

<b>Policy Title:</b>	Chemical Risks Control Policy
<b>Effective Date:</b>	July 2017
<b>Review Date:</b>	Every 2 years

#### **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 March 2013 and in July of 2017.

#### **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 all dangerous cleaning materials (including detergents), poisons and other dangerous substances and medications** are stored in their original labelled container and not transferred to any other container. Do not reuse containers once they are empty.
- 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.

National Quality Standard: Quality Area 2: Children’s health and safety

#### **OTHER RELEVANT DOCUMENTATION**

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

#### **OTHER SOURCES**

Frith J. Kambouris, N. & O’Grady, O. (2003). *Health & safety in Children’s Centres Model Policies & Practice*. (2<sup>ND</sup>). School of Public Health & Community Medicine: University of New South Wales.

Work Cover NSW. *Storage and Handling of Dangerous Goods: Guidance*  
[http://www.safework.nsw.gov.au/\\_\\_\\_data/assets/pdf\\_file/0005/50729/storage-handling-dangerous-goods-1354.pdf](http://www.safework.nsw.gov.au/___data/assets/pdf_file/0005/50729/storage-handling-dangerous-goods-1354.pdf)

