**Child Care**

**Hazardous Materials Procedure**

**Values**

To ensure the safety of children and the community, all potentially dangerous products will be inaccessible to all children at all times. Where possible Tongala Community Activities Centre Inc (TCAC) Child Care will choose to use a less toxic product for cleaning and other purposes, and all educators, including students and volunteers, are informed in the preparation, use and potential hazards of all chemicals stored at the centre.

**We believe**

* Every reasonable precaution has been taken to protect children, staff, volunteers and families from harm and any hazard likely to cause injury.
* Children must be able to play freely in a safe environment without having access to chemicals, substances or materials which are hazardous to their health.
* Parents should feel confident that their children are safe and are able to enjoy an environment where hazardous items are not accessible to their children.
* Chemical storage and access procedures reflect best practice and comply with relevant legislation and community expectations.
* Staff must ensure they follow all procedures to keep themselves and others safe and healthy at all times.

**Definition of a dangerous produce**

Any chemical, substance or material that can cause potential harm, injury or illness to persons, or damage to the centre’s environment.

**Procedures**

TCAC Child Care educators should:

* Ensure all chemicals, first aid supplies, medicines and cleaning agents are stored in their original labelled containers in an out of reach or locked cupboard labelled ‘chemical storage’ or ‘first aid’.
* Ensure that all areas where hazardous products are stored, are clearly labelled for staff and other adult visitors, volunteers and students, but labelled in a way so as not to attract the attention of children.
* Ensure that all visitors, all new staff, students and volunteers are, at the induction process to the centre, shown where hazardous materials are stored, where first aid equipment is stored and are advised who to report spills and accidents to.
* Ensure that all persons handling hazardous chemicals and substances, do so in a safe manner and follow the guidelines provided by MSDS.
* Ensure that all medications are kept stored in appropriate containers labelled clearly with the child’s name, and out of reach of children.
* Ensure that all poisonous substances are stored in their correctly labelled container and not in a container labelled for another substance (example - putting washing powder in a margarine container).
* Be aware of where the bulk chemicals are stored, how to access them and the correct dilutions for creating chemical mixes.
* Display the poisons information telephone number (13 11 26) near every telephone in the centre, and also where dangerous products are stored.
* Be aware of any new chemical or hazardous substance or produce which is introduced into the centre through.

***Sources***

*Environmental Education in Early Childhood* [*www.eeec.org.au*](http://www.eeec.org.au)

*Safe and Sustainable Indoor Cleaning* [*www.sasiclean.com.au*](http://www.sasiclean.com.au)

***References***

*National Occupational Health and Safety Commission – storage and handling of dangerous goods*

*Work Safe Victoria*

*Poisons Information Centre*

*Australian Safety and Compensation Council – 2007 Index of National Standards codes of Practices and related guidance notes*

***Responsible Officer – TCAC Coordinator***

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