



Chemicals and Chemical Spills Policy

NQS

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
QA3	3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.
	3.3	The Service takes an active role in caring for its environment and contributes to a sustainable future.
	3.3.2	Children are supported to become environmentally responsible and show respect for the environment.

National Regulations

Regs	85	Incident, injury, trauma and illness policies and procedures
	97	Emergency and evacuation procedure
	106	Laundry and hygiene facilities

Aim

- To ensure that potentially dangerous products, plants and objects are inaccessible to children.
- To ensure that, should a chemical be spilled in Little Souls Taking Big Steps, that it is cleaned up immediately in a safe manner.

Related Policies

Emergency Management and Evacuation Policy

Emergency Service Contact Policy

Incident, Injury, Trauma and Illness Policy

Physical Environment (Workplace Safety, Learning and Administration) Policy

Who is affected by this policy?

Child

Parents

Family

Educators

Management

Visitors

Volunteers

Implementation

Chemicals

- At all times it is the responsibility of staff to ensure that potentially dangerous products are inaccessible to children.
- All chemicals must be stored out of reach of children in locked rooms or cupboards. When disposing of chemical containers, place in bins out of reach of children.
- Little Souls Taking Big Steps aims to inform staff of the correct storage and use of hazardous substances, as per the 'Material Safety Data Sheet'.
- Material Safety Data Sheets for all chemicals used at the centre must be obtained or created and stored in a register. They will also be stored with chemicals in the laundry for a quick reference.
- These Safety Data Sheets reflect the centres aim to ensure that where possible non-toxic products are implemented within the centre.
- All regular staff members are expected to be familiar with these information sheets.
- The Material Safety Data Sheets will give information on:
 - Health effects and first aid instructions
 - Precautions for use
 - Safe handling and storage
- Ingredients will be detailed on the label of each chemical being used in the centre.
- When a chemical is diluted the container holding the dilution should be labelled with:
 - The actual name of the product (e.g. Home Brand Bleach)
 - Dilution used
- Never pour excess chemicals back into the original container as this may contaminate the concentrate solution.
- Dilution and chemical preparation should only be done in the Laundry.
- The Poisons Information Centre number can be located in the office, close to all the phones, and on Material Safety Data Sheets.
- To assist in identifying problems with chemical use at the centre, staff are requested to report any concerns to management immediately.

Chemical Spills

In the event of a chemical spill:

- Remove children from the area.
- Contain the spill. Ensure that it is cleaned up thoroughly and promptly.
- Approach with care when cleaning. Some chemicals may lack colour or odours, but may still be dangerous.
- Never assume a chemical is harmless.
- If contact is made with a chemical, call the Poisons Information Line (13 11 26) for advice on treatment.
- Identify chemicals and potential hazards by using the appropriate Material Safety Data Sheet.
- Use the manufacturer's recommendations to clean up the spill appropriately.
- Decontaminate any equipment or clothing associated with the spill.
- Dispose of any equipment should the spill have made it unsafe for further use.
- Reflect on procedures to analyse how this incident occurred and how the incident could be prevented in the future.
- Children may return to the scene only after the spill has been sufficiently cleared.

Source

Education and Care Services National Regulations 2011
National Quality Standard
Workplace Health and Safety Act QLD 2011
Workplace Health and Safety Regulation QLD 2011

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: May 2015

Date for next review: February 2016