



POLICY STATEMENT

We aim to provide an environment that is safe for all children, staff, parents 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 2014 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 2014
https://www.safework.nsw.gov.au/__data/assets/pdf_file/0019/50077/SW08838-Code-of-practice-Managing-risks-of-chemicals-in-the-workplace.pdf

PROCEDURES

- Educators are requested to identify hazardous substances and report these to the Centre Director in staff meetings.
- All hazardous substances must be clearly labelled by the manufacturer and kept in a locked cupboard above the microwave.
- A Hazardous Substances Register is kept below the same cupboard. This folder also contains Material Safety Data Sheets (MSDS) on all hazardous substances kept at the Centre. First aid treatment is included with this MSDS material. This Register will be reviewed annually or whenever new products are added.
- As part of their Work Health & Safety training, all staff are trained in staff meetings and orientation in regards to dealing with 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 the Centre. We aim to only use natural cleaning products and craft products, minimal aerosol cans (used only outside) and physical removal of insects and pests as far as practically possible
- The centre will provide required Personal Protective Equipment (such as gloves) for staff as prescribed by MSDS.

- When chemical elimination of pests is required, this will be undertaken when children are not present in the Centre.
- If hazardous substances such as perfume, nail polish remover etc are part of children's activities, strict staff supervision will be enforced and requirements of MSDS will be met.
- When using sprays such as 'spray and wipe' on tables and benches, Educators are to spray into cleaning cloth to avoid particles spraying into air and being inhaled/induced.
- Procedure in Policy D-3 Management of Incident, Injury, Illness and trauma will be followed if incidents occur in relation to hazardous substances.

Revisions

Date of next review: May 2022

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