

(Created September 2025)

## **Policy Statement:**

For the protection of students, educators, management and the Service as a whole, the Mueller College Outside School Hours Care (OSHC) Service will ensure that its equipment, facilities and premises are safe and clean in keeping with the requirements of the Workplace Health and Safety Act, Qld. This Policy specifically addresses the management, storage and use of chemical and other hazardous products that may be present in the care environment.

## **Background:**

The Education and Care National regulations require Service providers to have Policies and procedures that support the health, safety and wellbeing of Employees, visitors, volunteers, families, children and young people in the care environment.

## **Important terms:**

<b>Children and young people</b>	Refers to the children and young people present in the care environment.
<b>Educator</b>	Refers to the staff employed by the Service to provide care for children and young people attending.
<b>Parent/guardian</b>	Refers to the primary carer/s of the child or young person attending the Service.
<b>Family</b>	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
<b>Hazardous Product</b>	Sunscreens, craft materials and first aid items that may be in contact with children and young people that could be considered a health or safety risk if misused, mishandled, or ingested.
<b>Chemical</b>	Chemical products stored and used at the Service for cleaning and other tasks that may be used in the presence of children and young people, that could be considered a health or safety risk if misused, mishandled, or ingested.
<b>Risk Analysis process</b>	The process of identifying hazards, assessing their level of risk, and determining appropriate measures to eliminate or control them.

## **Legislation:**

### **National Quality Standard (NQS):**

#### **Quality Area 2: Children's Health & Safety**

#### **3: Physical Environment**

#### **7: Governance and Leadership**

<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
<b>2.2</b>	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.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
<b>3.1</b>	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean and well maintained.
<b>3.2</b>	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
<b>7.1</b>	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## **Education and Care Services National Regulations**

84	Awareness of child protection law
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	<p>(1) The approved provider of an education and care service must ensure that a person specified in subregulation (2) who works with children is advised of—</p> <p>(a) the existence and application of the current child protection law; and</p> <p>(b) any obligations that the person may have under that law.</p> <p>Penalty: \$1100.</p> <p>(2) The following persons are specified—</p> <p>(a) a nominated supervisor of the service;</p> <p>(b) a staff member of the service;</p> <p>(c) a volunteer at the service;</p> <p>(d) a student who participates in the service.</p> <p><b>Note.</b></p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p>
103 (1)	<p><b>Premises, furniture and equipment to be safe, clean and in good repair</b></p> <p>(1) The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.</p> <p>Penalty: \$2200.</p>
105	<p><b>Furniture, materials and equipment</b></p> <p>The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.</p>
110	<p><b>Ventilation and natural light</b></p> <p>The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises—</p> <p>(a) are well ventilated; and</p> <p>(b) have adequate natural light; and</p> <p>(c) are maintained at a temperature that ensures the safety and wellbeing of children.</p> <p>Penalty: \$2200.</p>
123	<p><b>Educator to child ratios—centre-based services</b></p> <p>(1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios—</p> <p>(a) for children from birth to 24 months of age—1 educator to 4 children;</p> <p>(b) for children over 24 months and less than 36 months of age—1 educator to 5 children;</p> <p>(c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children;</p> <p>(d) for children over preschool age, 1 educator to 15 children.</p> <p>(2) If children being educated and cared for at a centre-based service are of mixed ages the minimum number of educators for the children must meet the requirements of subregulation (1) at all times.</p> <p>(3) If an early childhood teacher or a suitably qualified person is required under Division 5 to be in attendance at a centre-based service, subject to regulation 122 that early childhood teacher or suitably qualified person is counted as an educator at the service for the purposes of this regulation.</p> <p>(4) If a centre-based service is required under regulation 130 or 131 to have access to an early childhood teacher for a period, subject to regulation 122 that teacher is counted as an educator at the service for the purposes of this regulation.</p> <p>(5) In subregulations (1) and (2) a reference to children does not include a child who is, or 2 or more children from the same family who are, educated and cared for at a centre-based service in an emergency for a period of not more than 2 consecutive days on which the service operates.</p> <p><b>Examples.</b></p> <p>1 A child is determined to be in need of protection under a child protection order.</p> <p>2 The parent of a child needs urgent health care that prevents them caring for the child.</p> <p>(6) An approved provider of a centre-based service must not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in subsection (5) unless the approved provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service.</p>

## Education and Care Services National Law

167	<p>(1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p>Penalty:</p> <p>\$11 400, in the case of an individual.</p> <p>\$57 400, in any other case.</p> <p>(2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p> <p><b>Penalty: \$11 400.</b></p>
301 (3,f)	<p>(3) Without limiting subsection (1), the national regulations may provide for the following—</p> <p>(f) requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;</p>

## Principals:

To maintain appropriate storage and use of potentially hazardous substances including appropriate documentation, safety data sheet use and risk management.

