsible.

## 2 National Regulations

Cl.	103	Premises, furniture and equipment to be safe, clean and in good repair
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## 3 Aim

To provide an environment that is safe with no risk to the health and well-being of children, families, educators and other staff or visitors.

To ensure that hazardous materials are stored appropriately.

To ensure that, should a chemical be spilled in the service, that it is cleaned up immediately in a safe manner.

## 4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids' Uni CBD, Kids' Uni iC.

Emergency Management and Evacuation Policy (CHI-ADM-POL-020)

Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)

Physical Environment Policy (CHI-ADM-POL-046)

UOW Pulse WHS Policy

## 5 Implementation

- 5.1 Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the service will not be used or undertaken while the service is in operation, unless critical to do so.
- 5.2 In the event that such activities should occur, children will be relocated to another room of the service for periods of short duration. Lengthy dangerous activities will be required to occur when the centre is closed.
- 5.3 Should any pests or vermin be identified action should be taken to rid the service of the problem. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products.

- 5.4 Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this and must not be accessible by children.
- 5.5 Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation. Preferably not to be used in the presence of the children. Aerosol cans used for specific activities will only be used outside in a well-ventilated area and with appropriate protective equipment.
- 5.6 All educators and other staff (including casuals) will be made aware as part of their orientation at the service about correct storage and usage procedures for potentially hazardous materials.
- 5.7 All potentially dangerous products such as cleaning materials, disinfectants, 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 an area which is inaccessible to the children.
- 5.8 Cleaning and hazardous products will not be stored close to food products.
- 5.9 Staff should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.
- 5.10 Safety Data Sheets (SDS) will be maintained at the service. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) representative is to keep this information up to date at all times – with a review of the folder annually. No SDS is to be more than 5 years old.
- 5.11 Any dangerous tools used for maintenance are to always be inaccessible to children. Maintenance staff must sign in at the Administration office, before commencing work for staff to ensure children are moved away from area to be repaired.
- 5.12 It is endeavoured major maintenance is to be done outside hours of service operation hours in order to ensure maximum safety for children. (e.g. removal of trees, repair to drainage system, etc)
- 5.14 Poisons Hotline phone number is to be displayed next to phones within the centre.
- 5.15 Families will be notified if UOW are using pest and weed spray in the vicinity of the service, this will take place out of hours whenever possible.

## 6 First Aid Action on Dangerous Products

- 6.1 The following steps are in an incident relating to dangerous products.
  - i. If product known
    - a. Refer to individual Safety Data Sheet (SDS)
    - b. Follow first aid advice highlighted on SDS, depending on whether the product has been swallowed, in eyes, on skin or inhaled.
    - c. Phone Poisons Information Centre on 131126 if in doubt of procedure outlined.
    - d. Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.
  - ii. If product not known
    - a. Phone Poisons Information Centre on 131126.
    - b. Phone 000 if first aid is not helping or advised to do so by Poisons Information Centre.

## 7 Procedure for cleaning up a chemical spill

- 7.1 The following steps must be taken in order to clean up a chemical spill:
  - i. Remove children from the area.

- ii. Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- iii. Approach with care when cleaning. Some chemicals may lack colour or odours, but may still be dangerous. Never assume a chemical is harmless
- iv. Identify chemicals and potential hazards by using the appropriate Safety Data Sheet.
- v. Use the manufacturer's recommendations to clean up the spill appropriately.
- vi. Decontaminate any equipment or clothing associated with the spill.
- vii. Dispose of any equipment should the spill have made it unsafe for further use.
- viii. Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.

## 8 Source

Education and Care Services National Regulations 2011  
 National Quality Standard  
 Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011

## 9 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

## 10 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	February 2012	February 2013	Michele Fowler Manager – Kids Uni	
2	February 2013	February 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Hazardous Materials Policy and the Storage of Dangerous Goods and Substances Policy.
3	Feb 2014	Mar 2016	Michele Fowler Manager – Kids Uni	Policy reviewed with minor editorial changes. The review period changed to 2 years.
4	Mar 2016	Mar 2018	M. Gillmore – General Manager	Policy reviewed with no changes required.
5	June 2018	June 2021	Kellie Grose – Children's Services Manager	Update NQS references Remove repetitive clauses Clarification of storage of chemicals The review period changed to 3 years.
6	November 2019	June 2021	Nicole Bray Director – Kids Uni iC	Updated to reflect name changes to Kids Uni iC.
7	December, 21	December, 24	Kellie Grose – Children's Services Manager	Added that notification to families is required if UOW are using pest and / or weed spray in the vicinity of the service.
8	December 24	December 27	Louise Windisch – Head of Early Education	Minor wording or grammatical changes.