

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>HAZARDOUS CHEMICAL POLICY</b> This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.2 Safety</b> 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management
<b>NATIONAL LAW AND REGULATIONS</b>	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>Hazardous chemical sign</li> <li>Hazardous chemical record</li> <li>Incident, injury, trauma, and illness record</li> <li>Risk assessment record</li> </ul>
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding the storage and safe usage of hazardous chemicals for all staff and children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<b>Implementation</b> The service will take every precaution to protect children from harm and hazards that may cause injury. One particular area that needs attention is the secure storage of hazardous products including chemicals. Under the National Law act 167 it states that the approved provider and nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Hazardous chemicals are substances, mixtures and articles that can pose a health or physical hazard to humans. They may be solids, liquids, or gases: Examples of chemicals that can cause adverse health effects include: <ul style="list-style-type: none"> <li>Toxic chemicals.</li> <li>Chemicals that cause skin damage.</li> <li>Carcinogens.</li> </ul> We are obligated under Work Health and Safety Regulations (WH&S) to ensure that we correctly manage the risks to health and safety associated with using, handling, generating, and storing hazardous chemicals at our workplace for the health and safety of staff and children. <b>Chemical safety</b> <ul style="list-style-type: none"> <li>Nominated supervisor will ensure that proper signage is in place to indicate that chemicals or dangerous products are stored in particular places – locked cupboards, laundries, kitchens, and bathroom areas.</li> <li>Nominated supervisor will ensure that all chemicals are labelled correctly.</li> <li>Nominated supervisor will ensure that the service has acquired SDS (Safety Data Sheets) from the manufacture and that all staff have had training from the supplier/ manufacturer in the correct usage and handling of all products that are used in the service at least annually. All SDS will be renewed after 5 years.</li> <li>Nominated supervisor will monitor staff to ensure that all high-risk products are stored away from children's rooms in designated areas such as behind locked doors in laundry areas and locked cupboards and ensure that at no time are children given access to these areas.</li> <li>Nominated supervisor will have a <b>risk assessment record</b> in place relating to hazardous chemicals.</li> </ul>

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<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Approved provider/nominated supervisor will ensure that the service has available current up to date fire protection equipment and emergency and safety equipment e.g., fire extinguishers – current and up to date, first aid kits, emergency and evacuation plans and procedures on display.
- Staff will ensure that they are not spraying chemicals around children especially where food is, and children are sleeping.
- Nominated supervisor will regularly check the chemicals stored at the service and dispose of any that are out of date.
- Staff will always adhere to the directions for use on the product label.
- Staff will dispose of all products safely, in accordance with the manufacturer's instructions on the product label.
- Staff will refrain from writing on chemical bottles in the absence of a label. In the event that a label is not in place staff will inform nominated supervisor who will reorder labels or supply staff with new bottle or label.
- Nominated supervisor will ensure that at all times a fully qualified educator is on premises with current first aid qualifications.
- Nominated supervisor will ensure that the poisons hotline number is in place on emergency contact list throughout key areas e.g., next to phones, where chemicals are stored, at front office desk.

### POISON INFORMATION HOTLINE

**13 11 26**

- Staff will avoid exposure to poisoning by ensuring that potential poisons, such as medication, household cleaners, garden products, and other poisonous substances are, stored in their original containers. They will be stored out of reach of children and/or in a cupboard fitted with a child resistant latch and returned to their safe place immediately after use there will be signage- ***hazardous chemical sign*** - on the cupboards alerting to the fact that chemicals are stored there.
- Nominated supervisor will ensure that pesticide checks and updates are conducted out of hours when children are not present at the service.
- Nominated supervisor will ensure that any plants that are bought into the service are checked that they are not on the poisonous list and if so, are removed immediately.
- Nominated supervisor will ensure that the ***hazardous chemical record*** is completed on delivery of products and will identify and eliminate any foreseeable hazards that could give rise to the risk. If unable to totally eliminate, minimise it through control measures and ***risk assessment record***.
- We will aim to ensure that all products used in the service are low risk to children and as natural as possible in order to ensure safety.

#### In the event of an incident involving hazardous chemicals

- Call poisons hotline 13 11 26
- Apply first aid as per poisons hotline advise – only by a qualified first aid staff member.
- Inform nominated supervisor.
- Call an ambulance if required.
- Call parents immediately after child has been attended to.
- Complete an ***Incident, injury, trauma, and illness record***.
- Nominated supervisor to inform the approved provider and notify regulatory authority on the NQAITS portal within 24 hours.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.

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	<ul style="list-style-type: none"> <li>Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.</li> <li>Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.</li> <li>Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.</li> <li>Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will ensure the policy is kept up to date with current legislation, research, and best practice.</li> </ul> <p><b>The Nominated Supervisor</b></p> <ul style="list-style-type: none"> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.</li> <li>Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.</li> <li>Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.</li> <li>Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.</li> <li>Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will ensure the policy is kept up to date with current legislation, research, and best practice.</li> <li>Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.</li> </ul> <p><b>Educators</b></p> <ul style="list-style-type: none"> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> </ul>

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<b>procedures to be kept available.</b>	<ul style="list-style-type: none"> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>Australian Children's Education &amp; Care Quality Authority. ACECQA</li> <li>Code of Ethics</li> <li>Education and Care Services National Regulations.</li> <li>Education and Care Services National Law Act 2010.</li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>Kidsafe Australia</li> <li>National Quality Standard.</li> <li>Safe work Australia</li> <li>United Convention on the Rights of the Child</li> </ul>

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