SAFE STORAGE OF HAZARDOUS CHEMICALS POLICY

By maximising awareness of the potential hazards associated with hazardous chemicals, we aim to minimise the risk of harm to children, educators, staff and families by ensuring hazardous products are safely stored, handled and managed.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	
S. 167	Offence relating to protection of children from harm and hazards
12	Meaning of serious incident
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
97	Emergency and evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
106	Laundry and hygiene facilities
112	Nappy change facilities
136	First aid qualifications

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Child Safe Environment Policy Child Safety and Wellbeing Policy (VIC) Environmentally Responsible Policy	Furniture and Equipment Safety Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Tobacco, Drug, and Alcohol-Free Policy Work, Health and Safety Policy

PURPOSE

Our Service aims to provide clear guidelines to educators, staff and other relevant persons to support consistent and safe practices when managing hazardous chemicals. We promote the use of environmentally friendly products where possible.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

DEFINITION

Hazardous chemicals are substances, mixtures or articles that can pose a health or physical hazard to people. They may be solids, liquids or gases and can cause harm through exposure such as inhalation, ingestion or skin contact, or through physical hazards such as fire, explosion or corrosion.

IMPLEMENTATION

We ensure this policy is understood and followed by educators, staff and other relevant persons who use or manage hazardous chemicals. The safety, protection and wellbeing of children is paramount when implementing this policy and making decisions about which products the Service will use.

APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

Compliance and Prevention

- that obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedures
- there is an induction process for all new staff, (including casual and relief staff), students and volunteers, that includes providing information on the *Safe Storage of Hazardous Chemicals Policy,*

relevant procedures, the location and access to Safety Data Sheets (SDS), the location of first aid kits and specific first aid requirements

- families are provided with information about the *Safe Storage of Hazardous Chemicals Policy*
- that every practical measure is taken to protect children being educated and cared for by the Service from harm and any hazard likely to cause injury.
- a smoke-free environment is provided to children, staff, families and visitors at all times
- vaping is strictly prohibited in Service environments
- signs are clearly visible to reflect that the Service environment is:
    - smoke free
    - free from vaping substances and devices.

Hazardous Chemicals Management

- all hazardous chemicals are identified within the Service and included in the chemical register, which generally includes the product name and location
- a risk assessment has been conducted for the use and storage of hazardous chemicals, including pesticides and herbicides, in consultation with the Health and Safety Representative (HSR), where applicable, and is regularly reviewed and updated. See *Hazardous Chemicals – Risk Assessment*
- current SDS are maintained and readily accessible at the Service for all hazardous chemicals used or stored on the premises, where an SDS is required. SDS are reviewed regularly and updated when a new or revised SDS is provided by the supplier or is made available by the manufacturer.
- educators, staff, students and volunteers adhere to the Service procedures for dealing with and handling hazardous chemicals
- appropriate training and personal protective equipment (PPE) are provided for employees, students and volunteers, who may be exposed to hazardous chemicals
- hazardous chemicals will be stored in areas of the Service that are not accessible to children.
- relevant signage is displayed that highlights the hazardous nature of chemicals used or stored in the Service (e.g. Caution - Chemical Storage Area; Danger; Hazardous Chemicals)
- products decanted into spray bottles or other secondary containers are clearly labelled with the contents and hazardous chemicals are not used when children are in the immediate vicinity
- laundry and nappy change facilities (if applicable) are located and maintained in a way that prevents unsupervised access by children
- action is taken to remove any pests or vermin with non-chemical methods used wherever practicable, maintaining a clean environment and using non-toxic products where appropriate. Where pest control treatment is required, a licensed pest control operator is engaged by the Service

and evidence of the operator's current licence/registration and relevant treatment documentation is retained.

Emergency and Incident Management

- relevant Poisons Information Centre number is clearly displayed near the first aid kit/in each room
- there are emergency procedures and practices for responding to accidental spills and/or contamination involving hazardous chemicals handled or stored at the Service, including appropriate first aid measures for exposure or injury
- at least one educator or staff member with current ACECQA-approved first aid qualification is present and immediately available to respond in an emergency at all times while children are being educated and cared for
- in the event of any incident involving accidental exposure to hazardous chemicals, for example, an incident involving possible poisoning, an *Incident, Injury, Trauma and Illness Record* is completed, and appropriate first aid and medical advice is sought
- where a serious incident occurs notification is made to the regulatory authority through the National Quality Agenda IT System (NQA ITS) within 24 hours of the incident, and to the child's parents/guardians within the prescribed timeframes.

