



## Dangerous Products Policy and Procedures

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## Policy Statement

Heritage Early Childhood Centre (Heritage) recognises that many products and materials that are used and kept within early childhood education and care services (ECECs) are potentially dangerous or poisonous, particularly to children. Young children explore their environment as part of their natural development by playing with objects, mimicking what they see others do, and by putting things in their mouth. Young children do not know the difference between what is safe and what is dangerous, and poisonings can happen quickly. Toddlers are most at risk due to their tendency to put things in their mouths.

According to the Australian Institute of Health and Welfare (AIHW), in 2016/17, accidental poisoning is the second leading cause of hospital admission for children aged 1–4 years (7% or 1,500 cases). 75% of accidental poisonings in children are attributed to medications due to both exploratory ingestion and dosing errors. Other agents of poisoning in children are household chemicals, especially pesticides including snail bait, bleach, detergents, solvents, petrol, kerosene, cosmetics, and batteries. Many of these products are routinely found in early childhood services and are potentially hazardous, either by ingestion, inhalation, or contact. Ingesting poisonous plants as well as bites and stings from snakes, spiders, bees, and wasps also causes poisoning in young children.

Heritage recognises it has a duty of care and legal obligations under the Education and Care National Law and Regulations to provide a healthy and safe environment that takes every reasonable precaution to protect children from harm and hazards likely to cause injury. The strategies and procedures set out in the Dangerous Products Policy and Procedures also reflect the Heritage Work Health and Safety Policy. By maximising awareness of the potential hazards of dangerous products, ensuring they are safely stored, handled, and controlled, and where practicable, their use minimised in all areas of the service, Heritage aims to minimise the risk of harm to educators, children, families, and every person who participates in Heritage programs, enters the premises, or uses Heritage equipment.

The key procedures relating to this policy, the Emergency and Evacuation Policy and Procedures and the First Aid Policy and Procedures are laminated, clearly labelled, and displayed in the service for all persons to read.

**The Poisons Information Centre phone number is Ph: 131-126**

It is displayed by each phone and where dangerous products and chemicals are stored.

## Policy Aims

The Heritage Dangerous Products Policy has been developed to ensure:

- A safe environment at the service where all dangerous products are stored and used in a safe manner, avoiding injury or illness to children, educators, families, and visitors.
- Material Safety Data Sheets (MSDS) are available for each hazardous chemical.
- Emergency procedures are strictly followed in the event of an accident involving dangerous products.
- The use of toxic products is reduced by using sustainable practices and eco-friendly cleaning options, where safe to do so, without jeopardising hygiene standards.<sup>1</sup>
- The Heritage community is educated about dangerous products, potential hazards, and using chemical-free methods where safe to do so.

## Scope

It is understood that there is a shared responsibility and accountability between the Management Committee, Director, educators and other staff, students, volunteers, families, and visitors to implement the Dangerous Products Policy and Procedures due to the potential negative health consequences from inappropriate storage or use of dangerous products.

<sup>1</sup> Refer to: Sustainability Policy and Procedures



## Definitions

**Control Measure:** A measure, work process or system that eliminates a work health and safety hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

**Dangerous products:** At Heritage this is defined as any hazardous chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the Heritage environment. This includes a chemicals, substance or material that produces a toxin, carcinogen, or allergen or re corrosive or caustic. Any chemicals scheduled under the Poisons Act are hazardous chemicals.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable, foreseeable risk of injury.

**Harm:** Includes death or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

**Hazard:** Something that can cause potential harm (or a situation that could lead to a degree of harm) to people or property. The potential harm is identified as Physical (P), Chemical (C) Biological (B), Mechanical (M) or Psychological (Psych).

**Hazard identification:** A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

**Health and Safety Representative (HSR):** A person who represents the educators and staff in their work group in relation to health and safety matters at work. Educators and staff are entitled to elect a Health and Safety Representative (HSR) to carry out duties as per the legislation and HSR Duty Statement. The Nominated Supervisor may act as the HSR.

**Material Safety Data Sheet (MSDS):** A data sheet provided to employees and emergency personnel with safety procedures for working with toxic or dangerous materials. It includes relevant information about the material such as physical properties (e.g: melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (eg. personal protective equipment, safe storage/disposal and management of spills).

**Notifiable Incident.** An incident involving workplace health and safety that is required by law to be reported to WorkSafe ACT. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences.

**Risk:** The likelihood that a hazard will cause harm/an adverse consequence such as an injury to a person or damage to property.

**Risk Assessment:** A process for developing knowledge/understanding about hazards and risks so sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- What levels of harm can occur.
- How harm can occur.
- The likelihood that harm will occur.

**Serious Incident:** The *Education and Care National Regulations 2011* define a serious incident in regulation 12 as including the following: Serious injury, trauma or illness of a child, where urgent medical or hospital attention is required (or where a child ought reasonably to have attended a hospital). The attendance of emergency services at the education and care service premises (or ought reasonably to have been sought). **NOTE:** It does not mean an incident where emergency services attended as a precaution.

## Rationale

Heritage recognises it has a duty of care to take all reasonable, practicable steps to provide the Heritage community with a safe and healthy environment that supports their physical and emotional health and wellbeing ([Work Health and Safety Act, 2011](#)). In addition, the Heritage Dangerous Products Policy and Procedures have been developed to comply with the:

- [Education and Care Services National Law Act \(ACT\) 2010](#)
- [Education and Care Services National Regulations \(ACT\) 2011](#)
- [National Quality Standard for Early Childhood Education & Care 2012](#)
- Australian Standard: Storage & handling of hazardous chemicals and materials (AS 3780)
- [ACT Dangerous Substances Act 2004](#)
- The Heritage Work Health and Safety Policy



Relevant Education and Care National Law	
<a href="#"><u>S 165</u></a>	<b>Offence to inadequately supervise children</b>
<a href="#"><u>S 167</u></a>	<b>Offence relating to protection of children from harm and hazards</b>
<a href="#"><u>S 174</u></a>	<b>Offence to fail to notify certain information to Regulatory Authority</b>
Relevant Education and Care National Regulations	
<a href="#"><u>R 12</u></a>	<b>Meaning of a serious incident</b>
<a href="#"><u>R 77</u></a>	<b>Health, hygiene, and safe food practices</b>
<a href="#"><u>R 82</u></a>	<b>Tobacco, drug and alcohol-free environment</b>
<a href="#"><u>R 85</u></a>	<b>Incident, injury, trauma and illness policies and procedures</b>
<a href="#"><u>R 86</u></a>	<b>Notification to parents of incident, injury, trauma and illness</b>
<a href="#"><u>R 87</u></a>	<b>Incident, Injury, trauma, and illness record</b>
<a href="#"><u>R 89</u></a>	<b>Suitably equipped first aid kits</b>
<a href="#"><u>R 97</u></a>	<b>Emergency and evacuation Procedures</b>
<a href="#"><u>R 103</u></a>	<b>Premises, furniture, and equipment to be safe, clean and in good repair</b>
<a href="#"><u>R 106</u></a>	<b>Laundry and hygiene facilities</b>
<a href="#"><u>R 110</u></a>	<b>Ventilation and natural light</b>
<a href="#"><u>R 122</u></a>	<b>Educators must be working directly with children to be included in ratios</b>
<a href="#"><u>R 136</u></a>	<b>First Aid Qualifications</b>
<a href="#"><u>R 168</u></a>	<b>Education and care service must have policies and procedures including:</b> in relation to the following: health and safety: including (h) providing a child safe environment.
<a href="#"><u>R 170</u></a>	<b>Policies and procedures to be followed</b>
<a href="#"><u>R 171</u></a>	<b>Policies and procedures to be kept available</b>
<a href="#"><u>R 172</u></a>	<b>Notification of change to policies or procedures</b>
<a href="#"><u>R 176</u></a>	<b>Time to notify Regulatory Authority</b>
Relevant National Quality Standards	
<a href="#"><u>QA 2</u></a>	<b>Children’s Health and Safety</b> <b>Standard 2.2. Safety.</b> <b>Element 2.2.1 Supervision.</b> At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. <b>Element 2.2.2. Incident and emergency management.</b> Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
<a href="#"><u>QA 3</u></a>	<b>Physical Environment</b> <b>Standard 3.1. Design.</b> The design of the facilities is appropriate for the operation of a service. <b>Element 3.1.1. Fit for purpose.</b> Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child. <b>Element 3.1.2. Upkeep.</b> Premises, furniture, and equipment are safe, clean and well maintained.

