

2.14 CHEMICAL SAFETY PROCEDURE

PURPOSE

To ensure safe chemical use and practices for staff and children within the school.

PARENT RESPONSIBILITIES

No hazardous chemicals are to be brought onto the premises without advising administration or staff.

STAFF RESPONSIBILITIES

Staff will adhere to safe handling and storage procedures for cleaning and chemically based products and adopt strategies to minimise exposure to toxic chemicals.

SCHOOL RESPONSIBILITIES

Storage

- Staff will ensure that hazardous chemicals, when not in use, will be kept in a locked cupboard that is inaccessible to children.
- The Poisons Information Number is displayed in the office desk area and on the cupboard where chemicals are kept.
- Chemicals will be disposed of in accordance with manufacturers' instructions and OH&S regulations.

USE

When cleaning with hazardous chemicals, staff will ensure that clear instructions and guidelines are followed for their use and supervision.

RECORDS

- A register of hazardous and other chemicals is kept in the office in the form of the MSDS (Material Safety Data Sheets) folder.
- Staff will ensure that all hazardous chemicals and other cleaning products are kept in clearly marked containers.

In the event of injury by a chemical substance or equipment, first aid procedures are to be followed.

In the event of a major emergency, emergency services will be contacted.

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
September 2021	Updated copy	September 2023