

# Nambucca Valley Family Day Care

## SAFE STORAGE OF HAZARDOUS CHEMICALS POLICY

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

### 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. 167	Offence relating to protection of children from harm and hazards
82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedure
106	Laundry and hygiene facilities
116	Assessments of family day care residences and approved family day care venues
168	Education and care service must have policies and procedures
169	Additional policies and procedures – family day care service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure

### RELATED POLICIES

Administration of First Aid Policy	Environmentally Responsible Policy
Administration of Medication Policy	Furniture and Equipment Policy
Assessment and Re-assessment of Approved FDC Residences and Venue Policy	Health and Safety Policy
Child Safe Environment Policy	Incident, Injury, Trauma and Illness Policy
	Tobacco Drug Alcohol-Free Policy
	Work, Health, and Safety Policy

## PURPOSE

Nambucca Valley Family Day Care (NVFDC) aims to protect children, families and visitors from hazard and harm at all times. We promote the use of environmentally friendly products where possible and ensure we provide a safe environment where chemicals and hazardous products and equipment are safely stored and managed away from children and are handled appropriately.

## SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Coordinator, students, volunteers, educators and educator assistants of the NVFDC Service.

## IMPLEMENTATION

### THE APPROVED PROVIDER/NOMINATED SUPERVISOR/COORDINATOR WILL ENSURE:

- Obligations under the *Education and Care Services National Law and National Regulations* are met
- Educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy
- Ensure there is an induction process for all new staff, engaged NVFDC educators and educator assistants that includes providing information on the *Safe Storage of Hazardous Chemicals Policy* and usage procedures and the location of first aid kits and specific first aid requirements
- Families are aware of this *Safe Storage of Hazardous Chemicals Policy*
- Every practical measure is taken to protect children from harm and any hazard likely to cause injury whilst being educated and cared for by NVFDC educators in an approved residence and/or venue (National Law, S. 167)
- A smoke-free environment is provided to children, families and visitors at all times
- Vaping is strictly prohibited in NVFDC Service environments, residences and approved venues
- Signs are clearly visible to reflect that the NVFDC Service environment is:
  - Smoke free
  - Free from vaping substances and devices

- All dangerous goods and hazardous substances are identified within the NVFDC residence or venue, and included in the chemical register
- The Poison Information Hotline number is clearly displayed in each NVFDC residence/venue
- A risk assessment has been conducted in consultation with the Coordinator/Nominated Supervisor, prior to using any potentially dangerous or hazardous substance at the NVFDC residence/venue including pesticides and herbicides
- Annual assessments, including risk assessments are conducted at least annually of each NVFDC residence or venue to ensure the health, safety and wellbeing of children
- Educators adhere to the NVFDC Service procedures for dealing with and handling chemicals
- The use of sustainable practices and eco-friendly products is promoted in all NVFDC approved residences/venues
- Safety Data Sheets (SDS) and the Chemical Register is readily available at the FDC residence or venue and regularly updated
- Per Work Health and Safety (WHS) requirements, this information must be kept up to date at all times, with a review of the folder annually. No SDS is to be more than 5 years old.
- Appropriate training and Personal Protective Equipment (PPE) are used by employees, educators/educator assistants who may be exposed to dangerous goods and/or hazardous substances
- Relevant signage is displayed highlighting the hazardous nature of chemicals used or stored in the NVFDC residence or venue (e.g. Caution - Chemical Storage Area; Danger; Hazardous Chemicals)
- Laundry facilities are located and maintained in a way that prevents unsupervised access by children
- All products/chemicals used for laundry purposes are locked in a cupboard inaccessible to children
- There are emergency procedures and practices for accidental spills and/or contamination and corresponding first aid plans for all dangerous goods handled and stored in the NVFDC residence or venue
- Action is taken to remove any pests or vermin by a licensed exterminator, who will provide a certificate of currency for record keeping by the NVFDC educator. Initially, using non-chemical methods such as physical removal of pests, maintaining a clean environment, and use of any non-toxic products will be implemented
- Every NVFDC educator and educator assistant have current ACECQA approved first aid qualifications

- All visitors/students are made aware of correct storage and usage procedures for potentially hazardous materials during their initial orientation at the NVFDC Service/residence or approved venue
- There are appropriate and lockable storage facilities in each FDC residence/venue in which dangerous products are stored
- Lockable storage facilities are clearly marked with signage to indicate chemicals/hazardous materials
- Dangerous products will be stored in areas that are not accessible to children or in cupboards fitted with key or childproof locks
- A hazardous substances register is used and regularly updated by all FDC educators
- A risk assessment for any dangerous materials stored in bulk has been carried out and is regularly updated by the NVFDC educator
- Any chemical used by a NVFDC educator in spray bottles must ensure these are clearly labelled with contents and are not used with children in the immediate vicinity
- In the event of any incident involving accidental exposure to chemicals or other hazards, an *Incident, Injury, Trauma and Illness Record* will be completed by the NVFDC educator and provided to the Approved Provider/Nominated Supervisor
- If a serious incident occurs involving the need for medical intervention or emergency services, notification will be made to the Regulatory Authority within 24 hours