## Summary of Key Roles and Responsibilities

Role	Responsible for ensuring:
Management Committee	<ul style="list-style-type: none"> <li>• There is a Dangerous Products Policy in place that is easily accessible to families and educators, regularly reviewed in consultation with the Heritage community, and meets all relevant legislative requirements and best practice recommendations. <b>Refer to:</b> Policy Development and Review Policy.</li> <li>• The Dangerous Products Policy clearly sets out the service procedures in relation to dangerous products, how risks will be mitigated in relation to dangerous products, and clearly defines the roles and responsibilities of the Director, educators, and Heritage community.</li> <li>• The Director is supported in responding to any serious incidents or complaints in relation to this policy and notifying the relevant authorities as required.<sup>2</sup></li> </ul>
Director/ Nominated Supervisor	<ul style="list-style-type: none"> <li>• The Dangerous Products Policy is regularly updated in consultation with the Heritage community.</li> <li>• All educators and other staff are aware of, have ease of access to, and are supported to implement the Dangerous Products Policy at the service.</li> <li>• Every reasonable precaution is taken to protect enrolled children from harm or any hazard likely to cause injury (National Law section 167).</li> <li>• All dangerous products are identified within the service.</li> <li>• The risks relating to identified dangerous products are assessed and control measures are put in place to prevent dangerous product-related accidents and injury occurring on the Heritage premises.</li> <li>• The risk assessment is regularly reviewed, at least every 5 years.<sup>3</sup></li> <li>• The service premises and equipment are safe, well maintained, and adequately ventilated.</li> <li>• Alcohol, tobacco, and illegal drugs are not allowed on to the premises or consumed by employees while the service is providing education and care to children.</li> <li>• The use of dangerous products is minimised at the service and the least hazardous chemical, product or equipment is selected for each task without jeopardising hygiene standards.</li> <li>• Safe handling, storage, transporting, and disposal procedures are in place for chemicals.</li> <li>• Educators adhere to the service procedures for dealing with and handling dangerous products.</li> <li>• All dangerous chemicals are stored in their original containers and are not re-used when empty.</li> <li>• Up-to-date Material Safety Data Sheets (MSDS) from the manufacturer are displayed alongside stored chemicals and are no more than 5 years old.</li> <li>• An up-to-date Chemicals Purchase Record is maintained.</li> <li>• An up-to-date Hazardous Substance Register is maintained.</li> <li>• First aid, emergency and safety guidelines are in place and laminated and displayed for all persons to see.</li> <li>• All permanent educators have up-to-date approved first aid qualifications.<sup>4</sup></li> <li>• Fire protection and fire-fighting equipment is maintained regularly by ANU Facilities and Services.<sup>5</sup></li> <li>• Annual pest control treatments are conducted by ANU Facilities and Services.</li> <li>• Non-chemical methods such as physical removal, maintaining a clean environment, and use of non-toxic products are implemented in conjunction with the annual pest control treatment.<sup>6</sup></li> </ul>

<sup>2</sup> Refer to: Complaints and Grievance Management Policies (staff and non-staff)

<sup>3</sup> Refer to: Attachment: Dangerous Products Risk Assessment

<sup>4</sup> Refer to: First Aid Policy and Procedures

<sup>5</sup> Refer to: Work Health and Safety Policy and Procedures

<sup>6</sup> Refer to: Work Health and Safety Policy; Pets and Animals Policy



	<ul style="list-style-type: none"> <li>• Interaction between dangerous substances is prevented.</li> <li>• There are no ignition sources in hazardous areas.</li> <li>• Chemicals and medicines are selected that have child resistant lids/caps.</li> <li>• There are appropriate storage facilities for dangerous products and chemicals that are not accessible by children.</li> <li>• Relevant signage is displayed highlighting the hazardous nature of dangerous products and chemicals used or stored in the service.</li> <li>• Laundry and nappy change facilities are located and maintained in a way that does not pose a risk to children and prevents unsupervised access by children.</li> <li>• The washing machine and dryer in the laundry have clear instructions on them including to clean the filter in the dryer before use (Refer to: Attachment).</li> <li>• Cleaning chemicals in spray bottles are clearly labelled with contents and are not used with children in the immediate vicinity.</li> <li>• Soiled nappies and soiled clothing are inaccessible to children and in covered containers where appropriate.</li> <li>• There is an induction process for educators in relation to dangerous products and they are shown the correct storage and usage procedures for potentially hazardous products.</li> <li>• Educators attend on-going professional development sessions to maximise their awareness of dangerous products, potential hazards and using chemical-free methods to reduce possible hazards at Heritage.</li> <li>• The Poison Hotline number is clearly displayed near the First Aid Kit and in each room.</li> <li>• There are emergency procedures on display and practices in place for accidental spills or contamination and corresponding first aid plans for all dangerous products handled and stored in the service.</li> <li>• All spills, exposure or accidents involving dangerous products are recorded on the Incident/Accident Record Form and responded to appropriately.<sup>7</sup></li> <li>• Any patterns of spills are identified so they may be avoided in the future.</li> <li>• If a serious incident occurs involving the need for medical intervention or emergency services, notification is made to CECA within 24 hours.</li> </ul>
<p>Health and Safety Rep/ Nominated Supervisor</p>	<ul style="list-style-type: none"> <li>• All safety checks relating to dangerous products are undertaken as part of the 6 monthly Work Health and Safety Inspection.<sup>8</sup></li> <li>• All chemicals are listed on the Heritage Chemicals Purchase Record.</li> <li>• All hazardous chemicals are listed on the Hazardous Substances Register and have an up-to-date Material Safety Data Sheet (MSDS).</li> <li>• All dangerous products and chemicals are correctly labelled, stored and diluted as required.</li> <li>• Educators are informed of and trained on the recommended handling, dilutions, storage, transportation, and disposal of dangerous products.</li> </ul>
<p>Educators</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring children are adequately supervised at all times.</li> <li>• Keeping personal items in a cupboard/locker that is inaccessible to children.</li> <li>• Following the first aid and emergency procedures in the case of a child or any other person being injured by a chemical or substance.</li> <li>• Seeking medical advice as needed by contacting the <b>Poisons Information Line on 13 11 26</b> or by calling 000 and have the poison container/details of the plant on hand when calling.</li> <li>• Wearing correct Personal Protective Clothing/Equipment when handling hazardous chemicals and substances.</li> <li>• Reading the label before using any cleaning material, sprays or chemicals and</li> </ul>

