# HAZARDOUS MATERIALS/DANGEROUS GOODS POLICY

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1 NQS

<table>
<thead>
<tr>
<th>QA2</th>
<th>2.3.2</th>
<th>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>2.3.3</td>
<td>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</td>
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</tbody>
</table>

2 National Regulations

<table>
<thead>
<tr>
<th>QA3</th>
<th>3.1.1</th>
<th>Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.</th>
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<tr>
<td></td>
<td>3.3</td>
<td>The service takes an active role in caring for its environment and contributes to a sustainable future.</td>
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<tr>
<td></td>
<td>3.3.2</td>
<td>Children are supported to become environmentally responsible and show respect for the environment.</td>
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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 and 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.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies

- Emergency Management and Evacuation Policy (CHI-ADM-POL-020)
- Emergency Service Contact Policy (CHI-ADM-POL-021)
- Incident, Injury, Trauma and Illness Policy (CHI-ADM-POL-034)
- Physical Environment Policy (CHI-ADM-POL-046)

5 Who is affected by this policy?

- Child
- Parents
- Family
- Educators
- Management
- Visitors
- Volunteers

6 Implementation

6.1 Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the centre will not be used or undertaken while the service is in operation, unless critical to do so.
6.2 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.

6.3 Should any pests or vermin be identified action should be taken to rid the centre of the problem. Initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products.

6.4 All dangerous substances and goods must be stored safely and made inaccessible to children at all times.

6.5 Cleaning chemicals and aids must be stored in locked cupboards. Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept up high and out of reach from children in a locked cupboard. Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this.

6.6 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 such as shaving cream etc, used for specific activities will only be used outside in a well-ventilated area and with appropriate protective equipment.

6.7 All educators and other staff (including casuals) will be made aware on initial orientation at the service, correct storage and usage procedures for potentially hazardous materials.

6.8 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 the designated secured area which is inaccessible to the children.

6.9 Staff are responsible to ensure that these areas remain secure and they do not inadvertently provide access for children to these items.

6.10 Cleaning and hazardous products should not be stored close to food products.

6.11 Educators and other should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.

6.12 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) rep 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.

6.13 Chemicals used by staff in spray bottles to clean tables and equipment must be clearly labelled with contents and must be kept in a locked cupboard out of reach from children.

6.14 Any dangerous tools used for maintenance are to be inaccessible to children at all times. Maintenance staff must sign in at the Administration office and receive an ID tag, before commencing work in order for staff to ensure children are moved away from area to be repaired.

6.15 It is endeavoured major maintenance is to be done outside hours of centre operation in order to ensure maximum safety for children. (e.g. removal of trees, repair to drainage system, etc)

6.16 Any cupboards with dangerous chemicals must have a sign stating chemicals stored on door indicating this.

6.17 Poisons Hotline phone number is to be displayed next to all phones within the centre.
6.18 Education about dangerous products and their storage can be used to enhance both children’s and family’s awareness of the topic. Activities, posters or information in newsletters can be used to highlight the issue.

7 First Aid Action on Dangerous Products
7.1 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.

8 Procedure for cleaning up a chemical spill
8.1 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.

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

10 Review
   This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.
## 11 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>February 2012</td>
<td>February 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>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.</td>
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<td>2</td>
<td>February 2013</td>
<td>February 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with minor editorial changes. The review period changed to 2 years.</td>
</tr>
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<td>3</td>
<td>Feb 2014</td>
<td>Mar 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required.</td>
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<tr>
<td>4</td>
<td>Mar 2016</td>
<td>Mar 2018</td>
<td>M. Gillmore – General Manager</td>
<td>Policy reviewed with no changes required.</td>
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