

Hazardous Substances

Policy Statement

This policy recognises all employees and third parties who are/ have been/ may be exposed to hazardous substances in our workplaces are owed a duty of care and so far as practicable, will be provided with a working environment that is safe and without risk to health.

Policy Considerations

- Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulation 2001
- The Dangerous Goods Act 1975
- Pesticides Act 1978
- Pesticides Amendment (Records) Regulation 2001
- Guidance Note for the Assessment of Health Risks Arising from Hazardous Substances in the Workplace [NOHSC:3017(1994)]
- List of Designated Hazardous Substances [NOHSC:10005 (1999)]
- Approved Criteria for Classifying Hazardous Substances [NOHSC: 1008 (1999)]
- Kids Biz Holidays and Sport OH&S Policies and Procedures

Procedure

- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the Service will not be used or undertaken while the Service is in operation.
- Should any pests or vermin be identified then action will be taken to rid the Service of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products. (*refer to 'Pest Control' Policy*)
- Low irritant, environmentally friendly sprays will be purchased in preference to strong chemical cleaners, they will be used minimally and only with adequate ventilation, and preferably not in the presence of the children.
- All staff will be made aware on initial orientation in the Service, of any potentially dangerous products, which may pose a danger to the children and where these are stored.
- All potentially dangerous products such as cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, and medications will be stored in the appropriate containers, clearly labelled and stored in the designated secured area which is inaccessible to the children.
- Staff are responsible for ensuring that these areas remain secure and do not inadvertently provide children with access to these items.
- Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these products might contaminate foodstuffs.

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

Kids Biz Holidays & Sports OSHC Policies & Procedures

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