

Policy Title:	Chemical Risks Control
Effective Date:	October 2013
Review Date:	October 2014

POLICY STATEMENT

Inner City Care will ensure that all hazardous products are stored safely and as required by relevant legislation.

BACKGROUND AND CONTEXT

This policy has been adapted from *Managing OHS in Children's Services*, Sue Tarrant – Lady Gowrie Child Centre, Sydney, 2002. It was first ratified by the Management Committee in June 2006 and reviewed in September 2009, December 2010, November 2011 and March 2013.

SCOPE AND PURPOSE

ICC will:

- provide current information, training and supervision in relation to the use of hazardous products
- establish and maintain a register which is retained in the Centre office
- ensure that for each hazardous substance kept at the Centre, appropriate documentation is collected from the manufacturer or supplier
- ensure that all hazardous products are stored and labelled appropriately
- ensure that it keeps an inventory of all the chemical products used at the service.

DEFINITIONS

The definition of hazardous is as defined in the legislation.

POLICY DETAIL/ BUSINESS RULES

Employees are required to:

- read the MSDS (Material Data Safety Sheet) and the label on the product before using any chemical or hazardous substance
- use the product in accordance to the manufacturer's written instructions and agreed workplace procedure or instructions
- not eat or drink while working with a hazardous substance
- wash their hands and face and other exposed areas with soap and water after using a hazardous substance and, in particular, before going to the toilet and eating or drinking
- wear appropriate Personal Protective Equipment (PPE) (if required)
- report any accident or near miss immediately

- make recommendations for the substitution of less toxic substances than one currently used at Inner City Care, wherever possible/appropriate.

AUTHORITIES AND ACCOUNTABILITIES

All educators and staff are required to comply with the policy.
The Centre Director is responsible for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001
Chemical Risks Control Procedure
Hazardous Products Register
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

APPROVAL

Approved by Management Committee	
Signature:	
Date:	Title:
Meeting number and date:	
Resolution number:	14th December 2010
Policy Owner:	Inner City Care
Effective Date:	14th December 2010
Review Date:	December 2010