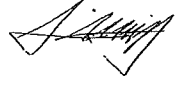
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: HAZARDOUS MATERIALS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to provide a environment that is safe with no risk to the health and well being of the children, staff or parents. We will ensure that all activities undertaken while the service is in operation will not be potentially hazardous and that all hazardous materials will be stored appropriately.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Building Equipment Repairs & Maintenance Policy
- 3.2. Equipment Policy
- 3.3. First Aid: Facilities & Qualification Policy
- 3.4. Occupation Health & Safety Policy
- 3.5. Pest Control Policy
- 3.6. Safe Environment Policy
- 3.7. Storage Policy
- 3.8. Ventilation and Lighting Policy

4. Responsibilities & Delegations

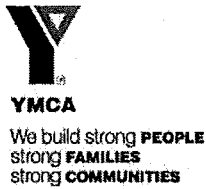
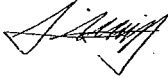
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Occupational Health and Safety Act


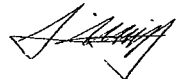
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children, staff or others in the centre will not be used or undertaken while the service is in operation.
- Should any pests or vermin be identified then action should be taken to rid the centre of the problem by initially using non-chemical methods such as physical removal, maintaining a clean environment, and use of any non-chemical products.
- Low irritant, environmentally friendly sprays to be used minimally and only with adequate ventilation, and preferably not in the presence of the children.
- Aerosol cans, such as spray paints etc used for specific activities will only be used outside in a well ventilated area.
- All staff will be made aware on initial orientation in the centre, of any potentially dangerous products, which may pose a danger to the children and where these are stored.
- All relief staff will also be made aware of the products and where they 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 labeled and stored in the designated secured area which is inaccessible to the children.
- Staff are responsible to ensure that these areas remain secure and do not inadvertently provide access to these items by the children.
- Cleaning and hazardous products should not be stored close to foodstuffs or where storage of these food products might contaminate foodstuffs.
- Staff should always read the label before use of any cleaning material, sprays or chemicals and be aware of appropriate first aid measures.
- Education about dangerous products and their storage can be used to enhance both children's and parents' awareness of the topic. Activities, posters or newsletters can be undertaken to highlight the issue.
- Material Safety Data Sheets (MSDS); recommended Personal Protection Equipment (PPE); first aid emergency plans.
- The service should list all the dangerous products in the service, even those products that do not require a MSDS. Remember to list things like paint, liquid paper, ink for printer/faxes etc
- At all times, a staff/carer with first aid qualifications is on duty.

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- The Poisons Information Centre telephone number 131126 is displayed:
 - next to every telephone in the service; and
 - where dangerous products are stored.
- The procedures relating to the Dangerous Products Policy are laminated, clearly labelled and displayed in the service for all stakeholders to read.
- The service defines a dangerous product as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the service's environment.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

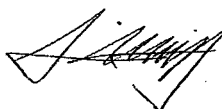
I endorse the Hazardous Materials Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009