

Intereach Children's Services

Storage of Dangerous Chemicals, Substances and Equipment Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	2.0	Date approved	28/11/2022	Next review date	28/11/2025

1. Objective

Accidental poisoning is the second most common hospital admission for child injuries in Australia, and 75% of accidental poisonings are attributed to medications. The most common accidental poisonings involve respiratory and cough medications, antihistamines, paracetamol, iron tablets, benzodiazepines, and eucalyptus and other vaporiser oils. Other main agents of poisoning in children are household chemicals, especially pesticides including snail bait, mothballs, bleach and other cleaners, detergents, solvents, petroleum, kerosene and cosmetics. Many of these chemical products are routinely used in the home and are potentially hazardous, either by ingestion, inhalation or skin contact. Pesticides and volatile chemicals, such as solvents are easily inhaled.

Intereach Children's Services staff and educators will ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

Note: Safety Data Sheets (SDSs) are kept at the service.

2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure every precaution is taken to protect children being educated and cared for by the service from harm and hazard likely to cause injury.
- Ensure educators and staff adhere to the procedure when dealing with any chemicals;
- relevant signage is displayed, chemicals are stored within the service; and,
- Ensure appropriate storage facilities are available for storing dangerous products.

It is the responsibility of educators and staff to:

- Strictly adhere to the direction for use on product labels;
- ensure that all dangerous cleaning materials, disinfectants, detergents, poisonous and other dangerous substances and medications are kept in a child-resistant container that is labelled with a description of its contents and directions for their use and their Safety Data Sheets are available;

3. Procedure

3.1 General Procedures

- A daily safety check is conducted to ensure dangerous chemicals are stored appropriately;
- In OOSH all dangerous goods and hazardous substances are included in a chemical register and audited quarterly before the commencement of each vacation care;
- Material Safety Data Sheet (MSDS) are available and updated as required.
- Hazardous chemical signs are displayed where chemicals are located;
- Labels or manufacturing instruction are read and followed before using it;

3.2 Handling dangerous chemicals, substances and equipment

- Use of chemical substances are avoided where possible and the least dangerous product that will do the job will be chosen.
- Chemicals, detergents or medicines are chosen with child-resistant lids or caps.
- The following principles are followed when using chemicals.
 - chemicals are not mixed;
 - more chemical than needed for the job is not prepared;
 - chemicals are not used for jobs for which they are not intended;
 - chemicals are not poured down the drain, the toilet or the gutter;
- A daily safety check is conducted prior to the service opening that includes ensuring dangerous chemicals are inaccessible to children
- if a hazardous chemical has been decanted or transferred from the container in which it was packed and it will not be used immediately, the label will be written in English and include the following as a minimum:
 - the product identifier;
 - date of purchase;
 - a hazard pictogram or hazard statement consistent with the correct classification of the chemical;
- It is ensured children are not in possession of medications or dangerous items in clothing and bags.
- All medications or chemicals being transported on the excursion are carefully monitored by the staff or educators.

3.3 Storage and disposal of dangerous chemicals, substances and equipment

- Medications are stored in their original labelled container and not transferred to any other container.
- It is ensured that the storage facilities are inaccessible to children for the following types of items:
 - all cleaning materials, including detergents marked 'keep out of the reach of children';
 - disinfectants;
 - poisonous and other dangerous substances;
 - dangerous tools and equipment;
 - toiletries;
 - medication;
 - emergency medical equipment and drugs; and,
 - sharp or jagged objects that pose a hazard to children.
- Storage facility for the chemical or detergents is indicated with a chemical symbol.
- Storage containers used for chemicals are not re-used and are properly discarded when empty.
- Pesticides, herbicides, solvents, petroleum or kerosene are stored in a locked facility, cupboard, shed or garage.
- Have Storage facilities that are secured and inaccessible to children for any tool or equipment that is operated by an engine or any tool or equipment that posed a possible hazard to children.

- If any substances needed to be refrigerated, it is ensured that they are stored in a child-resistant container within the refrigerator.

3.4 Incident Response

- Medical advice is sought immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred. Poisons Information Line is contacted on 131126 for more information and/or Triple Zero ('000') is called to request an Ambulance.
- If medical assistance is required, the educators or staff will call:
 - Triple Zero ('000') and request Ambulance and Police (if necessary);
 - Nominated Supervisor;
- The parents/guardians and other persons are contacted as per the *Serious Incident Procedure*.
- in any significant emergency involving a hazardous chemical, tool or piece of equipment, a hazardous gas or a fire or explosion hazard, Triple Zero ('000') is called for a request of Fire services.

Note: If a serious incident occurs the Nominated Supervisor will contact the Regulatory Authority through the NQA IT System. (*Refer to Notification of serious incident Procedure*)

All dangerous or hazardous goods spill or exposure need to be reported in Howsafe within 24 hours and the Senior Manager WHS immediately informed.

4. National Quality Framework

Element	Concept	Description
2.2.2.	Safety – incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

5. Context	
5.1 Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i></p> <p>Caton, S. Roche D. (1999), <i>Managing the Risks in Children's Services</i></p> <p>Safe Work Australia, <i>Labelling Chemicals</i>. Accessed on September 2022 https://www.safeworkaustralia.gov.au/labelling</p> <p>Tarrant. S. (2002), <i>Managing OHS in Children's Services</i></p> <p>NSW Fire and Rescue (2018) <i>Household Chemical Safety Factsheet</i>, Accessed on September 2022 https://www.fire.nsw.gov.au/page.php?id=300</p> <p>WorkSafe Australia, 2020. <i>Managing risk of hazardous chemicals at the workplace</i>.</p> <p>ISO 31000:2019- <i>Risk management principles and guidelines</i>.</p>
5.2 Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>Occupational Health and Safety Act (2004); Victoria.</p> <p>Occupational Health and Safety Regulations (2017); Victoria.</p> <p>Work Health and Safety Act (2011); New South Wales.</p> <p>Work Health and Safety Regulations (2011); New South Wales.</p>
5.3 Internal Documentation	<p>Notification of Serious Incident Procedure</p> <p>Daily Hazard Identification Checklist</p> <p>Excursion Risk Assessment</p> <p>Home Safety Audit (FDC)</p> <p>Chemical Register (OOSH)</p>

6. Document control			
Version	Date approved	Approved by	Next review date
1.0	2/03/2020	R. Phillips - Acting Senior Manager, Children and Family Services	2/03/2023
2.0	28/11/2022	R. Phillips – Acting GM, Operations	28/11/2025