

STORAGE OF DANGEROUS CHEMICALS, SUBSTANCES AND EQUIPMENT

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	17 August 2021
ADOPTED BY: <i>(Manex or Council)</i>	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	July 2023
REVISION NUMBER:	

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as "Council" policies or the approval of the General Manager for all policies categorised as "Operational" policies.

1. Purpose:

The Service will protect Educators, staff, children, families and visitors from potential risks associated with chemical products and other dangerous equipment which may be used in the education and care environment.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

3. Outcomes:

To ensure the safety and wellbeing of the Educators, families children and visitors will be the priority of the Service. The safe storage of any dangerous product or equipment will be priority at all times.

4. Roles and Responsibilities:

The Approved Provider will:

- Ensure that every reasonable precaution is taken to protect children at the Service from harm and any hazard likely to cause injury.

The Nominated Supervisor will:

- Ensure there are appropriate storage facilities within the Service which dangerous products are stored.
- Ensure current Safety Data Sheets (SDS) are available within the service for all hazardous substances.
- In the case of any Educator, child or other person injured by a chemical, substance or equipment, will notify the Approved Provider as soon as reasonably practical.

Educators will:

- Be familiar with the location of SDS information and the Poisons Information Line (131 126) within the Service. SDS must be updated every 5 years.
- Hold current approved first aid qualifications.
- Wear PPE (personal protective equipment) if required to handle dangerous materials when not the presence of children (e.g. commercial cleaning products) in accordance with manufacturer directions.
- Ensure products are appropriately stored away children in adequately labelled containers. Detergent and water spray bottles for cleaning are to be labelled with active ingredient, ratio and detergent name.
- Not store pesticides, herbicides, solvents, petroleum or kerosene on the premises unless contained in a separate secure outdoor shed, separate from the children's play areas and environment.
- Have storage facilities that are secure and inaccessible to children for any tool or equipment that is operated by an engine or any tool or equipment that poses a possible hazard to children or staff.

In addition Family Day Care Educators will:

- Ensure current Safety Data Sheets (SDS) are available within the service for all hazardous substances, including as new products are brought onto the premises.

- Ensure there are appropriate storage facilities within the Service which dangerous products and equipment are stored.

5. Legislation and Supporting Documents:

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
Work Health and Safety Regulation and Act 2011 (NSW)
Guide to the National Quality Framework 2018

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services)

7. Attachments:

N/A