



Peterborough Community Preschool
and Rural Care Services
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Protecting Children from Harm and Hazards Procedure

Rationale:

- Peterborough Preschool and Rural Care Services has a duty of care to provide all persons with a safe and healthy environment.
- The service defines a dangerous product as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the service's environment.
- The service categorises dangerous products into the following sub groups;
 - hazardous chemicals and substances;
 - dangerous goods;
 - poisons;
 - drugs (including medications); and
 - miscellaneous dangerous products.
- The service follows DECD Emergency Procedures and practices for accidental spills, contamination and corresponding first aid plans for all dangerous goods handled and stored in the service.
- It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service's Dangerous Products Policy, procedures and practices.
WHS procedures and practices should be easy to read and interpret.

Register of hazardous/dangerous products

- All products brought into the centre will have a risk assessment to ascertain if an MSDS needs to be completed on the product and that any potential risks are recognised and appropriate storage occurs.
- The MSDS register is located in the director's office in a white folder on the shelves.
- The MSDS folder is updated at the beginning of each school year and new forms are added when the product is purchased. The director and staff are responsible for ensuring correct storage and MSDS forms at the time of receipt of the product.
- All staff will ensure cupboards are kept locked at all times and the key is placed on the supplied hook out of reach of the children.
- Staff will ensure all doors and cupboards with safety latches are locked and children do not have access.
- If staff are unsure about a product or the correct storage then they should refer to the WHS policy and regulations.

Hazardous chemicals and substances

- A hazardous chemical or substance is any product that produces a toxin in either a solid, liquid, gas or fume state and is labelled with an ADG Code;
- corrosive properties;
- causes skin or respiratory problems;
- carcinogenic, such as asbestos;
- flammable or has combustible properties; or
- caustic, such as cleaning products.

Handling and storing hazardous chemicals and substances

- If staff are not familiar with the product and its correct handling procedures then reference should be made to the MSDS
- Staff should follow the MSDS instructions when handling all hazardous chemicals and substances. Safety equipment such as gloves should be worn, and the product should be used in a well ventilated area. If a staff member feels ill from using the substance they should advise another staff member immediately who will then alert the director of the situation.
- Hazardous substances should not be used in direct contact with children.
- The following areas in the centre contain hazardous substances: kitchen cupboard under the sink, grey and cream cupboard in the offices, craft cupboard and the cupboard under the change area in the laundry. All these cupboards are clearly labelled as containing hazardous substances.
- If a substance needs to be disposed off staff should read the MSDS for correct disposal. Items that can be placed in the rubbish should be placed in a plastic shopping bag and sealed. The item then needs to be placed in the outside rubbish bin located next to the small garden shed.

Safety Check

- The sandpit will be raked daily to ensure there are no cat or dog faeces and the area is free from hazardous substances and items such as needles.
- Needles are not to be picked up by hand. Staff to contact necessary authorities for disposal e.g POLICE 86512100 or DISCTRIC COUNCIL OF PETERBOROUGH 86513566
- Yard checks are completed daily
- Three monthly DECD Yard Checks are carried out
- Yearly WHS Preschool area check lists are carried out

Dangerous goods

- Dangerous goods may:
- contain lead, such as paints;
- emit radiation, such as microwaves or computers; or
- include toners for printers and photocopiers.

Poisons

- Examples of poisons or products that produce poisons are:
- pesticides and fertilisers;
- oven cleaners; and
- plants and animals, such as venom from spiders or snakes.

Drugs and medications

- Examples of drugs and medication are:
- prescribed and non-prescribed medication;
- alcohol and illegal drugs.

Miscellaneous dangerous products

Indoor and outdoor areas are checked daily by staff and checks are signed off on the weekly checklist, and handed to the Director

- Examples of miscellaneous dangerous products can be items or objects that: cause a blocked airway (small toys, foam packing); cut or pierce (knives, scissors); burn (irons, ovens); or cause illness and infection (animal faeces).

Material Safety Data Sheets (MSDS)

- MSDS are produced and supplied by the manufacturers of hazardous chemicals and substances.
- MSDS should detail how the hazardous chemical or substance is safely: handled; stored; diluted; transported; and disposed.
- Important: At no time should the service store a dangerous product in a container which is labelled for something different. Children, regardless if they can read or not, are often more aware of symbols; similarly, adults will often interpret a symbol before reading the text.

- At all times, services should ensure the containers that store hazardous chemicals or substances are clear of symbols representing any other product and correctly labelled.

First aid

- At all times, a staff person with first aid qualifications is on duty.
- The Poisons Information Centre telephone number **131126** is displayed: next to every telephone in the service; and where dangerous products are stored.

Protective behaviours and practices

- *Staff, carers, students and volunteers as role models*
- Children learn through example and modelling is an important way to teach children about safe behaviours and practices.
- Staff, students and volunteers must comply with Protecting Children From Harm and Hazards

Legislation

Education and Care Services National Law Act 2011

Education and Care Services Regulations 2011 (amended 2013)

Reference Chemwatch	
<hr/> Chairperson Governing Council 20.....	<hr/> Director Peterborough Community Preschool and Rural Care Service.
Adopted: August, 2010 Review Date 20.....	