

Only Early Learning Centre



Use of Chemicals Policy

Policy Number 21

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Contents

Use of Chemicals Policy	1
Aim	3
Who is affected by this policy.....	3
Hazardous Chemicals.....	3
Chemical Use and Preparation Procedures	3
Detergent.....	3
Disinfectant.....	4
Rinse Free Sanitiser.....	4
Floor Cleaner.....	4
Bleach	4
Storing Chemicals	5
Material Safety Data Sheets	5
Personal Protective Equipment.....	5
Sources	6

Aim

Only Early Learning Centre aims to monitor the use of chemicals. As a centre we will always seek to use the least harmful product in a way that has the least impact on the children, whilst maintaining high standards of hygiene and cleanliness. We aim to embed and implement a set of procedures which will ensure a safe environment is maintained and potential hazards are eliminated through the correct storage of chemicals. Procedures will also be put in place to protect employees when mixing and using these chemicals and dangerous goods.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Hazardous Chemicals

Hazardous chemicals are substances or mixtures that can pose a significant risk to health and safety if not managed correctly. They may have health hazards, physical hazards or both. Potentially hazardous chemicals used at Only Early Learning Centre include:

- Floor Cleaner
- Dishwashing liquid
- Bleach
- Disinfectant
- Rinse Free Sanitiser
- Laundry Nappy Soaker
- Laundry Classic Powder

Chemical Use and Preparation Procedures

Each chemical stored and utilised at the centre is mixed and used for separate cleaning procedures. Each chemical use is outlined below and the procedure for using the chemical is also outlined.

Detergent

Detergent is utilised for the majority of the daily and weekly cleaning requirements of the centre. As per Staying Healthy in Childcare 5th Edition, routine cleaning with detergent and water, followed by rinsing and drying, is the most useful method for removing germs from surfaces. Detergent is used for the routine cleaning of:

- Beds and cots

- Hard classroom surfaces
- Highchairs
- Nappy change mats
- Toy cleaning

Disinfectant

Disinfectant is only utilised if a surface is known to be contaminated with potentially infectious material. Disinfectant will only be used after the surface has first been cleaned with detergent and water as disinfectant cannot kill germs unless the surface is already clean. Disinfectant is prepared and mixed using the following procedure:

1. Put on safety goggles and gloves
2. Use a measuring cup to add a disinfectant:water ratio to a bucket of 1:20.
3. Use a clean sponge to disinfect the area.
4. Ensure goggles and gloves are worn whilst cleaning the area.

Rinse Free Sanitiser

Rinse free sanitiser is purchased by the centre pre-mixed. This is utilised daily to clean all areas of the classrooms.

Floor Cleaner

Floor cleaner is utilised for the daily mopping of the floors throughout the centre. Floor cleaner is prepared and mixed using the following procedure:

1. Put on safety goggles and gloves
2. Use a measuring cup to add 100mls of floor cleaner to the relevant mop bucket
3. Fill the mop bucket with warm water to the black line on the inside of the bucket

Bleach

Bleach is utilised for the effective cleaning of blood. Bleach is only used in this circumstance, and never for daily routine cleaning. Bleach is prepared using the following procedure:

1. Put on safety goggles and gloves
2. Use a measuring cup to add a bleach:water ratio to a bucket of 1:10. Ensure cold water is used.
3. Use a clean sponge to disinfect the area
4. Ensure gloves and goggles are worn whilst cleaning the area

Bleach is not to be used in a spray bottle. Bleach is not to be diluted using hot water. Bleach will not be mixed with any other chemical.

Storing Chemicals

Only Early Learning Centre recognises the responsibilities held by the service to ensure that risks to health and safety are managed effectively when storing and labelling chemicals.

- All chemicals will be labelled appropriately
- A register is kept in the office which includes all chemicals utilised by the centre, including the Material Safety Data sheets and risk assessments of each chemical
- Each chemical will be stored in the laundry area, which is kept locked at all times to ensure that they are not accessible by children
- All chemicals will be stored at the required temperatures

Material Safety Data Sheets

All chemicals purchased and kept at the centre will have the relevant Material Safety Data sheet kept in each area of the centre where the chemical is stored. The only chemical to be stored in a place other than the laundry is detergent, which can be stored within the classrooms. A Material Safety Data sheet for detergent will be kept in each classroom. A master copy of each Material Safety Data sheet is also kept in the office, along with the relevant Risk Assessment.

Personal Protective Equipment

When handling and mixing chemicals, staff members are provided with plastic eye protective goggles and rubber gloves. This Personal Protective Equipment is provided in accordance with manufacturers instructions.



Sources

Education and Care Services National Regulations 2011

168 – Policies and procedures are required in relation to health and safety

Education and Care Services National Law Act 2010

167 – Offence relating to protection of children from harm

Work Health and Safety Regulations 2011

Part 7.1 – Hazardous Chemicals

Work Health and Safety Act 2011

Part 2 – Health and Safety Duties

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 21st February 2020

Approved By: Kelly Williams

Date for Next Review: 21st February 2021