<sup>7</sup> Refer to: Emergency and Evacuation Policy

<sup>8</sup> Refer to: Work Health and Safety Policy

	<p>strictly adhering to the ‘Directions for use’ on the product label.</p> <ul style="list-style-type: none"> <li>• Completing Work Health and Safety checks as required.</li> <li>• Storing dangerous products in well-labelled and original containers that preferably have child-resistant lids and caps in a secure and locked place/cupboard, inaccessible to children.</li> <li>• Storing Material Safety Data Sheets (MSDS) appropriately.</li> <li>• Ensuring cleaning and hazardous products are not stored close to food products.</li> <li>• Ensuring all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks.</li> <li>• Not using spray bottles containing cleaning or other chemicals in the immediate vicinity of any child or children.</li> <li>• Not mix cleaning products as there is the potential for harmful chemical reactions to occur endangering all persons on the premises.</li> <li>• Administering children’s medications strictly in accordance with the Medication policy, with the correct authorisations and in accordance with medical directions.<sup>9</sup></li> <li>• Ensuring all medications are stored in an area inaccessible to children and never in children’s bags.</li> <li>• Placing any medications or dangerous substances requiring refrigeration in a labelled childproof container, preferably in a separate compartment of a fridge.</li> <li>• Keeping all button batteries and other batteries out of reach of children.</li> <li>• Checking that all remotes, toys and products containing button batteries have a screw to secure them.</li> <li>• Disposing of dangerous products safely in accordance with the manufacturer’s instructions, Work Health and Safety regulations and Council by-laws.</li> <li>• Disposing of or recycling used button batteries immediately at a battery disposal centre.</li> <li>• Attending professional development sessions as required to maximise their awareness of dangerous products and potential hazards and chemical-free methods to reduce possible hazards at the service.</li> </ul>
<p><b>Families/ Parents and Guardians</b></p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Reading the Family Handbook and becoming familiar with and adhering to this policy and all Heritage policies and procedures.</li> <li>• Being aware of the availability of the Policy Folder at the Front Entrance of the service and the full set of policies and procedures in the Members section on the Heritage website.</li> <li>• Ensuring no medication is left in children’s bags and is handed to an educator on arrival.<sup>10</sup></li> <li>• Ensuring no dangerous products are brought on to the Heritage premises without permission from the Director.</li> </ul>
<p><b>Relief Educators, Students and Regular Volunteers</b></p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Reading the Relief Educator Handbook and becoming familiar with all service policies and procedures.</li> <li>• Following the procedures and directions of educators in the room and relevant signage.</li> <li>• Bringing relevant issues and concerns to the attention of both educators and the Director.</li> </ul>

<sup>9</sup> Refer to: Medication Policy and Procedures

<sup>10</sup> Refer to: Medication Policy and Procedures



### Strategies and Procedures

For the purpose of this policy dangerous products have been categorised into the following groups:

- Hazardous chemicals and substances.
- Poisons (including pesticides and solvents).
- Dangerous goods (including toys, office equipment, kitchen and laundry appliances).
- Toxins, venom or infections from animals (including pets and vermin) and plants.
- Drugs, including medications.
- Miscellaneous dangerous products (including small toys, sharp objects, food, hot water and drinks).

### Minimising the use of Dangerous Products

- The use of dangerous products will be minimised in the service and the least hazardous chemical/product/equipment selected for the task without jeopardising hygiene standards.

### Hazardous Chemicals and Substances

Hazardous chemicals and substances may include any product that:

- Produces a toxin either as a solid, liquid, gas or fume and is labelled with an ADG Code.
- Has corrosive properties.
- Causes skin or respiratory problems.
- Is carcinogenic such as asbestos.
- Is flammable.
- Is caustic, such as cleaning products.

### Material Safety Data Sheets (MSDS)

MSDS are produced and supplied by the manufacturers of hazardous chemicals and non-domestic substances. They detail toxicity, health effects, safe handling, storage, transportation, disposal and first aid instructions.

The Director must ensure MSDS are:

- Clearly displayed near storage areas and the first aid area.
- Accessible to all educators, who must be aware of the safety and first aid information they contain.
- Checked to ensure they are up to date by the Health and Safety Representative.
- Translated, if required, for persons from a non-English speaking background, as long as the risk of misinformation being given is assessed as low.

### Hazardous Substance Register

The Hazardous Substance Register is located in the laundry (next to the nursery nappy changing area). It must be used to record the:

- Product name.
- Product application.
- Whether it has an MSDS sheet.
- Level of risk the chemical poses.
- The controls for prevention of exposure.
- First aid action to be taken if a person is exposed.

All hazardous chemicals and substances that enter Heritage must be checked against the Hazardous Substance Register. If not on the register the Director or Health and Safety Representative must:

- Immediately add them.
- Revise the MSDS Sheets to include an MSDS on the new product.





### Cleaning Products used at Heritage

Heritage uses the following True Blue cleaning products:

- Bleach – cleaning and sanitising
- Pamper – hand, body and hair shampoo
- Perform – disinfectant, deodoriser and room air freshener
- Useall – neutral all-purpose cleaner (floor, hard surface etc)
- Window cleaner – windows, glass and chrome
- Wipeout – food grade sanitiser

Other cleaning chemicals used at Heritage are:

- Finish dishwashing powder
- Finish Rinse Aid - Machine dishwasher drying aid
- LaundriBrite - Laundry liquid
- Purell Hand Sanitiser - Automatic dispenser sanitiser
- Ecogel Hand Sanitiser - Push pump sanitiser
- Vanish Napisan - Fabric stain remover/sanitiser
- Morning Fresh dishwashing liquid

### Utilising Environmentally Friendly Cleaning Products

The Director will seek to minimise the use of chemicals in the education and care environment without jeopardising hygiene standards. This may be done by:

- Researching and implement cleaning and maintenance procedures that are sustainable and environmentally friendly, **where safe to do so.**
- Utilising, where possible, natural or chemical-free options that are sensitive to the needs of educators and children with allergies.
- Considering sustainable practices when cleaning and reflecting on practices.<sup>11</sup>
- Accessing professional development, journals and respected online sources for ideas on environmentally friendly cleaning options.
- Using soapy water for daily cleaning of tables, nappy change surfaces, mouthed toys and general spills both indoors and outside. The soapy water can be made from pH Neutral detergent (such as Useall) diluted in water and stored in a labelled spray bottle out of reach of children.
- Considering the use of:
  - Vinegar and water as an alternate to disinfectant for cleaning the bathrooms and nappy change mats throughout the day. The vinegar and water can be made in a labelled spray bottle with equal parts of white vinegar and water.
  - Bicarbonate of Soda (made into a paste) to replace Jif and Gumption.
  - Lemon juice as an alternate to bleach.
  - Borax as an alternate to bleach, disinfectant and insect sprays.
  - Bees wax as an alternate to furniture and floor polish.<sup>12</sup>

**Note:** In response to the COVID pandemic and during heightened COVID-19 risk periods, the frequency of environmental cleaning and hygiene practices will be increased and infection control prioritised.<sup>13</sup>

### Procedures for Handling and Storing Hazardous Chemicals and Substances

- Handling and storage of all hazardous chemicals must be based on the product MSDS.
- Bulk containers of hazardous cleaning chemicals must be stored in the laundry next to the nursery nappy change area adjacent to a copy of the register and MSD Sheets.
- The laundry must be kept lit, well ventilated and closed at all times.
- There must be appropriate signage indicating poisonous substances are being stored.
- The safety gate to the nursery baby change area must be kept shut at all times.
- The laundry must be locked at the end of the day.

<sup>11</sup> Refer to: Sustainability Policy and Procedures

<sup>12</sup> Refer to: Hygiene and Infection Control Policy and Procedures

<sup>13</sup> Refer to: COVID-19 Policy and Procedures



- The HSR is responsible for the maintenance of the stored chemicals in the laundry and for safely decanting the chemicals into squirt bottles when required.
- Chemicals that may inter-react dangerously are stored well away from each other.
- Squirt bottles of diluted disinfectant and detergent kept in kitchen areas and nappy change areas must be stored safely in high cupboards, on high shelves or in containers which are out of children's reach and clearly marked as poisonous.
- Educators are provided with protective goggles, gloves, mask, apron etc for use when handling hazardous chemicals.
- Toiletries must be kept out of reach of children at all times.
- Cleaning chemicals must not be stored with food.
- Safety charts are displayed in the laundry as required (Safety Procedures; First Aid Procedures; Personal Protective Equipment procedures; Colour Coding for Cleaning etc).

### Procedures for Transporting Hazardous Chemicals and Substances

- Hazardous chemicals and substances are transported according to the relevant MSDS.
- Correct manual handling is important when transporting bulky containers.<sup>14</sup>

### Procedures for Disposing of Hazardous Chemicals and Substances

- Heritage disposes of hazardous chemicals and substances according to the relevant MSDS and Work Health and Safety legislation.
- Chemicals or medications are never flushed down the drain, sink, toilet, sewer or gutter.
- Appropriate personal protective clothing is worn.
- Chemical storage containers are not reused and are properly disposed of when empty.

