

Hazardous Substances - Nominated Supervisor

NQS 2.2.1 Supervision

NQS 3.1.2 Upkeep

Name of the person conducting the checklist: _____ Date: _____

Storage

Are substances stored

In original containers? ☐ Yes ☐ No ☐ NA

With all labels visible and legible? ☐ Yes ☐ No ☐ NA

With Material Safety Data Sheets? ☐ Yes ☐ No ☐ NA

Only if they're still current ie expiry date has not been reached ☐ Yes ☐ No ☐ NA

In locked storage areas? ☐ Yes ☐ No ☐ NA

Are substances like pesticides, herbicides, petroleum, kerosene and solvents stored outside the main building away from children's play or outdoor environments? ☐ Yes ☐ No ☐ NA

Are substances like pesticides, herbicides, petroleum, kerosene and solvents stored in a facility with a bonded floor? ☐ Yes ☐ No ☐ NA

Are substances that need to be refrigerated stored in a labelled, child resistant container in a separate compartment or space of the fridge which children can't access? ☐ Yes ☐ No ☐ NA

Are food and hazardous substances stored separately? ☐ Yes ☐ No ☐ NA

Are substances disposed of if they are out of date, in non-original containers or with labels that cannot be read? ☐ Yes ☐ No ☐ NA

Are containers for soiled nappies securely covered and the contents inaccessible to children? ☐ Yes ☐ No ☐ NA

Are handbags with hazardous substances (eg medication) stored securely? ☐ Yes ☐ No ☐ NA

Display

Are warning signs placed on storage areas containing dangerous substances? ☐ Yes ☐ No ☐ NA

Is the Hazardous Substances Procedure displayed? ☐ Yes ☐ No ☐ NA

Records

Are new hazardous products added to the Register of Hazardous Substances? ☐ Yes ☐ No ☐ NA

Does the Register include

Where the substance is stored? ☐ Yes ☐ No ☐ NA

Its use? ☐ Yes ☐ No ☐ NA

Any risks? ☐ Yes ☐ No ☐ NA

the current Material Safety Data Sheet? ☐ Yes ☐ No ☐ NA

Do products match the list of products stored in/on the cupboard? ☐ Yes ☐ No ☐ NA

Use

Are cleaning products sprayed onto cloth and not in the air or directly onto surfaces? (Detergent and water should not be made up in spray bottles.) ☐ Yes ☐ No ☐ NA

Do employees wear appropriate protective clothing? ☐ Yes ☐ No ☐ NA

Do employees always follow the manufacturer's instructions? ☐ Yes ☐ No ☐ NA

Are products returned to secure storage as soon as possible? ☐ Yes ☐ No ☐ NA

Are low toxicity products used whenever possible? ☐ Yes ☐ No ☐ NA

Diary Notes

Is there a diary note to audit your hazardous substances every 6 months using this checklist? ☐ Yes ☐ No ☐ NA
eg ensure substances are stored correctly and recorded in Register, and there's a Material Safety Data Sheet for every product

Other

Is there any paint flaking of the walls that may contain lead?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have families been provided with information on poison safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required