Dangerous Chemical and Substances Policy

The Peter Toms Early Learning Centre will actively seek to protect all children, staff members, families and visitors from any risks associated with dangerous chemicals, substances, medicines and equipment that are in and around the Centre.

When purchasing, storing and/or using any dangerous chemicals, substances, medicines or equipment, The Peter Toms Early Learning Centre will:

- Select and make use of the least hazardous substance or equipment.
- Store all dangerous chemicals, substances and medicines in their original containers provided by the manufacturer (excluding general hand soap stored in soap dispensers at every hand washing basin). All labels and/or use by dates should be kept intact at all times. Any substance or medicine found to be stored in a different container than originally provided, or with destroyed labels and/or unknown use by dates where appropriate should not be used under any circumstances. Containers should be disposed of correctly following local council guidelines, and not reused under any circumstances.
- All dangerous chemicals, substances, medicines and equipment must be stored on a high self/bench (out of reach of children) or in a locked cupboard or in the locked cleaner’s room. These materials may include, but are not limited to, all cleaning materials, detergents, poisonous or dangerous substances, dangerous tools and equipment including those with sharp and razor edges, toiletries, medicines and all first aid equipment.
- Staff members should follow the instructions of manufacturers, particularly of medicines which may need to be stored in a refrigerated environment pursuant to the above mentioned directives.
- Particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment is not stored at the The Peter Toms Early Learning Centre site.
- The manufacturer’s instructions for appropriate use, product ingredient list are recorded on a MSDS (Material Safety Data Sheet).
- The Peter Toms Early Learning Centre will keep a register of all hazardous chemicals, substances and equipment used on the premises. Information recorded includes ingredients, where they are stored, their use, and first aid instructions.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line on 131126, or call an Ambulance on 000.

Legislative Requirements

Federal
Australian Workplace Safety Standards Act 2005
Australian Workplace Safety Standards Regulations 2005
Poisons and Therapeutic Goods Act 1996

Victoria
Occupational Health and Safety Act 2004
Public Health and Wellbeing Act 2008
Dangerous Goods (Storage and Handling) Regulations 2000
Occupational Health and Safety (Hazardous Substances) Regulations 1999
Sources

Review
The review will be conducted by:
- The Peter Toms Early Learning Centre staff
- Cleaning company

Dated created: 14th July 2013