### Procedures for Labelling of Hazardous Chemicals and Substances

- Squirt bottles of diluted cleaning products must be clearly labelled.
- Chemicals must never be stored in containers labelled for something else, eg, milk carton.
- The HSR is responsible for diluting, decanting and labelling containers if required.
- Labels must contain the following information:
  - Name of chemical
  - Dilution rate
  - Date of refill
  - Any first aid requirements

## Poisons

- Educators must ensure any pesticides, fertilisers, or poisonous cleaning products such as oven cleaners are stored safely and out of reach of children at all times.
- Pesticides, herbicides, solvents, petroleum, or kerosene must be stored in a secure outdoor shed, with a bunded floor, separate from the children's play environment and not be stored at ground level or be stored with organic materials or fertilisers.

## Drugs and Medications

- Alcohol, tobacco and illegal drugs are not allowed to be brought on to the premises or consumed by employees while the service is providing education and care to children. This is in accordance with Regulation 82 that the education and care environment is free from the use of tobacco, illicit drugs and alcohol.
- Where alcohol is brought onto the premises for use outside of operational hours, such as for adult social events, it must be stored out of reach of children in accordance with the requirement to protect children from harm and hazards (National Law Section 167).
- Medications, including those in first aid kits, must be handled and stored out of reach of children and never left unattended or in children's bags.
- All staff must ensure handbags containing medications are stored out of reach of children.
- Medication must be administered strictly according to the Medication Policy.

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<sup>14</sup> Refer to: Work Health and Safety Policy and Procedures - Manual Handling and Back Care



## Dangerous Goods

The Health and Safety Representative is responsible for regularly checking that all dangerous goods are stored, handled, transported, and disposed of safely as part of the 6 monthly Work Health and Safety Inspection. This includes ensuring:

- Microwave ovens and other technological products are safe for use (Refer to: Attachment).
- Printer and photocopier toners are handled and disposed of safely (Refer to: Attachment).
- Electrical equipment is out of reach of children, cords are uncoiled, and socket safety covers used. **Note:** Facilities and Services personnel from The Australian National University (ANU) regularly check electrical equipment.
- Washers, dryers and kitchen appliances are well maintained with filters regularly cleaned and safety instructions for use are clearly visible (Refer to: Attachment)
- All products that children are exposed to such as paints, crayons, etc, are free from any dangerous toxins such as lead.
- Dangerous tools and equipment are safely stored out of reach of children.
- First aid equipment is safely stored and kept out of reach of children.

## Animals and Plants

- Educators must ensure that children are not exposed to any form of infection, toxin or venom such as from pets, spiders, reptiles, snakes<sup>15</sup> and plants, are educated and guided about the dangers of certain animals and plants, as well as respecting their benefits and role in the environment.
- Educators must ensure pet food is appropriately stored, safely away from children.<sup>16</sup>

## Plants and Fungi

- Hedges and shrubs must be cut back regularly, and non-toxic plants selected for planting at the service as far as practicable.
- Any hazardous indoor and outdoor plants and fungi must be identified, and a mitigation plan put in place to ensure they are removed or made inaccessible to children and children are educated about the risks.<sup>17</sup>
- Heritage recognises that the flower of the agapanthus is toxic and mitigates the risk by removing any stems before they flower. Also, the root system of the agapanthus contains a slimy sap that can cause ulcers if put in month. Children are redirected from gardening near garden beds that contain agapanthus.
- Heritage sometimes displays Poinsettia plants at Christmas. There is a very minor risk of harm from ingesting large quantities or slight skin irritation from the sap. To mitigate this risk Heritage educators are trained to supervise and guide the children to respect these plants and not to touch or damage them. (Information from Larry Smith, Nursery Manager, La Riverside Gardens at Emerald Bank, Shepparton).

## Vermin

Vermin is defined as any insect, bug or small animal regarded as a pest because it is destructive, carries disease or is potentially venomous or harmful. Examples include flies, cockroaches, lice, rats, mice, weasels, snakes and bees or wasps. Every effort must be made to maintain a vermin free environment in line with the Work Health and Safety Policy.

- Daily safety checks must include checks for snakes, ants, wasps etc.
- Gardens must be kept free of stagnant water that may attract biting insects.
- Bees/wasps nests must be safely removed.
- Gaps between walls, floors, benches, etc, must be maintained in good order as the physical condition of the building has an impact on the presence of vermin.
- An annual pest control treatment must be undertaken by ANU during the Christmas closedown period.

<sup>15</sup> Refer to: Pets and Animals Policy and Procedures; Emergency and Evacuation Policy and Procedures

<sup>16</sup> Refer to: Pets and Animals Policy and Procedures

<sup>17</sup> Refer to: Risk Assessments: Agapanthus Risk Mitigation Plan; Poinsettia Risk Mitigation Plan. Kidsafe Factsheets: Poisonous Fungi Chart; Grow Me Safely – Plants to Avoid Chart



### Procedures for Removing Vermin

The Emergency and Evacuation Policy and Procedures sets out the procedure for what to do when a potentially dangerous snake or spider is sighted at Heritage. If other vermin is found:

- Do not attempt to pick up or kill the vermin.
- Remove the children from the area.
- Notify the Director immediately.
- Director to contact ANU Facilities and Services to remove vermin.
- Do not let children back into the area until the vermin are removed.

### **Animal Remains**

- If the remains of an animal have been found, the Director must ensure remains are disposed of according to the local Council guidelines.
- Educators must ensure the area where the remains were found will be thoroughly disinfected with hot, soapy water.

### **Sandpit Hygiene**

- Sandpits can become unclean when animals, particularly cats, use them as toilets.
- Toxoplasmosis can be spread from cats to humans through dirty sandpits. It can harm an unborn child however is usually a mild illness in children and adults. It causes a rash, swollen glands, fever and feeling unwell.
- Insects can live in damp sand and may bite or sting children.
- Educators will follow the safety procedures in the Work Health and Safety Policy to ensure the sandpit is cleaned, covered, raked, hosed and disinfected regularly to prevent contamination by cats and possums or foreign objects.

### **Miscellaneous Dangerous Products**

Educators must take all reasonable care and ensure children are adequately supervised<sup>18</sup> and miscellaneous dangerous products safely stored, to prevent children coming into danger. These include but is not limited to:

- Small toys or foam packing which may block airways.
  - Office supplies must, at all times, be stored safely out of reach of children.
  - Families are asked not to bring toys from home.<sup>19</sup>
- Batteries in toys and service equipment that may leak or be ingested.

#### **Batteries**

Educators must:

- Keep all button batteries and all other batteries out of reach of children.
- Check that all remotes, toys and products containing button batteries have a screw to secure them.
- Dispose of or recycle used button batteries immediately at a battery disposal centre.

- Cuts or pierces from scissors, knives or needles/syringes.<sup>20</sup>
- Illness and infections from food scraps, etc.<sup>21</sup>
- Choking on small hard foods.<sup>22</sup>
- Allergic reactions to allergens in the environment.<sup>23</sup>
- Accidents from inappropriate clothing, bedding<sup>24</sup> or plastic bags. Plastic bags must, at all times be stored out of reach of children and their use minimised.
- Burns/scalds from ovens, firepit,<sup>25</sup> hot water, hot drinks, irons, matches etc.<sup>26</sup> Hot water will be tempered to below 43.5°C and checked monthly by ANU F&S Division.

<sup>18</sup> Refer to: Supervision Policy and Procedures

<sup>19</sup> Refer to: Work Health and Safety Policy and Procedures

<sup>20</sup> Refer to: Supervision Policy and Procedures; Physical Activity Policy and Procedures - Natural Environment Risk Assessment; Attachment: Procedures for Safe Disposal of Discarded Needles and Syringes

<sup>21</sup> Refer to: Food Safety Policy and Procedures; Hygiene and Infection Control Policy and Procedures

<sup>22</sup> Refer to: Food Safety Policy and Procedures

<sup>23</sup> Refer to: Allergy and Anaphylaxis Policy and Procedures

<sup>24</sup> Refer to: Clothing and Footwear Policy and Procedures; Sleep, Rest and Relaxation Policy and Procedures

<sup>25</sup> Refer to: Firepit Risk-Benefit Assessment



### Hot drinks

All persons at Heritage must ensure hot drinks must be prepared and consumed in areas inaccessible to children such as the staff room, kitchen areas or the main office, and great care taken when walking from the staff room to the main office carrying hot drinks, preferably when children are outside.

