

## Safe Storage of Dangerous products

### Policy Statement

Young children have limited understanding of the potential dangers of products, plants and objects in the environment. With this in mind, the Centre follows the recommendations and guidelines from recognised health and safety authorities regarding the handling, labeling, storage and use of these items to minimise any risk to children's safety while they are at the Centre.

#### Links Education and Care Centres National Regulations 2011, National Quality Standard 2011

Regs	82	Tobacco, drug and alcohol free environment
	85	Incident, injury, trauma and illness policies and procedures
	97	Emergency and evacuation procedures
	168	Education and care service must have policies and procedure
NQS	2.2	Safety- Each child is protected

### Procedure

- The Centre maintains an up-to-date list of all chemicals and cleaning agents used in the Centre. Material Safety Data Sheets (MSDS), together with any additional first-aid instructions required, are maintained for each item, and kept wherever potentially hazardous materials are stored in the Centre. The MSDS are filed in a way that staff can readily retrieve the information in an emergency. In such emergency, staff follow the procedures detailed on the particular MSDS. In addition, staff seek advice from the Poisons Information Centre whose number is posted beside the Centre telephone.
- All potentially hazardous materials are kept in locked child-proof cupboards and, wherever possible, beyond the reach of children, when not being used.
- Clear warning signs are displayed wherever potentially hazardous materials are stored. As part of the program, educators discuss with the children various safety issues relating to hazardous materials, poisonous plants and other dangers such as vermin.
- Wherever possible, hazardous products are kept in their original labelled container. When decanted, the alternative container is clearly labelled with the product name as written on the supplier's label, and the date of decanting. Staff check all labels regularly for legibility and conduct monthly audits.
- When using any hazardous products, all staff follow the instructions on the labels. Staff members who cannot understand the instructions seek guidance from other staff.
- Hazardous products and chemicals are disposed of in strict accordance with the instructions on the labels.

- Staff conduct daily safety checks of the building and outdoor play areas for foreign objects, vermin, sharps, possible harmful plants or damaged equipment.
- The Centre is treated by a pest controller licensed by the relevant state health authority, when necessary which is organised by the school only.
- Any item brought into the Centre is checked by educators to ensure it does not pose any danger to children, and any identified risk discussed with the family to ensure they are aware of the danger and why the item cannot be left at the Centre.
- Safety plugs are fitted to all power points. Electrical appliances are inaccessible to children. All electrical appliances are appropriately 'tested and tagged' annually.
- The Centre minimises the use of plastic bags, and these are stored inaccessible to children. When used for soiled clothing, the bags are kept in a sealed container out of reach of children.
- Poisonous and hazardous plants are identified and action taken in accordance with advice from the Poisons Information Centre (Telephone 13 11 26). Educators intentionally teach children of the danger posed by these plants.
- In the event of a hypodermic needle being found at the Centre
  - Educators:
    - Do not attempt to pick up the syringe
    - Remove children from the area and keep them away until the needle has been removed
    - Notify the Nominated Supervisor immediately
  - The Nominated Supervisor will:
    - Call the sharps hotline to find out how and where to safely dispose of the syringe
    - Act according to advice from the hotline
- In the event of vermin being found at the Centres:
  - Educators:
    - Do not attempt to pick up or kill the vermin
    - Remove the children from the area and keep them away until the vermin has been removed
    - Notify the Nominated Supervisor immediately
  - The Nominated Supervisor will:
    - Call the school to inform them and allow them to manage the problem.
- In the event of a snake being found at the Centre
  - Educators:
    - Do not attempt to pick up or kill the snake
    - Remove the children from the area and keep them away until the snake has been removed, or the Nominated Supervisor gives direction to the contrary
    - Notify the Nominated Supervisor immediately
  - The Nominated Supervisor will:
    - Call the relevant herpetologist/wildlife authority.
    - Act according to the advice from that authority

## Resources, further reading and useful websites

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### Sources

- DET Education. (2012). Health & Safety Factsheet: Safe handling & disposal of needles and syringes. <http://education.qld.gov.au/health/pdfs/healthsafety/usedneedles-factsheet.pdf> accessed 29 March 2012
- Education and Care Centres National Regulations 2011
- National Quality Standard 2011
- RSPCA. (2011). *There's a snake in my backyard what should I do?* [http://kb.rspca.org.au/Theres-a-snake-in-my-backyard-what-should-I-do\\_443.html](http://kb.rspca.org.au/Theres-a-snake-in-my-backyard-what-should-I-do_443.html)
- Snake Catchers by Areas Queensland. (2012). <http://www.snakecatchers.com/snakeremoval/index.php> accessed 30 March 2012

### Further reading

- Environment and Resource Management. [http://www.derm.qld.gov.au/wildlife-ecosystems/wildlife/living\\_with\\_wildlife/snakes/frequently\\_asked\\_questions.html](http://www.derm.qld.gov.au/wildlife-ecosystems/wildlife/living_with_wildlife/snakes/frequently_asked_questions.html)
- Kids Health. (2011). Fact Sheet: Poisonous or harmful plants. [http://kidshealth.chw.edu.au/sites/kidshealth.chw.edu.au/files/fact-sheets/pdf/poisonous-plants\\_0.pdf](http://kidshealth.chw.edu.au/sites/kidshealth.chw.edu.au/files/fact-sheets/pdf/poisonous-plants_0.pdf) accessed 30 March 2012
- Queensland Health. (2008). *Basic First Aid for poisoning by plants or fungi*. [http://www.health.qld.gov.au/poisonsinformationcentre/plants\\_fungi/firstaid.asp](http://www.health.qld.gov.au/poisonsinformationcentre/plants_fungi/firstaid.asp)

### Useful websites

- Kidsafe – [www.kidsafe.com.au](http://www.kidsafe.com.au)
- Snake Catchers – [www.snakecatchers.com/index.html](http://www.snakecatchers.com/index.html)
- Wildlife-RSPCA – [www.rspcaql.org.au/en/WildlifeQueensland](http://www.rspcaql.org.au/en/WildlifeQueensland)

### Comments:

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