

D-3

HAZARDOUS SUBSTANCES



POLICY STATEMENT

We aim to provide an environment that is safe for all children, Educators, guardians and visitors. All hazardous substances will be labelled, stored and used appropriately.

REFERENCES AND CONSIDERATIONS

- Work Health and Safety Regulation 2011 Chapter 9
- Community Services Safety Pack – Workcover (2004)
- National Quality Framework 2020 Areas 2 and 7
- Education and Care Services National Law and Regulations 2014 NSW Government Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace. July 2020

Related TWOOSH documents

- Policy D-13 Management of incident, injury, illness and trauma

PROCEDURES

- ◆ Educators are requested to identify hazardous substances and report these to the Director as soon as practical.
- ◆ All hazardous substances must carry a clear label from the manufacturer and be kept in a locked cupboard, accompanied by a Hazardous Substances Register. This folder also contains Material Safety Data Sheets (MSDS) on all hazardous substances kept at TWOOSH. First aid treatment is included with this MSDS material. This Register will be reviewed annually or whenever new products are added.
- ◆ TWOOSH will provide required Personal Protective Equipment (such as gloves/masks) for educators as prescribed by MSDS.
- ◆ As part of their Work Health & Safety training, all Educators are trained in staff meetings and orientation with regards to handling hazardous substances in the workplace. Evidence of this training will be documented in staff meeting minutes. Training includes:
 - how hazardous substances enter and affect the body;
 - location of the hazardous substances, the Hazardous Substances Register and the MSDS; and
 - use of personal protective equipment.
- ◆ Hazardous substances will be kept to a minimum at TWOOSH. TWOOSH aims to, where practically possible, use natural cleaning and craft products, minimal aerosol cans (used only outside) and physical removal of insects and pests. When chemical elimination of insects and pests is required, this will be undertaken when children are not present.
- ◆ If hazardous substances such as perfume, nail polish remover etc are part of the children's activities, strict supervision will be enforced and requirements of MSDS will be met.
- ◆ When using cleaning sprays on tables and benches, Educators are to spray the content into a cleaning cloth to avoid particles spraying into the air and being inhaled or ingested.

- ◆ Procedure in Policy D-13 Management of incident, injury, illness and trauma will be followed if incidents occur in relation to hazardous substances.

Revisions

Date of next review: May 2025

Date	Reviewer	Approved by
26.03.18		TWOOSH Management Committee
18.02.19		TWOOSH Management Committee
24.02.20		TWOOSH Management Committee
05.05.21		TWOOSH Management Committee
31.10.22	MK	TWOOSH Management Committee
27.11.23	MK	TWOOSH Management Committee