#### THE FDC EDUCATOR/EDUCATOR ASSISTANT WILL:

- Seek medical advice if needed by contacting the **Poisons Information Hotline (13 11 26)** or by calling 000
- Wear Personal Protective Equipment (PPE) when handling dangerous substances or materials
- Not use spray bottles containing chemicals in the immediate vicinity of any child or children
- Read the label before using any cleaning material, sprays or chemicals and strictly adhere to the '*Directions for use*' and be aware of appropriate first aid measures
- Store all 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
- Ensure all chemicals and cleaning products are returned to their designated location immediately upon completion of cleaning tasks
- Ensure laundry facilities have lockable cupboards for cleaning products/detergents
- Not mix cleaning products as there is the potential for harmful chemical reactions to occur endangering all persons on the premises

- Dispose of all products safely, in accordance with the manufacturer's instructions on the product label, Work Health and Safety regulations, and Council by-laws
- Be encouraged to attend professional development sessions to maximise their awareness of dangerous products and potential hazards
- Source chemical free methods to reduce possible hazards at residence or venue
- Ensure cleaning and hazardous products are not stored close to food products
- Consider minimising the use of dangerous products at the NVFDC residence/venue and use alternate 'green cleaning' options
- Complete daily and quarterly WHS checklists to ensure that any dangerous products used at the NVFDC residence/venue have current Safety Data Sheets (SDS) and are stored appropriately
- Only administer children's medications with parent/guardian authorisation and in accordance with medical directions (see *Administration of Medication Policy*)
- Ensure medication is stored in an area inaccessible to children
- Ensure any medications or dangerous substances that require refrigeration, be placed in a labelled childproof container, preferably in a separate compartment of the fridge
- Assess equipment or toys that require button batteries to ensure their necessity and safety (see *Furniture and Equipment Safety Policy*)
- 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 near to the NVFDC residence
- In the event of any incident involving accidental exposure to chemicals or other hazards, an *Incident, Injury, Trauma and Illness Record* will be completed by the NVFDC educator and provided to the Approved Provider/Nomination Supervisor

## POISONING

Many products and materials that are used and kept in the NVFDC residence are potentially poisonous to children. Poisonings can happen quickly. Toddlers are most at risk due to their tendency to put objects in their mouths.

Poisonous substances may include medication, household cleaners, garden products, paint, alcohol, cosmetics, toiletries, chemicals, pool equipment, batteries, petroleum products, e-cigarette cartridges.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the NVFDC residence or venue and risk mitigation strategies implemented. NVFDC educators will display a notice detailing the Poison information hotline in a visible position within the residence or venue.

**POISON INFORMATION HOTLINE      13 11 26**

### CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Storage of Hazardous Chemicals Policy* will be reviewed annually 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 and notification of any change to policies will be made to families within 14 days.

### CHILDCARE CENTRE DESKTOP - RELATED RESOURCES

Hazardous Substance Management Procedure	Poison Safety Audit
Hazardous Substances Register	Spill Kit Checklist

### SOURCES

ACCC Product Safety. (2025). [Lithium-ion batteries guide](#)

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (Amended 2023).

*Occupational Health and Safety Act, 2000*. Occupational Health and Safety Regulations, 2001.

Safe Work Australia. (2020). [Managing risks of storing chemicals in the workplace](#).

*The NSW Work Health and Safety Act, 2011*

### REVIEW

<b>POLICY REVIEWED BY</b>	Tella Markham	Nominated Supervisor	27/11/25
<b>POLICY REVIEWED</b>	NOVEMBER 2025	<b>NEXT REVIEW DATE</b>	NOVEMBER 2026
<b>VERSION NUMBER</b>	V25.1		
<b>MODIFICATIONS</b>	<ul style="list-style-type: none"> <li>• annual policy review</li> <li>• additional related policies</li> </ul>		

	<ul style="list-style-type: none"> <li>• information prohibiting vaping substances and vaping devices added</li> <li>• risk assessment for button batteries added</li> <li>• sources checked for currency and updated as required</li> </ul>	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
OCTOBER 2024	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• no major changes to policy</li> <li>• sources checked for currency and updated as required</li> </ul>	OCTOBER 2025
OCTOBER 2023	<ul style="list-style-type: none"> <li>• annual policy maintenance - no major changes to policy</li> <li>• sources updated</li> </ul>	OCTOBER 2024