HAZARDOUS CHEMICALS, PLANTS AND POISONS: USE AND STORAGE

QUALITY AREA 2



PURPOSE

This policy provides guidance for the:

- Limitation of chemicals on the site to those necessary to effectively operate the centre
- Safe handling, disposal and storage of all chemicals

POLICY STATEMENT

GUIDING PRINCIPLES

Thomastown West is committed to:

- Minimising the risk to children associated with chemical contamination of their environment at the centre
- Maximising the safety of staff, students, volunteers and parents who may handle chemicals at the centre
- Recognsising that the chemicals we use have an impact on the environment and where possible, using chemicals that are environmentally friendly

The Thomastown West Policy is that:

- All chemicals used will be safely stored
- All chemicals used will be handled in such a way as to minimise the risk or spread or that chemical
- Thomastown will consider the toxicity of chemicals and building materials it may use, as part of its planning of work to the centre
- Procedures will be implemented to reduce indoor and outdoor pollution
- Up-to-date poisons information will be kept on site
- Services are encouraged to purchase and use environmentally friendly non-toxic products where appropriate
- Safety Data sheets are available for on-site-chemicals and provide information regarding appropriate use and emergencies (in office)
- Staff will be aware of the environment children are using to ensure that it is safe from any chemicals, plants and hazards

SCOPE

This policy apples to the approved provider, person with management or control, nominated supervisor, persons in day-to-day charge, Early Childhood teachers, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Thomastown West Kindergarten.

RESPONSIBILITY

Thomastown West kindergarten committee of Management is responsible for overall safety of the site

Nominated Supervisor is responsible for the implementation of this policy

All Staff are responsible for adhering to this policy

PROCEDURES

PROCEDURES FOR STORING CHEMICALS

All chemicals will be stored out of reach of children (and if possible, outside any area occupied by children) in the container in which they were purchased, in a locked cupboard.

If the chemicals cannot be stored in the container in which they were purchased, they will be stored in a container recommended by the manufacturer and labelled with all relevant information such as:

- Name
- Toxicity level
- Expiry date
- Recommended emergency procedures

No chemical will be stored in a container that was previously used for food or drink

All staff are required to know the location of, read and understand the information in the safety Data sheets

PROCEDURES FOR HANDLING CHEMICALS

All chemicals will be used following the manufacturers instructions for mixing, strength and application

Safety instructions will be strictly adhered to, for instance, bleach and chlorine, where used, will be added to water and not vice a versa

Chemicals will not be mixed expect where instructed by the manufacturer

Appropriate personal protective equipment (PPE) must be worn when handling chemicals, in accordance with safety instructions e.g. gloves, safety glasses

If any injury occurs, first aid procedures and guidelines will be followed as per Safety Data sheets and medical advice

PROCEDURES FOR DECIDING WHAT MIGHT CONSTITUTE A HAZARD

Chemical products on site will be limited to those considered safe and necessary

You may wish to identify, through the enrolment forms, the chemicals or allergens to which any child enrolled is sensitive. This information is to be treated confidentially.

PROCEDURES FOR REMOVING CHEMICALS

All chemicals will be disposed of in accordance with the disposal consideration from the Safety Data Sheet and any specific requirements from the local government authority (council)

LEGISLATION AND STANDARDS

Relevant legislation and standards include but not limited to:

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

National Quality Standard, Quality Area 2: Children's Health and Safety

Occupational Health and Safety Act 2004 (Vic)

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Regulations 2009 (Vic)

The most current amendments to list legislation can be found at:

Victorian Legislation – Victorian Law today **www.legislation.vic.gov.au**

Commonwealth Legislation- Federal Register of Legislation **www.legislation.gov.au**

DEFINITIONS

The term defined in this section relate specifically to this policy. For regularly used term e.g. Approved provider, nominated supervisor, notifiable complaints, serious incidents, duty of care, etc refer to definitions in the Thomastown West Kindergarten cataloque

Toxic: Poisonous

Chemical: From one point of view, everything is composed of chemicals. The chemicals referred to in this policy are those likely to be hazardous or toxic

SOURCE AND RELATED POLICES

SOURCE

- Austin Health – Poisonous Plants https://austin.org.au/plants
- The better Health Channel – Workplace Safety

  https://www.betterhealth.vic.gov.au/healthyliving/workplace-safety-dangerous-goods
- Kidsafe Victoria – https://www.kidsafevic.com.au/home-safety/poisoning/

RELATED POLICES

- Administration of medication
- Anaphylaxis and Allergic reactions
- First Aid
- Incident injury Trauma and illness
- Occupational Health and Safety Policy

EVALUATION

To assess whether the values and purpose of the policy have been achieved, Thomastown West Kindergarten will:

- Seek feedback from people affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the services policy review cycle, or as required
- Notify all stakeholders, affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (regulation 172 (2))

LINKS AND ATTACHMENTS

- Nil

AUTHORISATION

This policy was adopted by the approved provider of Thomastown West Kindergarten on 26TH October 2026

REVIEW DATE: October 2028