EDUCATORS WILL:

Hazardous Chemicals Management

- wear PPE when handling hazardous chemicals or products
- read the label before using any cleaning material, sprays or hazardous chemicals and strictly follow the '*Directions for use'* and be aware of appropriate first aid measures
- store all hazardous products in their original clearly labelled containers, preferably with child-resistant lids and caps, in a secure and locked place/cupboard, inaccessible to children
- ensure laundry facilities have lockable cupboards for cleaning products and detergents
- ensure all chemicals and cleaning products are returned to their designated location immediately after use
- ensure chemicals are stored in accordance with the relevant SDS and manufacturer's instructions, and that incompatible chemicals are appropriately separated, where applicable
- ensure hazardous chemicals or products are not stored close to food products
- ensure chemical containers are kept sealed when not in use and checked regularly for damage or leaks

- never mix cleaning products not intended for mixing, as there is the potential for harmful chemical reactions to occur, endangering all persons on the premises
- not use spray bottles containing hazardous chemicals in the immediate vicinity of any child or children
- ensure spills and leaks are managed safely in accordance with the relevant SDS
- dispose of all products safely, in accordance with the manufacturer's instructions on the product label, Work Health and Safety (WHS) and relevant council requirements
- be encouraged to attend professional development sessions to maximise their awareness of hazardous chemicals or products and potential hazards
- use non-chemical methods or less hazardous alternatives, or alternative environmentally friendly 'green cleaning' options where appropriate to reduce potential hazards within the education and care Service
- complete daily and quarterly WHS checklists to ensure that any hazardous chemicals or products used within the Service have current SDS and are stored appropriately.

Emergency and Incident Management

- seek medical advice if needed by contacting the Poisons Information Centre (13 11 26) or call 000 in an emergency
- in the event of any incident involving accidental exposure to hazardous chemicals, for example, an incident involving possible poisoning, provide appropriate first aid and seek medical advice, complete an *Incident, Injury, Trauma and Illness Record* and provide it to the approved provider/nominated supervisor.

POISONING

Many products and materials that are used and kept within the Service may be harmful if swallowed, inhaled or absorbed. Poisoning can happen quickly, and young children are particularly at risk due to their tendency to put objects and substances in their mouths. Our Service will ensure all items that may cause harm to children are stored securely and remain inaccessible to children. Educators and staff will keep their personal items in a secure location, such as a cupboard/locker, inaccessible to children.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Storage of Hazardous Chemicals Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management. All families will be notified 14 days before any

policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise the Service, or earlier in line with the *Governance Policy*.

RELATED RESOURCES

Hazardous Chemicals Risk Assessment Hazardous Substance Management Procedure Hazardous Substances and Chemicals Register	Poison Safety Audit Spill Kit Checklist

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Safe Work Australia. (2020). Managing risks of storing chemicals in the workplace.
Safe Work Australia. (2026). Model Code of Practice: Managing the risks of biological hazards at work.
Safe Work Australia. (n.d.). Preparing safety data sheets.

REVIEW

POLICY REVIEWED BY	Amy Flockhart	Office admin	06/10/2026
POLICY REVIEWED	OCTOBER 2026	NEXT REVIEW DATE	OCTOBER 2027
VERSION	V12.10.26		
MODIFICATIONS	• annual policy review • added paramount consideration statement, the implementation paragraph and the definition of hazardous chemicals • added subheadings and reorganised the order of responsibilities for better flow • removed duplicated content and content that did not address hazardous chemicals or belonged to another policy (button batteries covered in *Furniture and Equipment Safety Policy*) • adjusted terminology to maintain focus on hazardous chemicals • updated sources and references as required		
PREVIOUS MODIFICATIONS			
OCTOBER 2025	• annual policy review • additional related policies • information prohibiting vaping substances and vaping devices added • risk assessment for button batteries added • sources checked for currency and updated as required		