Family volunteers and visitors any other persons participating in the program must be informed of the of the hot drink procedure.

## Reporting Obligations

Heritage understands that early childhood education and care service providers are required to report serious incidents<sup>27</sup> under the *Work Health and Safety Act 2011*. In some circumstances providers need to notify both Children's Education and Care Assurance (CECA) and WorkSafe ACT when a serious incident involves a child.

### Work Health and Safety ACT 2011

- The Director, in consultation with the Management Committee must notify [WorkSafe ACT](#) as soon as they become aware of a death, serious injury, illness or incident.
- The Director must ensure the site where the incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by the regulator.

### ACT Regulatory Authority - CECA

- The Director, in consultation with the Management Committee must notify the ACT Regulatory Authority (CECA) within **24 hours** of a serious incident.<sup>28</sup>
- This notification must be done by submitting a notification using the [National Quality Agenda IT System \(NQAITS\)](#)
- If there is any doubt, the Director must contact [CECA](#) for clarification.  
Email: [ceca@act.gov.au](mailto:ceca@act.gov.au) Phone: (02) 6207 1114. Fax: (02) 6207 1128

## Communication

### Children

- Educators must ensure the dangers and management of dangerous products including hazardous chemicals and substances and dangerous goods are communicated to children through the educational program and more spontaneously during play time when educators will lead by example and explain dangers to children.

### Families will be:

- Given access to the Dangerous Products Policy in the Members Section of the Heritage website during their orientation.
- Given information about poison safety during their orientation.
- Receive updates when required about the Dangerous Products Policy through the newsletter, Family Handbook ~~and the Policy Handbook~~ and Heritage website.
- Made aware of which areas of the service are unsafe for children to access via appropriate signage throughout the premises.

### Educators will:

- Receive training on the procedures in this policy by senior educators and receive professional development training from the chemical company that provides the cleaning and other chemicals to Heritage.
- Be made aware of the location of MSDS and the safety and first aid information they include during the employee induction process.

<sup>26</sup> Work Health and Safety Policy and Procedures; First Aid Policy and Procedures

<sup>27</sup> Refer to: Definitions

<sup>28</sup> Refer to: Definitions



- Be shown the location of the policies in the Members Section on the Heritage website, a copy of the Educator Handbook during their induction and emailed an updated copy of the Educator Handbook every year.

### Policy Evaluation and Review

In order to assess whether the values and purposes of the policy have been achieved, the Director in consultation with the Management Committee will:

- Keep the policy up to date with current legislation, research, policy and best practice.
- Monitor implementation, compliance, complaints and incidents in relation to this policy.
- Revise the policy and procedures as part of the service’s policy review cycle or as required through the identification of practice gaps or following an incident.
- Provide opportunities and encouragement to families and staff to be involved in the policy review process and to provide feedback regarding the effectiveness of the policy.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures that may have significant impact on the provision of education and care to any child enrolled at the service; a family’s ability to utilise the service; the fees charged or the way in which fees are collected (Regulation 172).

### Related Policies and Procedures

Name of Policy and Procedures Document	Location
Allergy and Anaphylaxis	Heritage website, Members Area: Policies and Procedures section.
Child Safe Environment	
Emergency and Evacuation	
First Aid for Incidents, Accidents, Trauma and Illness	
Food Safety	Policy and Procedures Manual in Staff Room, Main Entrance and Office.
Hygiene and Infection Control	
Illness and Infectious Diseases	
Medication	Family Handbook and Educator/Relief Educator Handbooks.
Pets and Animals	
Sleep, Rest and Relaxation	
Sustainability	
Supervision	
Work Health and Safety	

### References and Further Reading

**Australian Children’s Education and Care Quality Authority (ACECQA). (2023).** [Guide to the National Quality Framework](#).

**Australian Institute of Health and Welfare. (2020)** [Australia’s Children – Web Report](#).

**Australian Institute of Health and Welfare. (2016).** [Poisoning in children and young people 2012–13](#).

**Childcare Centre Desktop (2020).** *Safe Storage of Hazardous Chemicals Sample Policy*.

**CELA Australia (2021):** *Sample Policy: Safe Storage of Dangerous Goods*.

**Health Direct. (2020).** [Poisoning](#).

**NSW Poisons Information Centre at The Children’s hospital at Westmead. (2021).**

[www.poisonsinfo.nsw.gov.au](http://www.poisonsinfo.nsw.gov.au)

**Therapeutic Goods Administration. (2016).** [Scheduling of Medicines and Poisons](#): National Drugs and Poisons Schedule Committee (NDPSC).

**Raising Children Network. (2021).** [Preventing poisoning 0-8 years](#).

**Safe Work Australia. (2001).** [National Standard for the Storage and Handling of Workplace Dangerous Goods](#).

**WorkSafe ACT. (2019).** <https://www.worksafe.act.gov.au/health-and-safety-portal/safety-topics/dangerous-goods-and-hazardous-substances>



### Useful Factsheets

- **KidSafe NSW** - [Preventing Poisoning and Plant Safety Factsheets](#)
- **Kids and Poison:** <https://www.schn.health.nsw.gov.au/fact-sheets/poisons>
- [NSW Poisons Information Centre](#)
- **Raising Children Network** - [Babies: Poison Safety](#)
- **Safety in Children Services** [Factsheet](#)

### Useful Websites

- Better Health Channel – [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)
- Early Childhood Australia Inc - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Raising Children Network – [www.raisingchildren.net.au](http://www.raisingchildren.net.au)
- Safe Work Australia - <http://safeworkaustralia.gov.au/>
- Therapeutic Goods Administration – <http://www.tga.gov.au/>
- WorkSafe ACT - <https://www.worksafe.act.gov.au/>

### Version Control and Change History

Version Number	Approval Date	Approved by	Author and Amendments
1	September 2001	Management Committee	
2	September 2010	Management Committee	Author: Julia Charters Rewrite of Heritage Dangerous Products Policy based on National Childcare Accreditation Council's Policy Template.
4	September 2014	Director	Moved section on Pets to new Pets and Domestic Animals Policy and Procedures.
5	14 July 2015	Management Committee	Author: Julia Charters Major update to reflect National Quality Standard, references and Heritage Work Health and Safety Policy 2014. Updated Hazardous Substance Register.
7	July 2018	Director	Minor changes to products used.
8	March 2021	Director	Author: Julia Charters All links and references updated
9	9 May 2023	Management Committee	Author: Julia Charters Updated links, legislation and references. Added Contents Page and Definitions. Updated Policy Statement on poisoning statistics. Added section on Minimising the use of Dangerous Products. Referenced need to prioritise hygiene standards and infection control during COVID-10 pandemic. Minor changes to cleaning products used. Added educator procedures for mitigating the dangers of batteries at the service including button batteries. Added Reporting Obligations. Updated attachments.



## Dangerous Products Risk Assessment and Mitigation Plan

Risk Matrix							
		Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme	
	Likely	Moderate	Moderate	High	Extreme	Extreme	
	Possible	Low	Moderate	High	High	Extreme	
	Unlikely	Low	Low	Moderate	High	High	
	Rare	Low	Low	Low	Moderate	High	

Risk /Hazard Identified Physical (P), Chemical (C) Biological (B), Mechanical (M) or Psychological (Psych).	Initial Risk Assessment without Mitigation	Procedures in place for Mitigating Emergency Risks	Risk Assessment with Mitigation
<b>Alcohol, Illegal Drug Use and Smoking</b> <ul style="list-style-type: none"> <li>Poisoning (C).</li> <li>Children poorly supervised put themselves in dangerous situations (P).</li> <li>Asthma and other health problems caused or worsened (P)</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>Alcohol, illegal drug use and smoking are prohibited on the premises during the hours of operation.</li> <li>No person under the influence of alcohol or illegal drugs is allowed to supervise children or remain on the premises.</li> <li>Use of prescription drugs must not adversely affect educators' abilities to do their job.</li> </ul> <p><b>Refer to:</b> Heritage Code of Conduct/Ethics; Educator Handbook</p>	<b>Low</b>

