

Storage and Handling of Chemicals Policy and Procedures

Policy Statement

To ensure that the workplace is safe for staff, visitors and children by ensuring that all chemicals are stored and handled in the safest and most secure way possible.

A significant rise in both occupation-related and child asthma in recent years has been partly attributed to chemical exposure: countless cleaning products, and other common substances, contain known asthmagens. The need to continually disinfect environments means that our employees could be exposed to chemicals regularly which can put you in greater risk. We serve the people that are most vulnerable to harmful toxins, children. Consequently, Bright Child Montessori will continually seek out safer chemicals and greener alternatives whenever possible.

Material Safety Data Sheets

All controlled products must have an accompanying Material Safety Data Sheet (MSDS). A MSDS is a technical document or bulletin that summarizes the health and safety information available about a controlled product. It supplements the warning information on the label. These are available in the MSDS Binder located on the Janitor closet door.

Each MSDS details:

- the chemical ingredients;
- its effects on health when swallowed, inhaled, splashed into the eye or spilled on the skin;
- precautions to be followed when using the chemical;
- information on safe handling and storage.

WHAT TO DO WHEN USING CHEMICALS:

When using **any** chemicals:

- Read the MSDS.
- Follow the manufacturer's instructions for use on the label.
- Be aware of potential hazards.
- Read first-aid instructions on the container.
- Make sure that chemical containers are correctly labelled.
- Use the appropriate and approved personal protective equipment (PPE) such as gloves, aprons, goggles and respiratory protections such as masks when using the chemical. The appropriate equipment will be listed in the MSDS.

STORAGE AND HANDLING OF CHEMICALS:

- 1 Bottle of Regular Strength Oxyvir Plus (1:128) and 1 bottle of High Strength Oxyvir Plus (1:16) can be stored in each classroom, in a high cupboard, safely out of the reach of the children.

- 1 Container of Dishwashing Detergent can be stored in the Kitchen.
- Laundry Detergent can be kept in the Laundry Room
- All other potentially dangerous products must be clearly labelled and stored in the **LOCKED** Janitor's Closet out of reach of all children.
- Children are not permitted in the Janitor's Closet.
- Store all chemicals according to the manufacturer's instructions
- Containers should be stored at a height that makes them easily accessible, but not so high that they pose a risk when they are lifted down.
- Wherever possible use non-hazardous products in preference to hazardous products.
- Keep the exhaust fan on low at all times to help with venting
- Thoroughly clean the area where you have been decanting, mixing and diluting a hazardous chemical.
- **Remember to Lock the Closet after each use.**

NEVER DO THE FOLLOWING

- Never store chemicals, in a soft drink bottle or other food or drink container
- Never mix chemicals in the classrooms.
- All preparation is to take place in a specific preparation area such as the laundry room. Children **are not permitted** in these areas as children are not be exposed to fumes or sprays from potentially dangerous products.

IF AN ACCIDENT HAPPENS

- If a spillage accident occurs follow the clean up and first aid procedures on the MSDS
 - If a child or worker ingests any chemical, **CALL 911**
 - Complete an "Incident Report Form"
- Reference Number - Ontario Poison Centre: 1-900-268-9017

ALL EMPLOYEES NEED TO BE FAMILIAR WITH THE CHEMICAL PRODUCTS USED IN THE SERVICE: This is because many of the seemingly harmless items found in every product is potentially dangerous particularly when stored in bulk.

For example:

- Household bleach can kill a person who swallows it.
- It can also burn the skin and seriously damage the eyes.
- Dishwasher detergent is a corrosive and hazardous chemical.
- Stove cleaner is highly toxic.
- Many pesticides are also toxic.
- Some adhesives can cause serious damage to eyes and skin and the fumes can be toxic