## **Hazardous substances**

### **Educators will:**

- Store medication and the first aid kit in the designated areas, to be easily accessible to educators but not available to children and young people.
- Only use chemicals and hazardous substances as prescribed for the tasks outlined by the Nominated Supervisor.
- Store chemicals in their designated areas and return them after use.
- Not allow children and young people to use chemicals at any time.
- Not leave chemicals unattended outside their locked areas at any time.
- Not put down any chemical substance in areas that are not supervised. E.g. Sunscreen may be at the reception desk only while a staff member is present. When moving from the bench the staff member should take the sunscreen with them or lock it back away.
- Keep First aid kits on the staff member and not left on the ground or benches for children or young to access.
- Be aware of and adhere to all risk assessments issued by the Service.

### **Educational Leader will:**

- Ensure all substances or materials used in activities within the program, meet the requirements for use of hazardous products at the Service.
- Not introduce any new equipment, materials or substances into the care environment without direct approval of the Nominated Supervisor.
- Ensure instructions to Educators, include clear outlines of the risks and safety concerns associated with the use of any materials or substances that may be deemed hazardous or dangerous within programmed experiences.

### **Approved Provider & Nominated Supervisor will:**

- Ensure all poisons, disinfectants, corrosive substances and other poisonous and dangerous substances and items are correctly labelled containers, kept out of reach of children and young people and placed in a child-proof storage facility.
- The Service will hold a Substance register for all chemical, first aid and sunscreen substances. Craft items will also be added as needed. This will be accessible to all staff at all times when at the Service.
- All hazardous substances must have a SDS (Safety Data Sheet) obtained from the manufacturer which will be kept close to the storage of the produce in accordance with the GHS system for chemicals. These will be updated every 5 years.
- Hazardous equipment like electrical items or those with battery compartments will be kept in accordance with the Service Electrical Safety Policy and Procedure and any associated risk assessments.
- Any substance deemed hazardous or dangerous will have an individual risk assessment conducted before use at the Service. This will be communicated to all staff and be easily accessible with the substance safety data sheets.
- Unused or unnecessary substances are disposed of in a safe manner.
- Aerosols will not be stored at the Service. Should they be required for programmed activities, specific risk assessments will be conducted and the substance stored away from the Service and removed immediately after use.
- Medication will be kept in its own register with the associated Substance Management Plan.

- Share the 'Hazardous Products Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- Additional professional development will be provided as needed and during review processes.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

## See Also:

- Mueller OSHC Electrical Safety Policy & Procedure
- Mueller OSHC Provision of Equipment Policy & Procedure
- Mueller OSHC Insuring Risks Policy & Procedure
- Mueller OSHC Adhering to Manufacturers Advice Policy & Procedure
- Mueller OSHC Cleanliness & Sanitising Policy & Procedure
- Mueller OSHC Risk Management Policy & Procedure
- Mueller OSHC Hazard Reporting, Maintenance of Buildings and Equipment Policy & Procedure
- Mueller OSHC Sharps Policy & Procedure
- Mueller OSHC Shared Facilities Policy & Procedure
- Mueller OSHC Management of Poisonous Plants, Fungi and Dangerous Animal Policy & Procedure
- Mueller OSHC Substance Register
- Mueller OSHC Medication register
- Mueller OSHC Substance Management Plan

## REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at January 2025
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Workplace Health and Safety Act 2011 (Current as at 29 Nov 2024)
- Education and Care Services Act 2013 (Current as at Feb 2024)
- Environmental Protection Regulation 2019
- Manual Handling Guidelines for employees of Child Care Centres Australia
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025

## REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V1		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Policy separated from 52.</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE



## HAZARDOUS PRODUCTS POLICY & PROCEDURE

