



## **Dangerous Products & Toxic Substances Policy**

### **Aim:**

Maryland Care & Early Education Centre recognises its obligation to ensure the safety of children, families, educators & any other person that attends our service. The service also recognises the requirement to meet WH&S guidelines & practices to ensure the safety of all persons attending our service and the protection of the environment.

Maryland Care & Early Education recognises the duty of care it has to provide all persons with a safe & healthy environment. Our service defines a dangerous product as any chemical, substance or material that may cause potential harm, injury or illness to persons or damage to the environment. Our service endeavours to use natural cleaning products or products that are as safe & as non-toxic as possible.

Other dangerous products include drugs / medications, poisons & miscellaneous dangerous products (for example detergents for kitchen).

Our service has practices in place to ensure if any accident/ incident occurs involving chemicals/ medication/ poison (See First Aid Policy, OH&S Policy, Medication Policy) that the appropriate methods of control & first aid are utilised.

### **Legislative requirements / Sources:**

Workplace Health & Safety Act 2011:

<http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx>

### **Implementation:**

Our service uses products that are as safe and non-toxic as possible. All products utilised by our educators and cleaners are secured in a lock box or in cupboards secured with child proof locks. The cleaner's materials are secured in the cleaning cupboard which is also locked.

Our cleaning contractors maintain and supply the Material Safety Data Sheets (MSDS) for all chemicals stored on site for their use. All products used by educators during routine cleaning throughout the day are labelled and secured.

Our service updates a register of dangerous products. This register will categorise any dangerous products as follows;

- Hazardous chemicals and substances in solid, gas, liquid or fume states

- Dangerous goods
- Poisons
- Medication/drugs
- Miscellaneous dangerous products or materials

#### Hazardous Chemicals & Substances

These are substances that include

- Any product that produces a toxin in a solid, liquid ,gas or fume form & is labelled with an Australian Dangerous Goods (ADG) code.
- Have corrosive properties
- Causes skin or respiratory difficulties
- Is a carcinogen
- Have flammable or combustible properties
- Have caustic properties
- Any chemical is handled and stored according to MSDS guidelines

#### Dangerous Goods

Such items include:

- Microwaves / Computers
- Toners for printers & photocopiers

All the above appliances are serviced regularly & tested, as required by OH&S regulations to ensure they are safe and functioning at the best possible level.

<b>Review:</b>
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This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last Reviewed: November 2017.

Next Review: November 2019