



3.6 Chemical Storage

Purpose

The *Education and Care Services National Regulations* require John Street to have policies and procedures to support the provision of a child safe environment

To safeguard the safety of children at the service by ensuring they are not able to access any dangerous products, and that all educators are aware of the correct procedure for the storing of chemicals in rooms and in bulk at John Street.

Objective

To ensure that:

- Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- Children are safe and do not have access to potentially dangerous chemicals
- Chemical storage and access procedures at John Street reflect best practice and to comply with relevant legislation and community expectations
- Educators are aware of where the chemicals in bulk are stored, how to access them and the correct way of distributing these products
- Educators are aware of where the chemicals in the rooms are stored and the correct dilutions for creating chemical mixtures.

Definitions

Dilutions: refers to the reducing the concentration of a chemical.

Chemicals: refers to a substance that is used for the purpose of cleaning.

Chemical Store Room: refers to the locked room near the Jungle room where the bulk chemicals are stored.

Chemical Storage: refers to where chemicals are stored within the room which is high out of the reach of children.

Material Safety Data Sheets (MSDS): provides information about a substance's properties, ingredients and hazards, precautions for use, managing spills, first aid advice and contacts for further

information.

Chemical Register and Risk Assessment: refers to the list of chemicals that the centre has on the premises.

Scope of Policy

The Chemical Storage policy applies to all educators, volunteers, students and families at John Street.

Policy Statement

To ensure the safety of children and the community, all potentially dangerous products will be inaccessible to all children at all times. Where possible, John Street will choose to use a less toxic product for cleaning and other purposes, and all educators, including students and volunteers, are informed through the qualified food handler and OHS officer in the preparation, use and potential hazards of all chemicals stored at John Street.

Procedures

Procedures for Preventing Child Access to Potentially Dangerous Products

- All chemicals, first aid supplies, medicines and cleaning agents are stored in their original labelled containers.
- All chemicals, first aid supplies, medicines and cleaning agents are stored and labelled in chemical storage areas immediately after use.
- All chemicals and cleaning agents have a material safety data sheet (MSDS) provided by the supplier at the time of delivery.
- All chemicals, first aid supplies, medicines and cleaning agents will be stored in an out of reach or locked cupboard labelled 'chemical storage' or 'first aid'.
- Warning signs are posted on or near storage areas for potentially dangerous products and include a list of those products held.
- Educators will ensure that chemical products are used according to label directions and safety information.
- A first aid action plan on dangerous products is displayed close to the stored hazardous chemicals.
- The phone number for the Poisons Information Centre is posted beside all telephones in the Centre and is included on the first aid action plan.

Procedure for Minimising the Use of Toxic Products

Cleaning products and procedures are a source of potentially hazardous chemicals including antimicrobials, solvents, fragrance, surfactants etc. Cleaned surfaces can retain hazardous residues and volatile ingredients are released into the air contributing to indoor air pollution

Where possible the centre will try to minimise the use of toxic and dangerous products by following the following guidelines.

- Seeking current information from recognised health and safety authorities to assist in minimising the use of toxic and other potentially dangerous products.
- Liaising with contract cleaners to ascertain if there are less toxic / dangerous products that can be used when cleaning the centre.
- Seeking information from the following environmental groups to support the reduction of toxic product use in the centre:
 - Environmental Education in Early Childhood (EEEC) www.eeec.org.au
 - Fresh Green Clean <http://www.freshgreenclean.com.au/training/safe-healthy-cleaning-early-childhood-services/>

Art and Stationery Materials

Art and stationery materials are used to create wonderful works of art, but some pose a risk because they contain chemicals which are hazardous, particularly to children. Glues, paints, felt tip pens, stains, dyes, varnishes, photographic chemicals, glazes, plastics and resins are some examples of materials which need to be examined for their risks. Correction fluids are very hazardous to children and are not used at John Street.

Actions

Where bulk chemicals are stored and how to access them

Steps	Who is responsible?	Notes
Bulk chemicals are stored in the locked chemical store room	All staff are responsible for making sure that when the chemicals are delivered that they are delivered to the locked chemical store room	Permanent breaks staff maintain the chemical acquisitions
The chemical store room must be locked at all times and can only be accessed by an adult	All staff are responsible for keeping the door closed and locked at all times	The key to access the chemical store can be found hanging in the Jungle room on the blue cord by the door
Any chemical in the chemical store room must have a MSDS, be on the chemical register and have a risk assessment	The OHS officer and the permanent break staff who maintain the chemical acquisition	

Dilution of Chemicals

Steps	Who is responsible?	Notes
Chemical dilutions are displayed in the chemical store room and on the label of the bottle of chemical Dilutions should only be done in storeroom, where correct measurements can be made	The OHS officer is responsible for making sure that all signs are displayed. Room staff must advise the OHS officer if a sign is missing	
measuring implements are available to measure out the correct amount of chemical to be diluted	Room staff and the OHS officer to make sure that the measuring implements are available to dilute chemicals	stored in storeroom with chemicals

Chemical storage in the rooms

Steps	Who is responsible?	Notes
All chemicals are stored up high on a shelf out of reach of children	All staff throughout the centre	
There is a label clearly stating which area of the shelf is the chemical area	OHS officer	

Forms and record keeping

Title	Location	Who is responsible?	Minimum retention period
Material safety data sheets	Folder in front foyer	OHS officer	Must be issued within the last 5 years
Chemical Register and Risk Assessment	OHS folder in office and folder in front foyer	OHS officer	Annual review

Responsibility

It is the responsibility of all educators at John Street to implement this policy. The OHS officer has responsibility for the maintenance of this procedure.

Legislative Provisions

Education and Care services National Regulations 2011:

r.168(2)(h)	<i>Education and Care Service must have policies and procedures in relation to providing a child safe environment</i>
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Background Legislation

Occupational Health and Safety (Hazardous Substances) Regulations 2017	S.R No. 54/2007, Div 4, 4.1.15 - 4.1.23
Dangerous Goods (Storage and Handling) Regulations 2012	

Sources

Total Environment Services, 2007, *Safer Solutions - Creating Healthier School and Child Care Environments*, Total Environment Centre, NSW

Total Environment Services, 2007, *Safer Solutions – Common Hazard Chemicals Found in Schools and Child Care Centres*, Total Environment Centre, NSW

Immig, J (2000), *The toxic playground: A guide to reducing the chemical load in schools and childcare centres*, Total Environment Centre, NSW.

Kindergarten Parent Victoria, *OH&S Tip sheet, Health & Safety in Early Childhood Services, Chemical Safety*, KPV, VIC.

WorkSafe Victoria, Managing chemicals in the workplace guide 2017

Related John Street Policies, Procedures and Guidelines

Policies	<i>Occupational Health & Safety; Providing a Child Safe Environment; Supervision of Children;</i>
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Authorisation

This policy was approved by the John Street Board in December 2018.