



Policy: Chemical Usage, Handling and Storage.

Purchasing: Stepping Stones Child Care Centre monitors the usage of chemicals and order supplies via telephone or from a sales representative (from The Cleaning Warehouse) conducting a centre stock check each fortnight. The Cleaning Warehouse Representative checks chemical storage and chemical expiry dates fortnightly.

Handling: "Chlorinated Dishwasher Powder" requires staff to wear rubber gloves when replacing or refilling the chemical in the Dishwasher, as the chemical is caustic. All chemicals are to be delivered to the Centre laundry. Staff must wear gloves when handling and using the chemicals. Liquid chemicals are provided in 20 litre containers and are dispensed through water taps, so solution is diluted when staff are bottling it as per labelled bottles (removing the risk of staff diluting the chemicals themselves). The chemical spray bottles are screen printed with the name of chemical and any related information including first aid treatment.

Storage: "Chlorinated Dishwasher Powder" and "Washup" are stored in the kitchen, under the sink with a child proof lock (Child Free Zone). All other chemicals are stored in the locked chemical cupboards in the laundry (Child Free Zone). Chemicals in classrooms are stored on high shelves or in cupboards fitted with a child proof lock, these cupboards are clearly labelled "Chemical Storage". **Material Safety Data Sheets are located in the laundry and office** and coloured coded cleaning system charts are located in each of the class rooms, laundry, kitchen, staff room and bathrooms.

Training: Staff are trained in the use of chemicals, storage of chemicals, dilution requirements of chemicals, use of chemical dispensers, correct product use etc, at least annually or when chemical or product ranges change. Training is conducted by our chemical suppliers 'The Cleaning Warehouse'

The centre aims to minimise the use of toxic products within the centre without jeopardising hygiene, by cleaning toys and outdoor water bubblers with warm soapy water. Our toys from the Nursery and Tiny Toddlers rooms are cleaned using an electric dishwasher, to minimise the chance of cross infection from mouthed toys.

Bathrooms are cleaned during rest times when they are not being accessed by children. Staff also utilise kitchens for the washing of cups, plates, cutlery etc, to reduce the chemical exposure to children.

Appendix 1 – List of chemical that the centre purchases and what they are used for.

Source:

- Occupational Health and Safety Act (2000)
 - Guild Insurance – Risk Management Guide for Child Care, Section 3 / Occupational Health & Safety
 - The Cleaning Warehouse – Material Safety Data Sheets Booklet
- www.discount-chemicals.com/chemicals then select the chemical.

This policy links to the following CCQA Principles:

Quality Practices Guide (2005) - Principle 5.3

Developed: February 2007

Last Reviewed: 1st April 2009

To be Reviewed: April 2010.

Reviewed in consultation with staff and parent committee members, current at April 2009.

© Stepping Stones Child Care Centre (ACT) Pty Ltd

Appendix 1 – List of chemical that the centre purchases from 'The Cleaning Warehouse' and what they are used for.

- **Auto Dishmate Powder:** used in the dishwashers when washing the dishes.
- **Busta:** is like a cream cleanser. Is used to clean marked surfaces - eg, crayon on tables.
- **Caterdet:** dish washer cleaner
- **Dry off:** rinse aid, used in dish washers
- **LT Bleach:** used to soak items that have blood, bodily fluids or faeces on them.
- **Laundri Brite Cold Wash:** Washing powder used in the washing machine.
- **Nappy Soak:** used to soak bibs, face washers, table cloths and other items used daily
- **Odour Mask Spray:** used as an air freshener where needed.
- **Oven & Grill:** used in the kitchen to clean the oven, stove and grill.
- **S-Clean:** used to disinfect bathrooms, tables, high chairs, nappy change benches, benches, chairs and other surfaces.
- **Silky:** hand soap used in all rooms and bathrooms.
- **Valencia:** used to mop floors, cleaning tables, chairs, benches, etc.
- **Vision:** window cleaner
- **Wash up:** dish washing liquid.
- **Zero Bac skin Protectant Gel:** evaporative hand cleaning gel. Used when families arrive and depart the centre, staff use throughout the day in between washing hands with soap and water, children use after sneezing etc (soap and water is the preferred method of washing hands).

Developed: February 2007
Last Reviewed: 1st April 2009
To be Reviewed: April 2010.

Reviewed in consultation with staff and parent committee members, current at April 2009.

© Stepping Stones Child Care Centre (ACT) Pty Ltd