



STORAGE AND USE OF HAZARDOUS SUBSTANCES PROCEDURE

STORAGE OF DANGEROUS GOODS (Chemicals)

All relevant health and safety guidelines are followed, including identifying and managing risks posed by hazardous substances and reporting any accidents and incidents.

All staff, including caretakers and cleaners, use safe practices when storing or using hazardous substances.

- Users always read the label and/or safety data sheet (SDS) and follow the safety instructions.
- Hazardous substances are only handled in areas with appropriate ventilation, using appropriate personal protective equipment (PPE), such as rubber gloves, safety glasses, lab coats, overalls, etc.
- All hazardous substances are stored securely in appropriate areas separate from incompatible substances.
- All hazardous substances are stored in their original containers with appropriate labelling and identification.
- An easily accessible and up-to-date inventory is kept of all hazardous substances stored and handled at the school. The inventory covers the location, quantity, and types of hazardous substances. This information is available to school and emergency services. Safety data sheets are kept with the inventory.
- **Spills** are dealt with promptly and appropriately. We have the appropriate spill kit for any chemicals used.
- **First aid supplies** are available on-site.
- Disposal of hazardous substances complies with the Hazardous Substances (Disposal) Regulations 2001.
- No food or drink is allowed where hazardous substances are handled or stored, including storage in a fridge.

Students have no access to hazardous substances.

Resources

- **Ministry of Education: [Hazardous substances on school sites](#)**
- **Hazardous Substances Toolbox**

Review Responsibility: *Principal, DP, Caretaker & Board Property Representative*

Date Confirmed: 12 May 2021

Board Chairperson/Principal: *Karla Mitchell*