

## Chemical Safety in School Policy

***This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2***

***(See also Policies on Duty of Care, Risk Assessment and Repairs and Maintenance)***

Chemicals are used in schools for both educational and administrative purposes. The “School Chemical Safety Policy”, sets out procedures to ensure that chemicals are used in a safe manner and that the risks associated with the use of chemicals are controlled.

### **Rationale**

In following the procedures outlined in this policy, staff members will:

- meet the legal requirements for the use of all hazardous and dangerous goods in the School environment
- become aware of current practice in the use of chemicals for teaching and learning;
- be informed in the strategies for the safe use, storage and disposal of chemicals.

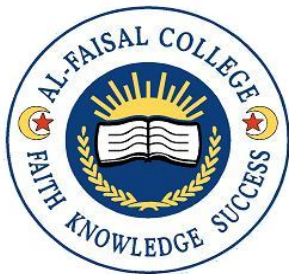
All chemicals in the school will be classified in accordance to Globally Harmonised System of Classification and labelling of Chemicals (GHS) which uses pictograms, hazard signals and hazard warnings.

### **Procedures:**

#### **Training of Staff**

Staff working in schools must have appropriate training and awareness in the management of risks associated with the use of chemicals. All staff are responsible for taking reasonable care for the health and safety of themselves and others at the workplace.

The school’s Head of College is responsible for providing training to staff on issues related to chemical safety in the school. All staff must be briefed at the beginning of the school year. In the event that new staff is employed at any other time of the year they will also be provided training in the safe use and storage of chemicals in the school environment according to the procedures set out in this policy.



## Chemical Stocktake

A chemical stocktake must be conducted by all departments within the school including office staff and canteen staff at the end of Term 4 each year including which chemicals are stored and how much in each location and recorded in the chemical register.

## SDS

It is the responsibility of the department head to ensure that the latest SDS is provided with any chemical purchased. A copy of the SDS must be provided to the school administration and kept in close proximity to where the chemicals are located together with the chemical register.

## Control Strategies

If a potential chemical hazard is identified in the school it must be removed from the school premises, or its effect lessened, by using one, or a number, of the following control strategies:

*Elimination:* If the chemical is not essential, classified as restricted or banned as per CSIS package, it should be removed completely from the school premises by *chemsal* - the authorised chemical waste disposal company with the approval of the head of campus.

*Substitution:* This involves replacing the chemical with a less hazardous substance (eg in art/craft toxic paints replaced with non-toxic paints, hydrochloric acid with vinegar).

*Mitigation:* This involves reducing risk by reducing the amount of the chemical kept on the school premises.

*Isolation:* This involves separation of the chemicals from people by the use of barriers, chemicals being stored in storerooms and locked up cupboards

*Engineering controls:* This involves having engineering controls in place to reduce risks posed by chemicals such as fume cupboard and fans in the chemical storerooms

*Administrative procedures:* This involves advising people of safety procedures for the safe use and disposal of chemicals eg. use of locked cupboards for chemicals.

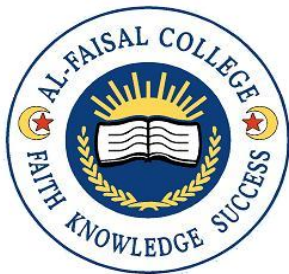
*Personal protective equipment (PPE):* This involves providing protective clothing and equipment such as safety glasses, suitable gloves and laboratory coats to reduce risks posed by chemicals.

## Chemicals for curriculum purposes

All chemicals used in school for curriculum purposes must be labelled in accordance with the GHS System of Classification and labelling of Chemicals.

Before using a chemical, staff must consult the SDS and be familiar with the use, health and safety and environmental impacts of these chemicals.

Chemicals used in classrooms must be stored securely in cupboards that are not readily accessible by students.



Chemicals to be used for science classes must be stored securely in the locked storerooms located within the science laboratory. Other uses and safety of chemicals used for curriculum purposes in science are outlined in the “Chemical Policy in Schools – Science Department”

Teacher must consult students if they are allergic to any known chemicals. If a student suffers from an adverse reaction to any chemicals, safety procedures as per SDS must be followed and the student must be sent to the School Administration Office for medical treatment together with a description of the chemical used. An incident report form must be compiled.

### **Chemicals for cleaning purposes**

The school’s contract cleaners store chemicals for cleaning purposes in securely locked storerooms located near the Schools Administration Office. These rooms are accessible only to office staff and the Cleaning staff appointed by the school. These storerooms are not to be accessed by students at any time.

The canteen uses chemicals that are not flammable. They must be securely stored in a locked cupboard and used without exposing food, drinks or students to these chemicals.

### **Chemicals in the staffroom**

Detergent is kept in the school’s kitchen located in Building A for cleaning of eating utensils. This detergent is stored securely in the cupboards underneath the sink. These cupboards are not to be accessed by students at any time.

### **Pesticides**

Pest control treatments on the school site will only be carried out by a licensed pest controller. These treatments will be performed outside of normal school hours

### **Deodorants/ antiseptic hand wash/ antiperspirants/ nail polish remover/ cosmetics/ matches/ lighters/ medications/ cigarettes**

These chemicals are not permitted on the school campus. The school will provide students with hand wash in the toilets. All medications must be recorded at the school administration office in the medications “register” and accompanied with a medical certificate.

### **Disposal of Chemicals**

Non-hazardous, non-toxic chemicals may be disposed of as in house hold practices. However all other chemicals must be disposed by the schools cleaning contractor, Chemsal.

Date of Policy:  
October 2016

Proposed review date of  
policy:  
January 2018  
*or earlier where amendments in  
legislation require immediate policy  
reviews*