

POLICY: 6.1 Child Safe Environment

Procedure: 6.7 Storage and Handling of Dangerous and Hazardous Substances and Plants

This procedure aims to ensure the no staff member, Educator, Educators family member, enrolled families and their children are exposed to hazardous or dangerous substances while education and care is being provided.

6.7.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **6.1 Child Safe Environment Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[6.7.2 Hazardous Substances](#)

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6.7.2 Hazardous Substances

The Work Health and Safety Act 2011 states clearly that a workplace must not place people or children at risk due to hazardous substances.

Home Safety is of high importance in all Family Day Care Services and each Educator's residence. The Work Health and Safety Act 2011, states it is the Educator's responsibility to:

1. Identify hazards in the home.
2. Assess the level of risk of the hazard.
3. Eliminate or control the risk.

Educators and Service staff need to be aware of the Workplace Health and Safety legislation and safe storage practices relating to hazardous substances. A hazardous substance may be:

- A poison
- Medicine
- Substances that may trigger an allergic reaction e.g. dust, fumes, peanut butter.
- Petrol
- Household cleaners
- Toiletries
- Gardening chemicals e.g. fertilisers, weed killer, pesticides
- Gas

A substance may become hazardous if it is not managed correctly. Including the way, a substance is:

- Handled
- Used
- Stored
- Transported
- Disposed of

6.7.3 Role and Responsibilities

The Service will:

- Provide information to Educators relating to identifying hazards and assessing the levels of risk in the Educator's residence.
- Ensure any venue used for events such as play session, stores any dangerous chemicals, substance, and equipment in a place that is secure and inaccessible to children.
- Obtain Material Safety Data sheets for all hazardous substances which are not in original packaging, at both play session and Educators homes.
- Ensure Educators complete the daily home safety check to ensure no dangerous or hazardous products are accessible each day before children commence care.

Educators will:

- Consider using the least hazardous chemical, product, or equipment for the job.
- Choose chemicals or medicines with child-resistant lids/caps, otherwise ensure the chemical drug or medicine is stored in a locked place, which is secure and inaccessible to children.
- Ensure that all dangerous substances and medications are stored in their original labelled container and not transferred to any other container.
- Follow the use, storage, and first aid instructions on the label for a substance.
- Seek medical advice immediately if poisoning has occurred or **call the Poisons Information Line on 131126**, or call an ambulance, **dial 000**.
- Provide a safe environment at their home and on outings at all times by ensuring dangerous and toxic chemicals are not present or made inaccessible.
- Ensure the dangerous chemicals, substances, and equipment at their homes are kept in locked storage and are not accessible to children. It is the Educator's responsibility to eliminate or manage the risk.
- Obtain Material Safety Data (MSD) for all hazardous substances that aren't in packaging.

6.7.4 Minimising the Risk to Children, Educators & Families

To minimise the risk posed by hazardous products, the Service will:

- Ensure products are kept out of children's reach

- Inform all Educators of the products to be used and where they are stored.
- Inform Educators in handling, using, identifying, and storing hazardous products at their residence.
- Ensure the use of correct personal protective equipment e.g. disposable gloves, are worn when handling hazardous products.

6.7.5 Inaccessibility to Dangerous &/or Toxic Products, Equipment & Chemicals

A dangerous product is any chemical, substance, or material that can cause potential harm, injury or illness to persons or damage to the Service's environment.

- Educators must ensure that poisons, disinfectants, corrosive substances, and other poisonous and dangerous substances and items are marked in their original containers and locked in a childproof storage area.
- Potentially dangerous products & equipment must always be stored in a locked cupboard. These include cigarettes, matches, lighters, alcohol, medicines, cleaners, plastic bags, plastic wrap, polystyrene, scissors, razor blades, and sharp knives, aerosol sprays, pills and medicines.
- Medication must be placed in a locked container/cupboard that is accessible to Educators but not to children.
- Educators and Staff will choose the least hazardous method for a task or activity. E.g. When undertaking pest control, increase sanitation and reduce indoor and outdoor clutter to improve the ability to clean and reduce nesting and hiding places for pests.
- Educators and Staff will choose the least hazardous chemical or product for a task or activity.
- Ensure all contractors or workers in the child care environment use the lowest toxicity products or chemicals as possible to undertake and complete a task.
- Where possible select any chemicals, toxins, or medications with child-resistant lids or caps.
- Where possible, Educators are required to limit exposure of any required chemical (for example: spraying a cleaning product onto a cloth instead of spraying into the air).
- Any pressure pack spray (e.g. fly spray) is not to be used in close proximity to children or near exposed food.
- Educators are required to seek medical advice immediately if poisoning or potentially hazardous ingestion, inhalation, skin or eye exposure has occurred and/or call the Poisons Information Line on 131126 or an ambulance on 000. (refer to Incident, Injury, Illness and Trauma Policy – 4.5)

6.7.6 Removal of Poisonous Plants

- Educators will ensure their residence doesn't have any plants accessible to children that are poisonous or otherwise pose an unacceptable danger to the children. Refer to the Queensland Health – Plants and mushrooms (fungi) poisonous to people for Guidance
<https://www.childrens.health.qld.gov.au/chq/our-services/queensland-poisons-information-centre/plants-mushrooms/>

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

6.1 Child Safe Environment Policy

Reference

Refer to 6.1 Child Safe Environment Policy

Kidsafe – Family Day Care guidelines

Health – Plants and mushrooms (fungi) poisonous to people for Guidance

<https://www.childrens.health.qld.gov.au/chq/our-services/queensland-poisons-information-centre/plants-mushrooms/>