

# HAZARDOUS CHEMICALS, PLANTS AND POISONS: USE AND STORAGE

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY

---



## PURPOSE

This policy provides guidance for the:

- Limitation of chemicals on the site to those necessary to effectively operate the centre
  - Safe handling, disposal and storage of all chemicals on site
- 



## POLICY STATEMENT

### GUIDING PRINCIPLES

Sparkways is committed to:

- Minimising the risk to children associated with chemical contamination of their environment at the centre
- Maximising the safety of staff, students, volunteers and parents who may handle chemicals at the centre
- Recognising that the chemicals we use have an impact on the environment and using chemicals that are environmentally friendly

The Sparkways Policy is that:

- All chemicals used will be safely stored
- All chemicals used will be handled in such a way as to minimise the risk or spread of that chemical
- Sparkways will consider the toxicity of chemicals and building materials it may use, as part of its planning of work to the centre
- Procedures will be implemented to reduce indoor and outdoor pollution
- Up-to-date poisons information will be kept on site
- Services are encouraged to purchase and use environmentally friendly non-toxic products
- Safety Data Sheets are stored on-site chemicals and provide information regarding appropriate use and emergencies
- Staff will complete the Daily Hazard Check which covers safe storage of chemicals ([refer to Links and Attachments](#))
- Staff will be aware of the environment children are using to ensure that it is safe from any chemicals, plants or hazards

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Sparkways.

## RESPONSIBILITY

Sparkways, as Approved Provider, is responsible for ensuring a clean, safe site.

---



## PROCEDURES

### PROCEDURES FOR STORING CHEMICALS

All chemicals will be stored out of reach of children (and if possible outside any area occupied by children) in the container in which they were purchased, in a locked cupboard

If this is unsuitable, they will be stored in a container recommended by the manufacturer and labelled with all relevant information such as:

- Name
- Toxicity level
- Expiry date
- Recommended emergency procedures

No chemical will be stored in a container that was previously used for food or drink

All staff are required to know the location of, read and understand the information in the Safety Data Sheets

### PROCEDURES FOR HANDLING CHEMICALS

All chemicals will be used following the manufacturer's instructions for mixing, strength and application

Safety instructions will be strictly adhered to, for instance, bleach and chlorine, where used, will be added to water and not vice versa.

Chemicals will not be mixed except where instructed by the manufacturer

Gloves should be worn when handling chemicals and hands washed afterwards, particularly before tending to children

In the event that an injury occurs, first aid procedures and guidelines will be followed as per Safety Data Sheets and medical advice

### PROCEDURES FOR DECIDING WHAT MAY CONSTITUTE A HAZARD

Chemical products on site will be limited to those considered safe and necessary – for guidance, contact the Manager OHS, Property and Procurement.

You may wish to identify, through the enrolment form, the chemicals or allergens to which any particular child enrolled this year is sensitive. This information will be treated confidentially.

### PROCEDURES FOR REMOVING CHEMICALS

All chemicals will be disposed of in accordance with the disposal considerations from the Safety Data Sheet and any specific requirements from the local government authority (Council).



## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standard, Quality Area 2: Children’s Health and Safety  
Occupational Health and Safety Act 2004 (Vic)  
Public Health and Wellbeing Act 2008 (Vic)  
Public Health and Wellbeing Regulations 2009 (Vic)

**The most current amendments to listed legislation can be found at:**

Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)  
Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Sparkways policy catalogue.

**Toxic:** Poisonous.

**Chemical:** From one point of view, everything is composed of chemicals. The chemicals referred to in this policy are those likely to be hazardous or toxic.



## SOURCES AND RELATED POLICIES

### SOURCES

- Austin Health – Poisonous Plants: <https://www.austin.org.au/plants>
- The Better Health Channel – Workplace Safety: <https://www.betterhealth.vic.gov.au/health/healthyliving/workplace-safety-dangerous-goods>
- Kidsafe Victoria – Poison Fact Sheets: [chrome-extension://efaidnbnmnnibpcajpcglcfindmkaj/https://www.kidsafevic.com.au/wp-content/uploads/2019/09/poisoning\\_factsheet.pdf](chrome-extension://efaidnbnmnnibpcajpcglcfindmkaj/https://www.kidsafevic.com.au/wp-content/uploads/2019/09/poisoning_factsheet.pdf)

### RELATED POLICIES

- Administration of First Aid
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Incident, Injury, Trauma and Illness
- Occupational Health and Safety Policy



## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- seek feedback from people affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## LINKS AND ATTACHMENTS

- LINK: [Daily Hazard Check Template.dotx](#)
- Attachment 1: Plants not to grow in places where children may have access to them



## AUTHORISATION

This policy was confirmed by Sparkways on 17/01/2024

**REVIEW DUE:** January 2025

---

## ATTACHMENT 1

### PLANTS NOT TO GROW IN PLACES WHERE CHILDREN MAY HAVE ACCESS TO THEM

If a child is exposed to any plant, ring the Victorian Poisons Information Centre on 13 11 26 for advice

This is not a complete list of poisonous plants. It is a list of plants that could cause serious illness in children who eat them. It is best not to grow these in places here children may have access to them.

Both the botanical (Latin) and common names for each plant are listed.

- *Abrus precatorius* - Crab's eye, Gidee, Jequirity bean, Rosary bean
- *Aconitum* species - Monkshood, Wolf's bane
- *Asclepias curassavica* - Red-headed cotton bush
- *Asclepias fruiticosa* - *Gomphocarpus fruiticosa*, Swan plant
- *Asclepias physocarpa* - Balloon cotton bush
- *Acokanthera* species - Bushman's poison
- *Atropa belladonna* - Belladonna, Deadly nightshade
- *Brugmansia* species - Angel's trumpet
- *Casabella thevetia* or *Thevetia peruviana* - Lucky nut, Yellow oleander
- *Cestrum diurnum* - Day-blooming cestrum, Day jessamine
- *Cestrum nocturnum* - Lady of the night, Night jessamine
- *Colchicum autumnale* - Autumn crocus, Crocus, Meadow saffron
- *Conium maculatum* - Hemlock
- *Consolida* species - Larkspur
- *Convallaria majalis* - Lily-of-the-valley
- *Corynocarpus laevigatus* - New Zealand laurel, Karaka nut
- *Cycas* species - Cycad, Zamia
- *Daphne* species - Daphne, Garland flower, Lilac daphne, Mezereon, Rose daphne, Spurge laurel, Winter daphne
- *Datura* species - Angel's trumpet
- *Datura metel* - Downy thorn apple, Horn of plenty
- *Datura stramonium* - Common thorn apple, Jamestown weed, Jimson weed
- *Delphinium* species - Delphinium
- *Dieffenbachia* - Dumb cane

- *Digitalis* species - Foxglove
- *Duranta erecta*/*Duranta repens* - Golden dewdrop, Sky flower
- *Euphorbia* species - Euphorbia, Spurge
- *Gloriosa superba* - Climbing lily, Glory lily
- *Gomphocarpus fruiticosa* - *Asclepias fruiticosa*, Swan plant
- *Gomphocarpus physocarpus* - *Asclepias physocarpa*, Balloon cotton
- *Helleborus* species - Christmas rose, Corsican Hellebore, Easter rose, Hellebore, Lenten rose
- *Hyoscyamus niger* - Black henbane, Henbane
- *Jatropha multifida* - Coral plant, Physic nut
- *Laburnum* species - Golden chain tree, Golden rain, Laburnum, Scotch laburnum
- *Lantana camara* - Lantana, Shrub verbena
- *Lepidozamia* species - Cycad, *Zamia*
- *Lobelia* species - Cardinal flower, Lobelia
- *Macrozamia* species - Cycad, *Zamia*
- *Melia azedarach* - Bead tree, Cape lilac, Chinaberry, Persian lilac, Rosary tree, White ceda
- *Nerium oleander* - Oleander, Rose laurel
- *Oenanthe crocata* - Water dropwort, Hemlock
- *Ornithogalum* species - Common star of Bethlehem, Chinchinchee, Giant chinchinchee, Star of Bethlehem
- *Rhodomyrtus macrocarpa* - Cooktown loquat, Finger cherry, Wannakai
- *Ricinis communis* - Castor oil plant
- *Solanum dulcamara* - Bittersweet, Climbing nightshade
- *Solanum nigrum* - Black nightshade, Common nightshade
- *Solanum pseudocapsicum* - Christmas cherry, Jerusalem cherry, Winter cherry
- *Stropanthus* species - Corkscrew flower, Spider tresses, Stropanthus
- *Thevetia peruviana* or *Casabella thevetia* - Lucky nut, Yellow oleander
- *Toxicodendron succedaneum* - Rhus, Rhus tree, Wax tree, Poison sumac
- *Veratrum* species - False hellebores