<p><b>Hazardous Chemicals</b> Poisoning, skin irritation, inhalation of toxic fumes (C). Lead poisoning (P).</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Cleaning and gardening chemicals and all medication must be clearly labelled and stored out of reach of children.</li> <li>• Warning signs displayed.</li> <li>• Educators trained in safe use of chemicals.</li> <li>• Educators trained in first aid.</li> <li>• Poisons information line phone number by all phones.</li> <li>• MSDS information available with first aid instructions.</li> <li>• Adequate ventilation and Personal Protective Equipment (PPE) provided.</li> </ul>	<p><b>Low</b></p>
<p><b>Chemical Spill/Gas Leak</b> (P, C)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Regular maintenance checks of building.</li> <li>• Dangerous products stored safely.</li> <li>• Educators trained in safe handling of dangerous products.</li> <li>• Cleaning and gardening chemicals and all medication must be clearly labelled and stored out of reach of children.</li> <li>• Warning signs displayed.</li> <li>• Educators trained in safe use of chemicals.</li> <li>• MSDS information available with first aid instructions.</li> <li>• Adequate ventilation and Personal Protective Equipment (PPE) provided.</li> <li>• Chemical spill/gas leak emergency procedures on display, in Handbooks.</li> <li>• Lockdown and evacuation procedures on display and practised regularly.</li> </ul>	<p><b>Low</b></p>
<p><b>Choking/Poisoning</b> (P, B, C, Psyche)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Medical conditions and individual and additional needs managed effectively through Medical Management, Communication and Risk Management Plans.</li> <li>• Illness, administration of medication and first aid procedures in place.</li> <li>• Educators trained in first aid, allergy, anaphylaxis and asthma procedures on the premises and excursions at all times.</li> <li>• Work Health and Safety checks in place and premises and equipment kept in good condition.</li> <li>• Dangerous products kept out of reach of children.</li> <li>• Alcohol, illegal drug use and smoking are prohibited on the premises during the hours of operation.</li> <li>• ANU is a smoke free campus.</li> <li>• Food safety and hygiene procedures in place.</li> <li>• Safe rest and sleep practices in place.</li> <li>• Safe clothing, footwear and sun protection practices in place.</li> <li>• Educators trained in water safety and active supervision.</li> <li>• Emergency and first aid procedures on display and in Handbooks.</li> </ul>	<p><b>Low</b></p>

<p><b>Electrical Equipment</b> Electrocution (P) Fire (P)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Electrical equipment out of reach of children and regularly checked by ANU. Cords uncoiled and socket safety covers used.</li> <li>• Washers, dryers and kitchen appliances well maintained and have clear safety instructions for use.</li> </ul>	<p><b>Low</b></p>
<p><b>Electrocution</b> (M, P)</p>	<p><b>High/ Extreme</b></p>	<ul style="list-style-type: none"> <li>• Workplace safety checks in place and electrical equipment installed by ANU and maintained in good condition.</li> <li>• Electrical equipment out of reach of children, regularly checked by ANU.</li> <li>• Cords uncoiled and socket safety covers used.</li> <li>• Washers, dryers and kitchen appliances well maintained and have clear safety instructions for use.</li> <li>• Clear emergency procedures in place, on display and in Handbooks.</li> <li>• Qualified first aiders on premises.</li> </ul>	<p><b>Low</b></p>
<p><b>Fire Pit</b></p>		<ul style="list-style-type: none"> <li>• Fire pit is never left unattended while hot.</li> <li>• Strict rules explained each time fire pit is used and rules enforced. If child fails to follow rules, they are redirected to another area away from the fire.</li> <li>• Hose turned on and within very short distance of fire pit.</li> <li>• Seating (logs/rocks) are a safe distance back from the fire pit with a sand barrier between the children and the firepit, and children directed to sit out of the direct line of smoke from the fire.</li> <li>• Children must remain seated around the fire and not walk on the sand barrier near the fire.</li> <li>• Adequate supervision maintained at all times.</li> <li>• Bucket of cold water nearby at all times for use if a child reaches the fire and is scalded and needs to submerge a limb, hand or finger.<sup>29</sup></li> </ul>	<p><b>Low</b></p>
<p><b>Food</b> Food poisoning (P), spread of infections (B), choking (P), allergic reactions (P). Burns (P)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Children wash their hands before eating.</li> <li>• Heritage is a nut free service and other foods excluded where a member of the community has a severe allergy, eg, seafood.</li> <li>• Educators trained in food safety procedures, microwave safety and safe temperatures for storing and cooking food.</li> <li>• Popcorn is not given to babies or toddlers and hard foods are partially cooked or grated for babies and toddlers, eg, carrot.</li> <li>• Children supervised while eating. <b>Refer to:</b> Food Safety Policy, Hygiene</li> </ul>	<p><b>Low</b></p>

<sup>29</sup> Refer to: Gulambany On Country and Fire Pit Risk Assessment

		and Infection Control Policy; Allergy and Anaphylaxis Policy; Supervision Policy.	
<b>Hot Water and Hot Drinks</b> Burns and Scalds (P). (A child's skin burns more deeply and in less time than an adult's).	<b>Extreme</b>	<ul style="list-style-type: none"> <li>Hot water is tempered to below 43.5°C and checked monthly.</li> <li>Hot drinks are consumed in staff rooor office only.</li> <li>Hot drinks are carried from kitchen to office during quiet times or when children are outside.</li> <li>Hot drinks are carried with a lid where possible.</li> <li>Educators trained in first aid.</li> <li></li> </ul>	<b>Low</b>
<b>Illness and Infection</b> Caused by bacteria, viruses, mould, mildew (P, B)	<b>High</b>	<ul style="list-style-type: none"> <li>Buildings and equipment well maintained and ventilated.</li> <li>Educators strictly follow daily cleaning, hygiene, nappy changing and food safety procedures.</li> <li>Exclusion periods for sick children/educators adhered to rigorously.</li> <li>Immunisations kept up to date.</li> <li>Pregnant educators/visitors advised of risks in early childhood settings.</li> </ul> <p><b>Refer to:</b> Hygiene and Infection Control Policy; Food Safety Policy; Illness and Infectious Diseases Policy; Immunisation Policy.</p>	<b>Low</b>
<b>Injury from dangerous objects (doors, scissors, knives, sticks, plastic bags, matches) (P)</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Regular safety checks undertaken of buildings, equipment, outdoor and indoor areas and toys.</li> <li>Finger jams used on doors accessible to children.</li> <li>Toys and equipment (eg scissors) set up safely with adequate space and regularly packed away.</li> <li>Slippery surfaces fixed or hazard signs in place.</li> <li>Tan bark and sand kept within areas.</li> <li>Educators actively supervise children at all times and are educated in behaviour support.</li> <li>Educators trained in first aid procedures.</li> </ul> <p><b>Refer to:</b> WHS Checklist; Supervision Policy; Behaviour Guidance Policy.</p>	<b>Low</b>
<b>Medication poisoning - given at the wrong time/dose (C)</b>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>Procedures are in place for safe storage and administration of medication.</li> <li>Educators trained in First Aid procedures.</li> </ul> <p><b>Refer to:</b> Medication Policy</p>	<b>Low</b>

