

## THE GOWRIE (QLD) INC

# STORAGE & HANDLING OF CHEMICALS POLICY

### CONSIDERATIONS:

QIA	Principle 5.3 & 5.5
REGS	Child Care Act 2002 Section 76 Child Care Regulation 2003 Section 60

### POLICY STATEMENT:

To ensure that the workplace is safe for staff, visitors and children by ensuring that all chemicals are stored and handled in the safest and most secure way possible.

### RELEVANT FORMS/MATERIAL:

- **MSD Sheets for chemicals used in the Service**
- **Chemical Register**

### SOURCES:

- Workplace Health and Safety Queensland Website  
<http://www.deir.qld.gov.au/workplace/workers/chemicals/index.htm>
- Lady Gowrie Child Service, Sydney. (2002) *Managing OHS in Children's Services*.
- Stevenson, D. (2001) *Health and Safety in Queensland Child Care Services: A Blueprint for Success*. Scintel: Matraville.
- Caton, Scott & Roche, Dee (1999) *Managing the Risks in Children's Services: An integrated approach to managing risk for children and staff*. The Lady Gowrie Service (WA) Inc: Karawara.

**REVIEWED: February 2011**

**DATE TO BE REVIEWED: February 2012**

<b>IMPLEMENTATION:</b>	
<b>BEFORE YOU START</b>	<p><b>TRAINING AND INFORMATION</b> A staff member must undertake <b>training</b> in:</p> <ul style="list-style-type: none"> <li>• First aid</li> <li>• Safety procedures in case of accidents</li> </ul> <p><b>Posters</b> about the use of chemicals should be placed on the walls where chemicals are stored and decanted in order to educate staff and visitors to the Service.</p>
<b>REMEMBER</b>	<p><b>All potentially dangerous products must be clearly labelled and stored out of reach of all children.</b></p> <ul style="list-style-type: none"> <li>- Put a dangerous goods label on containers that require them.</li> <li>- Storage areas must be clearly labelled to assist relief staff.</li> <li>- No chemicals are to be stored on the floor.</li> <li>- Store containers at a height that makes them easily accessible for decanting, but not so high that they pose a risk when they are lifted down.</li> </ul> <p><b>Wherever possible use non-hazardous products in preference to hazardous products</b> eg use a non-caustic oven cleaner rather than a caustic oven cleaner.</p> <p><b>It is important to discuss the dangers of certain products with the children.</b></p>
<b>NEVER</b>	<ul style="list-style-type: none"> <li>• Store chemicals, in a soft drink bottle or other food or drink container.</li> <li>• Mix chemicals in the playrooms.</li> </ul> <p>All preparation is to take place in a specific preparation area such as a laundry. Children <b>are not permitted</b> in these areas as children are not be exposed to fumes or sprays from potentially dangerous products.</p>
<b>IF AN ACCIDENT HAPPENS</b>	<ul style="list-style-type: none"> <li>• <b>IF A SPILLAGE ACCIDENT OCCURS FOLLOW THE CLEAN UP AND FIRST AID PROCEDURES ON THE MSDS</b></li> <li>• <b>IF A CHILD OR WORKER INGESTS ANY CHEMICAL CALL THE POISONS INFORMATION SERVICE</b> <b>CALL 13 11 26</b></li> <li>• <b>COMPLETE AN “Incident and Accident Record Form”</b></li> </ul>
<b>BE INFORMED</b>	<p><b>ALL EMPLOYEES NEED TO BE FAMILIAR WITH THE CHEMICAL PRODUCTS USED IN THE SERVICE:</b> This is because many of the seemingly harmless items found in every</p>

<p style="text-align: center;">C H E M I C A L S</p>	<p>Service are potentially dangerous particularly when stored in bulk. For example:</p> <ul style="list-style-type: none"> <li>• Household bleach can kill a person who swallows it. It can also burn the skin and seriously damage the eyes.</li> <li>• Dishwasher detergent is a corrosive and hazardous chemical.</li> <li>• Stove cleaner is highly toxic.</li> <li>• Many pesticides are also toxic.</li> <li>• Petrol or two-stroke petrol-oil mix used in lawnmowers can burn skin, damage eyes and be a fire hazard unless stored properly.</li> <li>• Some adhesives can cause serious damage to eyes and skin and the fumes can be toxic.</li> </ul>
<p style="text-align: center;">WHAT YOU SHOULD DO</p>	<p><b>INFORMATION ABOUT CHEMICALS:</b> Each program must have Material Safety Data Sheets (MSDS) for the materials in use. MSD Sheets must be located in plastic sleeves alongside the chemicals in the storage areas. A copy of each MSD Sheet and a Chemical Register must also be kept in the office. <i>The manufacturer or supplier is required by law to make adequate information available.</i></p>
<p style="text-align: center;">C H E M I C A L S</p>	<p><b>WHAT DOES THE MSDS CONTAIN?</b> Each MSDS details:</p> <ul style="list-style-type: none"> <li>• the chemical ingredients;</li> <li>• its effects on health when swallowed, inhaled, splashed into the eye or spilled on the skin;</li> <li>• precautions to be followed when using the chemical;</li> <li>• information on safe handling and storage.</li> </ul> <p><b>WHAT TO DO WHEN USING CHEMICALS:</b> When using <b>any</b> chemicals:</p> <ul style="list-style-type: none"> <li>• Read the MSDS.</li> <li>• Follow the manufacturer's instructions for use on the label.</li> <li>• Be aware of potential hazards.</li> <li>• Read first-aid instructions on the container.</li> <li>• Make sure that chemical containers are correctly labelled.</li> <li>• Use the appropriate and approved personal protective equipment such as gloves, aprons, goggles and respiratory protections such as masks when using the chemical. The appropriate equipment will be listed in the MSDS.</li> </ul>

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**STORAGE AND HANDLING OF CHEMICALS:**

- Children are not permitted in areas where chemicals are stored.
- Store all chemicals according to the manufacturer's instructions and in a well lit, ventilated, lockable, childproof cupboard away from the children. *Cupboards for storing chemicals must have high door knobs as required under the Child Care (Child Care Service) Regulations 2003.*
- Chemicals should be stored on a metal tray surface rather than a wooden shelf because of the danger of leakage into the wood.
- Leave a little space between each container and as far as possible store only those products with the same *dangerous goods* classification together on a shelf.

**AFTER DECANTING:**

Thoroughly clean the area where you have been decanting, mixing and diluting a hazardous chemical.

**STORAGE OF MEDICATIONS:**

- Medication that does not require refrigeration must be stored in a locked First Aid Cabinet or designated medication box.
- Medication that requires refrigeration must be stored in a locked box in the refrigerator.