

Education and Care Services References

National Quality Standard

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
112	Nappy change facilities
136	First aid qualifications
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedure

Policy Statement

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.

Purpose

Our Service 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 children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

Implementation

Approved provider, nominated supervisor, management will ensure:

- that 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 and associated procedure
- ensure there is an induction process for all new staff, including casual and relief staff, 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
- that every practical measure is taken to protect children being educated and cared for by the Service from harm and any hazard likely to cause injury (National Law – S. 167)
- a smoke-free environment is provided to children, staff, families and visitors at all times
- vaping is strictly prohibited in Service environments
- signs are clearly visible to reflect that the Service environment is:
 - smoke free
 - free from vaping substances and devices
- all dangerous goods and hazardous substances are identified within the Service and included in the chemical register
- the Poison Information Hotline number is clearly displayed near the First Aid Kit/ in each room
- a risk assessment has been conducted in consultation with the Health and Safety Representative prior to using any potentially dangerous or hazardous substance (including pesticides and herbicides)
- educators adhere to the Service procedures for dealing with and handling chemicals
- Safety Data Sheets (SDS) and the Chemical Register is readily available and regularly updated
- appropriate training and Personal Protective Equipment (PPE) are provided for employees 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 Service (e.g. Caution- Chemical Storage Area; Danger; Hazardous Chemicals)
- laundry and nappy change 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 Service
- at least one educator/staff member is in attendance on the premises and immediately available in an emergency with current ACECQA approved first aid qualifications at all times
- action is taken to remove any pests or vermin by a licensed exterminator, who will provide the Service with a certificate of currency. Initially, using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-toxic products will be implemented.
- there are appropriate and lockable storage facilities in the Service 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 of the Service that are not accessible to children or in cupboards fitted with key or childproof locks
- a hazardous substances register is used and regularly updated

- a risk assessment for any dangerous materials stored in bulk within the education and care premises has been carried out and is regularly updated
- Safety Data Sheets (SDS) are maintained at the Service. Safety Data Sheets must be kept on all chemicals used on the premises. Work Health and Safety (WH&S) officers are to keep this information up to date at all times, with a review of the folder annually. No SDS is to be more than 5 years old.
- chemicals in spray bottles 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 or incident involving possible poisoning, an Incident, Injury, Trauma and Illness Record will be completed
- if a serious incident occurs involving the need for medical intervention or emergency services, notification is made to the regulatory authority within 24 hours.

Poisoning

Many products and materials that are used and kept within the Service 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, cosmetics, toiletries, chemicals, batteries, e-cigarette cartridges and petroleum products. Our Service will ensure all items that may cause harm to children are inaccessible. Staff will keep their personal items in a cupboard/locker which is inaccessible to children.

Poisonous plants and trees can also cause safety risk to children and should be identified in any risk assessment conducted at the Service and risk mitigation strategies implemented including removal of any potentially dangerous/poisonous plants and trees. Our Service will display a notice detailing the Poison Information Hotline in visible positions within the service premises.

Poison Information Hotline – 13 11 26

Related Policies

- Administration of First Aid Policy
- Administration of Medication Policy
- Child Safe Environment Policy
- Environmentally Responsible Policy
- Furniture and Equipment Policy Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Tobacco Drug Alcohol-Free Policy
- Work, Health, and Safety Policy

Policy Review

- The Service will review the Safe Storage of Hazardous Chemicals Policy and related documents regularly or as current information arises.

- Families are encouraged to collaborate with the Service to review the Policies and Procedures.
- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• Minor changes made to the policy to ensure the safe use of chemicals
2.0	• Updated references to comply with the revised National Quality Standard
3.0	• Sources/references alphabetised. • Additional information added to points. • Rearranged the order of points for better flow • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. • 'MSDS' replaced with 'SDS' • Material Safety Data Sheet replaced with Safety Data Sheet
4.0	• Related policies added. • Minor punctuation and wording edits. • URLs checked – obsolete URLs replaced. • Sources edited. • Minor grammatical changes.
5.0	• information prohibiting vaping substances and vaping devices added • risk assessment for button batteries added

Source Acknowledgments

- Consultation with management, educators, staff, and families
- 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*