<p><b>Natural Environment in and Around Heritage</b> Injury from natural object eg. Sticks. (P)</p>		<ul style="list-style-type: none"> <li>• Risk Benefit Assessment done for Natural Environments in and around Heritage.</li> <li>• Educators conduct safety sweeps of all areas throughout the day identifying any potentials risks and eliminating hazards.</li> <li>• Educators discuss, teach, and remind children what to think about and consider when interacting with natural environments.</li> <li>• Educators supervise and reflect with children about what they are doing (say what you see, ask a question) to help them understand safe risks and prevent injury.</li> <li>• Educators trained in risk assessment of natural environments including hazard identification and understand theories relating to risk and child development.</li> </ul> <p><b>Refer to:</b> Natural Environment Risk Assessment in Physical Activity Policy</p>	<p><b>Low</b></p>
<p><b>Pets and Animals</b> Bites &amp; scratches (P), infection (B).</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Domestic animals must be kept in hygienic conditions and inaccessible to children unless under direct supervision of educators.</li> <li>• Pet food must be kept in childproof containers safely away from children.</li> <li>• Dogs not allowed on premises in line with insurance requirements.</li> <li>• Educators trained in first aid.</li> </ul> <p><b>Refer to:</b> Pets and Animals Policy</p>	<p><b>Low</b></p>
<p><b>Plants</b> Poisoning (C) Scratches (P)</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Hedges and shrubs cut back regularly.</li> <li>• Poisonous plants removed or risk mitigated, eg, poisonous flowers of Agapanthus removed.</li> </ul>	<p><b>Low</b></p>
<p><b>Rest and Sleep</b> Choking (P)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Children checked every 15 minutes.</li> <li>• No entrapment hazards or cords near cots.</li> <li>• No amber teething necklaces/bracelets</li> <li>• Bottles of milk not allowed in beds.</li> <li>• Educators trained in first aid.</li> </ul> <p><b>Refer to:</b> Sleep, Rest and Relaxation Policy.</p>	<p><b>Low</b></p>
<p><b>Sandpit</b> Infection (B) Sand in Eyes (P)</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Sandpits covered at the end of the day and regularly cleaned, raked and disinfected.</li> <li>• Children actively supervised in sandpit.</li> </ul>	<p><b>Low</b></p>





<p><b>Snake or dangerous spider bite</b> (B, Psych)</p>	<p><b>High/ Extreme</b></p>	<ul style="list-style-type: none"> <li>• Premises, particularly gaps between walls and floors, and windows kept in good condition.</li> <li>• Hygiene practises are in place to keep surfaces clean and remove cobwebs from cupboards when necessary.</li> <li>• Premises and outdoor areas are kept tidy, free of leaf piles and de-cluttered.</li> <li>• Workplace safety checks in place, eg check playground before use.</li> <li>• Clear procedures in place, on display and in Handbooks.</li> <li>• Qualified first aiders on premises.</li> </ul>	<p><b>Low</b></p>
<p><b>Toys and Equipment Used by Children</b> Injuries from falling, sharp edges or broken pieces or choking (P). Lead poisoning (C).</p>	<p><b>Extreme</b></p>	<ul style="list-style-type: none"> <li>• Equipment has adequate space and softfall.</li> <li>• New equipment meets Australian Standards, is age appropriate, in good repair and safely positioned.</li> <li>• Bike helmets must meet Australian/New Zealand Standard AS/NZS 2063:2008 (label on helmet), be properly fitted and securely fastened, with the chinstrap firmly fastened and not twisted.</li> <li>• Toys from home restricted.</li> <li>• Educators actively scan the environment at all times.</li> <li>• Where possible, higher than standard educator:child ratios are employed.</li> </ul>	<p><b>Low</b></p>
<p><b>Vermin</b> Infection (B), contaminated food (B, P).</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Annual Pest Control treatment.</li> <li>• Gaps between walls, floors, benches kept clean.</li> <li>• Food safety and hygiene procedures strictly followed.</li> </ul>	<p><b>Low</b></p>

**Refer to:** Work Health and Safety Policy - Risk Assessment



Hazardous Substance Register					
Product Name	What is the product used for?	Max. stored	Storage Location	MSDS?	Risks, Precautions and First Aid
Bleach (True Blue)	Disinfecting	15L	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</p>
Pamper (True Blue)	Hand and body wash	15L	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</p>
Perform (True Blue)	Hard surface cleaner / deodoriser / disinfectant	15L	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</p>
Useall (True Blue)	Neutral hard surface cleaner	15L	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</p>

Product Name	What is the product used for?	Max. stored	Storage Location	MSDS?	Risks, Precautions and First Aid
Window Cleaner (True Blue)	Windows, glass, mirrors	15L	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid: Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</b></p>
Wipeout (True Blue)	Sanitiser for food preparation areas		Laundry		<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid: Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</b></p>
Laundri Brite	Laundry Liquid		Laundry		MSDS for 'Powder' at <a href="http://www.discount-chemicals.com/msdsfiles2.htm">http://www.discount-chemicals.com/msdsfiles2.htm</a> First aid on container
Dishwashing Powder (Finish)	Dishwashing	1kg tablets	Laundry	Y	First aid on container <a href="http://rb-msds.com.au/uploadedFiles/pdf/Finish%20Classic%20P-Free%20Powerball%20Tablets-v2.1-D8155943.pdf">http://rb-msds.com.au/uploadedFiles/pdf/Finish%20Classic%20P-Free%20Powerball%20Tablets-v2.1-D8155943.pdf</a>
Rinse Aid (Finish) Reckitt Benckiser	Dishwasher	Bottle 2.5mls	Laundry	Y	First aid on container <a href="http://rb-msds.com.au/uploadedFiles/pdf/Finish%20Rinse%20Aids%20(all%20variants)-v17.1-D0100163.pdf">http://rb-msds.com.au/uploadedFiles/pdf/Finish%20Rinse%20Aids%20(all%20variants)-v17.1-D0100163.pdf</a>
Hand Sanitiser (Purell)	Automatic dispenser	1.2kg x 6	Laundry	Y	<p><b>Risks:</b> Medium. Flammable. If swallowed, seek medical advice immediately. May cause skin and eye irritation.</p> <p><b>Storage:</b> Store in dry, cool and well ventilated area, away from incompatible materials. Containers that have been opened must be carefully resealed and kept upright to prevent leakage.contamination.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS.</p> <p>Ingestion:If swallowed, give small quantities of water to drink. Do not induce vomiting unless directed to do so by medical personnel. Get medical attention if adverse health effects persist or severe.</p> <p>Eyes: Immediately flush eyes with plenty of water. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Get medical attention if irritation occurs.</p>

Product Name	What is the product used for?	Max. stored	Storage Location	MSDS?	Risks, Precautions and First Aid
Hand Sanitiser (Ecogel)	Push Pump		Laundry	Y	<b>First Aid on container</b>
Morning Fresh	Hand Dishwashing	1Litre	Laundry	Y	<b>First aid on bottle</b>
Vanish Napisan	Fabric stain remover <i>Disinfecting</i>	2 kg	Laundry	Y	First aid on bottle
Bleach 4% (True Blue)	Sanitizing and Whitening agent	5 Litres	Laundry	Y	<p><b>Risks:</b> Low. Ingesting larger doses may produce diarrhoea. May be an eye and skin irritant.</p> <p><b>Storage:</b> Store in a cool, dry, well ventilated place and out of direct sunlight. Store away from strong acids and moisture. Keep containers closed at all times. Check for spills.</p> <p><b>Personal Protective Equipment:</b> Wear rubber gloves, apron. Safety goggles are recommended to prevent eye contact.</p> <p><b>First Aid:</b> Refer to SDS for Ingestion; Eyes and Skin Contact, and Inhalation:</p>



## Procedures for Safe Disposal of Discarded Needles and Syringes

**Keep related equipment in an easily accessible location for educators, clearly labelled and out of reach of children**

- Disposable gloves
- Long-handled tongs
- Disposable plastic bags
- ‘Sharps’ syringe disposal container, or rigid-walled, screw-top, puncture-resistant container (available for free from local council)
- Detergent/bleach

### **Procedures**

- Put on disposable gloves.
- Do not try to re-cap the needle or to break the needle from the syringe.
- Place the ‘sharps’ syringe disposal container on the ground next to the needle/syringe and open the lid.
- Using tongs, pick the syringe up from the middle, keeping the sharp end away from you at all times.
- Place the syringe, needle point down, in the ‘sharps’ syringe disposal container and close the lid securely on the container.
- Repeat steps 3 to 5 to pick up all syringes and/or unattached needles.
- Remove and place gloves in a disposable plastic bag, seal and place it in a rubbish bin inaccessible to children.
- Clean the area with warm water and detergent/bleach, then rinse and dry.
- Wash hands in warm, soapy water and dry.
- Under no circumstances should work-experience students, family volunteers or children be asked or encouraged to pick up needles/syringes.
- If the needle/syringe is not accessible and cannot be collected, mark and supervise the area so that others are not at risk and contact the **Syringe Disposal Helpline on 1800 552 355**.

