HAZARDOUS SUBSTANCE REGISTER PROCEDURE

The purpose of a *hazardous substances register* is to inform staff and educators to the safe storage, handling and control of all hazardous chemicals within the service.

A hazardous substances register aims to heighten awareness of staff and educators of their responsibility in maximining the awareness to risk of harm to themselves, families and children.

Working in conjunction with the *Safe Storage of Hazardous Chemicals Policy,* this procedure provides detailed steps for educators to register all hazardous substances stored and used within the Service.

Education and Care Services National Law or Regulations (R.S167, 82, 85, 97, 106 and 112) NQS QA 2: Element 2.2.1 Health practices and procedures
Related Policy: Safe storage of hazardous chemicals policy

HAZARDOUS SUBSTANCES REGISTER		
1	The Approved Provider, Nominated Supervisor and educators will review and update the Service's *Safe Storage of Hazardous Chemicals Policy* each year to ensure appropriate storage of chemicals	
2	The Nominated Supervisor will ensure this register is readily accessible to all staff and educators involved in the use, storage and handling of the hazardous chemicals at the workplace.	
3	The Nominated Supervisor will ensure all hazardous chemicals that are stored, handled or used at a workplace to be listed on the register except where they are: • in-transit (not used in the workplace and are not kept in the workplace for more than five consecutive days), or • consumer products (packed primarily for use by a household consumer and used in the workplace in a way that is consistent with normal household use – this includes warm soapy water)	
4	The Nominated Supervisor will ensure chemicals that are not hazardous do not need to be included on the register.	
5	Educators will sign receipt of delivery of the chemical into the service and place the chemical into the safe storage area	
6	Educators will ensure the chemical name is recorded on '*Hazardous Substances Register*' – making note of date received, expiry date and area stored	
7	The Nominated Supervisor will ensure the chemicals Safety Data Sheet (SDS) is located within or near the '*Hazardous Substances Register*'	
8	Educators will ensure when opening the chemical, it should be dispersed as per the manufacturer's instructions into bottles that are clearly labelled with directions for safe handling and usage of the substance. The open date should be recorded on the '*Hazardous Substances Register*'. PPE should be used at all times when dispersing chemicals and hazardous substances.	

9	Educators will ensure when finishing the substance or omitting from use within the service, it should be disposed of into the appropriate bin and sealed to ensure no leakage or contamination.	
10	Educators will ensure the '*Hazardous Substances Register*' is updated to indicate removal – please use the comments section if omitted as well as reason (eg. Irritations to children skin) or place a clear red line through the table if the substance has been finished and discarded.	

REVIEW OF PROCEDURE			
Date procedure created	05/06/2023	To be reviewed	December 2025
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
December 2024	Procedure Reviewed. No changes		
June 2025	Procedure Reviewed. No changes		