**Note:** “Sharps” syringe disposal containers and/or needles/syringes cannot be put in normal waste disposal bins. They must be put, along with biological contaminated waste, in an appropriate Biohazard container. The Helpline can also provide information on the location of the nearest needle exchange outlet or public disposal bin.

### Microwave Oven Safety

The microwave must **not be used to sterilize baby bottles or jars**  
**People with pacemakers** must not use the microwave  
**Never look closely** through the microwave door  
**Clean regularly** and **check the oven door for damage**

**In case of fire:**  
**Turn off the oven immediately and unplug the power cord, if safe to do so.**  
**Do not open the door of the microwave,** wait until the fire suffocates and fire is out.  
 Dial Triple Zero **(000)** and ask for Fire.

Potential Risks	<ul style="list-style-type: none"> <li>• Unevenly cooked/defrosted foods. Bacteria can thrive.</li> <li>• Chemical compounds leaking into food.</li> <li>• Fire risk if metal is heated or material is overheated or dried out.</li> <li>• Scalds from escaping steam.</li> <li>• Radiation leaks from damaged ovens (small risk to eyes/body).</li> <li>• Electrical interference for people with pacemakers.</li> </ul>
Defrosting Food	<ul style="list-style-type: none"> <li>• Defrost foods only if they are going to be immediately cooked after thawing.</li> </ul>
Cook Food Thoroughly	<ul style="list-style-type: none"> <li>• Chop food into <b>smaller portions</b> so it cooks thoroughly and evenly.</li> <li>• <b>Cover food loosely</b> with microwave safe cling film, oven bags or lids.</li> <li>• <b>Use shallow round containers</b> rather than square high sided containers.</li> <li>• <b>Rotate or stir food</b> at least once during the cooking process.</li> <li>• <b>Leave food to stand</b> that can't be stirred to allow heat to penetrate.</li> </ul>
Prevent Compounds Leaking into Food	<ul style="list-style-type: none"> <li>• <b>Never use:</b> plastic bags, newspaper, ice-cream cartons or plastic containers.</li> <li>• Use only microwave safe dishes/utensils. Cover food with microwave plastic wrap or microwave safe covers.</li> <li>• Do not allow plastic film to touch food, even if microwave safe.</li> </ul>
Prevent Fires and Burns	<ul style="list-style-type: none"> <li>• Use only <b>microwave safe containers</b> as glass or ceramic containers that are not labelled microwave safe may overheat.</li> <li>• <b>Never heat metal</b> or containers with metal trims in the microwave. <b>Never use recycled paper/paper towels</b> unless approved for microwaves as they have flecks of metal in.</li> <li>• <b>Never heat food in sealed containers</b> as it may explode.</li> <li>• Make sure cling film, oven bags or lids are loose so <b>steam can escape</b> during cooking.</li> <li>• Open cling film, oven bags or lids <b>away from the face</b>.</li> <li>• Cut food such as pies in half before eating. The inside could be boiling hot.</li> <li>• Do not cook <b>eggs</b> in their shells. The build-up of steam will explode the egg.</li> <li>• Heat <b>popcorn</b> strictly according to instructions. Popcorn can scorch in 2 minutes.</li> <li>• Food or liquid must be <b>allowed to stand</b> briefly before temperature testing and serving as liquids or foods can be 'super boiled' which means they will explode when stirred.</li> <li>• <b>Bottles of baby formula</b> warmed in the microwave must be shaken, allowed to stand and milk tested on wrist before being served.</li> </ul>

References: Better Health Channel, 2010; NSW Fire and Rescue 2021





Photocopier and Printer Safety	
<b>Potential Risks</b>	<ul style="list-style-type: none"> <li>• <b>Dust and vapours</b> from photoconductive materials and toners can be toxic and <b>irritate the eyes, skin, throat and nasal passages</b>. (Modern toners contain extremely low levels of impurities and do not warrant concern regarding health effects).</li> <li>• Ozone is a highly toxic gas and is the most serious health risk of photocopying. Ozone is readily decomposed back to oxygen, however, can build up if there is insufficient ventilation.</li> <li>• Hot components may cause <b>burns</b> during operations such as clearing paper misfeeds.</li> <li>• Sustained and repetitive postures during continuous operation of copiers may lead to <b>muscular fatigue</b>.</li> <li>• Intense light used in photocopying may cause <b>eye irritation</b> and after-imaging, if viewed directly.</li> </ul>
<b>Safety Precautions</b>	<ul style="list-style-type: none"> <li>• The health hazards from photocopiers and printers are insignificant if they are used according to safety guideline: <b>Products Safety Data Sheets</b> for machines and <b>Material Safety Data Sheets</b> for products such as toner should be available.</li> <li>• Locate photocopier/printer in a <b>well-ventilated</b> area.</li> <li>• Ensure <b>adequate space</b> around photocopier/printer for good ventilation and easy maintenance.</li> <li>• Ensure photocopier/printer is <b>regularly serviced</b>.</li> <li>• The working surface of photocopiers should be at a <b>comfortable height</b> for operators. A <b>collating table</b> at a comfortable height should be provided.</li> <li>• Do not undertake photocopying and collating continuously for long periods.</li> <li>• <b>Take care when clearing paper feeds</b> as metal components may be hot.</li> <li>• Discomfort from the intensity of photocopier light may be avoided by <b>closing the document cover</b> or using the automatic document feeder.</li> </ul>
<b>When Changing a Toner Cartridge</b>	<ul style="list-style-type: none"> <li>• Take all possible steps to <b>avoid getting toner dust on skin or breathing in toner dust</b>. Wear gloves and a dust mask if necessary.</li> <li>• <b>Wash hands</b> when finished.</li> <li>• <b>Never use a vacuum cleaner</b> to clean up a spill of toner cartridge as the filters are inadequate. <b>Call a technician</b>. Note: If a small amount, it may be removed using a damp cloth rinsed in cold water. Toner may be disposed of as normal waste, though it should be placed in a sealed bag to contain the fine powder.</li> <li>• Put old cartridges back in their box and take to <b>ANU cartridge recycling depot at Post Office</b>.</li> </ul>

**References:**

University of Queensland, OHS Unit: Safety Guideline: Office Copying Machines  
WorkSafe (WA): Photocopiers, Laser Printers and other Office Copying Equipment, 2009



### **How to use washing machine**

- Put washing in (Do Not over fill with washing. Washing needs to be able to move freely around in the water)
- Sprinkle washing powder on top of washing. (add Napisan/disinfectant on top of washing too if needed. Do Not put in the rotator bowl)
- Select temperature of water (normally warm and cold)
- Select water level. (use reset area if changing water level)
- Select type of wash required by turning handle until the dot indicated (faces) the wash type. (normally wash loads are done on the Normal Cycle)
- PULL out the handle once wash cycle is selected

### **How to use the chemical dispenser**

- Turn the little lever on the gold tap “Y” water divider (under the tap) to point upwards to the tap.
- The long hose off the dispenser reaches to the floor. This is to be used to fill up mop buckets or buckets. (minimises heavy lifting from the sink)
- The short hose is to fill handheld chemical spray bottles.
- Chemicals can and should only be put into the spray bottle with the matching chemicals name clearly seen on the bottle.
- Turn the switch on the dispenser to the type of chemical you need to use.
- Remember – it is Heritage’s responsibility to supply goggles for eye protection when filling chemical bottles, it is your responsibility to wear them.
- If you chose the mop fill (long hose) chemical, put the long in the container and push in the black button.
- If you chose the bottle fill (short hose) chemical, put the bottle up the short hose and push upwards until the chemical is discharged.
- After using the dispenser, please turn the little lever near the tap, back to a horizontal position. (Off position)

**FIRST AID SAFETY DATA SHEETS ARE ON THE TOP SHELF OPERSITE THE BIG CUPBOARD.**

### **How to use this Dryer.**

- Check filter is free of fluff (lower right side circle door- pull filter out by the handle and clean)
- Select power to on position (push button) WAIT 5 seconds and you will see the type of dry cycles you can select.
- Select required cycle (normally Cotton 1)
- PUSH start button.