

Safety Policy

Policy Number:	2 TWO
Purpose:	To ensure all children enrolled at Birralee Child Care Centre are safe.
Scope:	To maintain an environment that is safe and provides all stakeholders with knowledge and confidence to complete tasks in a safe manner following all legislation and guidelines. To provide opportunities to all stakeholders to practice, reflect and improve on safety procedures regularly.

Relevant Legislation

National Law

- 162A Persons in day-to-day charge and nominated supervisors to have child protection training
- 165 Offence to inadequately supervise children
- 166 Offence to use inappropriate discipline
- 167 Offence relating to protection of children from harm and hazards
- 169 Offence relating to staffing arrangements
- 170 Offence relating to unauthorised persons on education and care service premises
- 189 Emergency removal of children

National Regulations

- 44 Temporary waiver—prescribed elements
- 77 Health, hygiene and safe food practices
- 82 Tobacco, drug and alcohol-free environment
- 83 Employee members and family day care educators not to be affected by alcohol or drugs
- 84 Awareness of child protection law
- 86 Notification to parents of incident, injury, trauma and illness
- 87 Incident, injury, trauma and illness record
- 89 First aid kits
- 90 Medical conditions policy
- 97 Emergency and evacuation procedures
- 98 Telephone or other communication equipment
- 99 Children leaving the education and care service premises
- 100 Risk assessment must be conducted before excursion
- 101 Conduct of risk assessment for excursion
- 102 Authorisation for excursions
- 102A Application of Division
- 102B Transport risk assessment must be conducted before service transports child
- 102C Conduct of risk assessment for transporting of children by the education and care service
- 102D Authorisation for service to transport children
- 103 Premises, furniture and equipment to be safe, clean and in good repair
- 115 Premises designed to facilitate supervision
- 122 Educators must be working directly with children to be included in ratios
- 123 Educator to child ratios—centre-based services
- 136 First aid qualifications

- 157 Access for parents
- 158 Children's attendance record to be kept by approved provider
- 159 Children's attendance record to be kept by family day care educator
- 160 Child enrolment records to be kept by approved provider and family day care educator
- 161 Authorisations to be kept in enrolment record
- 166 Children not to be alone with visitors
- 167 Record of service's compliance
- 168 Education and care service must have policies and procedures
- 170 Policies and procedures to be followed
- 171 Policies and procedures to be kept available
- 172 Notification of change to policies or procedures

National Quality Standard




- Element 2.1.1 – Wellbeing and comfort – Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- Element 2.1.2 – Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.
- Element 2.2.2 – Incident and emergency management – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- Element 2.2.3 – Child protection – Management, educators and employees are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- Element 3.1.1 – Fit for purpose – Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- Element 3.1.2 – Upkeep – Premises, furniture and equipment are safe, clean and well maintained.
- Element 3.2.1 – Inclusive environment – Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
- Element 5.1.1 – Positive educator to child interactions – Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
- Element 5.1.2 – Dignity and rights of the child – The dignity and rights of every child are maintained.

Supporting Documents / References:

- Revised National Quality Standard
- Education and Care services Regulations and laws
- Child Protection Act 1999
- Building Fire Safety – QFES
- Worksafe QLD

Related Policy or Documents:

- Health
- Medical
- Environment
- Mental Health
- Employees
- WHS

Attachment One:	 Fire safety action plan 2020.docx Birralee Childcare Fire Safety action plan
Attachment Two:	Child protection online reporting form https://secure.communities.qld.gov.au/cbir/ChildSafety#
Attachment Three:	 new risk assessment.docx Risk assessment template
Attachment Four	 National_Principles_for_Child_Safe_Org National Principles for Child Safe Organisations

Contents

Emergencies.....	5
Emergency Drills	5
Evacuations	5
Lockdown.....	5
Fire Plan and Use of Fire Equipment	6
Bomb Threat	6
Unwanted Person in Building.....	7
Unwanted Person Outside of Building.....	7
Weather	7
Animals.....	8
Access to Phone	9
Power Outage.....	9
Child Protection.....	9
National Principles for Child Safe Organisations	9
Mandatory Reporting of Child Abuse.....	9
Supervision	10
Ratios	10
Child Numbers	11
Emergency Care.....	11
Delivery of Children.....	11
Collection of Children.....	12
Access to Children	12
Excursions	12
Risk Assessments.....	13
Clothing and Footwear.....	13
Dangerous Products.....	14
Chemicals Use Of.....	14
Personal Protective Equipment [PPE] Use	14
Safety Data Sheets [SDS]	14
Handling Bodily Fluids	14
Definitions:.....	15
Policy Details:	16

Emergencies

Emergency Drills

Drills will be completed every 3 months for each emergency situation identified. It will be the responsibility of the Director and/or 2IC to ensure all drills are completed, all employees understand their role during the drill or in an emergency, the drills are documented and stored according to legislation and each drill reflected on to help ensure the safety of all children

Evacuations

At times it may be necessary to evacuate the building. All exits will display evacuation plans and diagrams to support the evacuation. The procedure will be practiced regularly (minimum of once every 3 months) at different times of the day. The results of practices are recorded and reflected on to ensure the safe and efficient removal of all stakeholders from the building. Management will ensure on enrolment that a responsible person for the child has provided ongoing permission for the child to participate in real and drill evacuations. All employees will be trained in their responsibilities during evacuations and information will be reinforced during scenarios discussed at employee meetings. During all evacuation's children will always be monitored and accounted for.

With head counts performed:

- Before leaving the building
- On arrival at the evacuation point
- On leaving the evacuation point
- After returning to the building

Lockdown

A lockdown is an event that requires all children, Educators, visitors, and students to remain in the centre for safety purposes. All Educators will be given the opportunity to practice lockdown procedures and understand their role in a lockdown through communications and scenarios at employee meetings.

- The responsible person will advise all employees that the centre is going into lockdown
- The responsible person will call the police, the Regulatory Authority, and families to inform them of the situation
- The long day care environment will lock down in the cot room in the nursery
- Roll call will be taken before, during and after lockdown
- Lead educators will ensure all external doors are locked before proceeding to the cot room
- Kindergarten environment will lockdown in the storeroom
- Roll call will be taken before, during, and after lockdown
- The Lead Educator or Early Childhood Teacher [ECT] will ensure all external doors are locked before proceeding to the storeroom
- Employees and children will remain in the storeroom until advised by the responsible person that it is safe to exit
- The responsible person will check all external doors are locked before proceeding throughout the centre to ensure all individuals are in lockdown.
- The responsible person will remain in contact with the police to be advised when it is safe to leave the lockdown

Fire Plan and Use of Fire Equipment

In the case of a fire the evacuation procedure will immediately commence.

- The Employee finding the fire will notify the Director, who is the fire chief or the responsible person if the Director is not present.
- The Director or responsible person will sound the fire alarm and ask everyone to evacuate.
- Lead Educators will roll count, collect all required information, with the support of their team they will leave the building with the children in a calm manner
- The Director or responsible person will check the kindergarten environment, including adult toilets to ensure no individual has been left behind. The director or responsible person will then leave the building through the kindergarten entrance and assemble at the meeting point
- The 2IC or next in charge on the sound of the alarm will call 000, collect the fire bag, the mobile phone and Centre medication for ongoing conditions. The 2IC or next in charge will then check all areas of the long Day care environment, including adult toilet and employee room, ensuring no individual has been left behind. The 2IC will then leave the building through the foyer entrance and assemble at the meeting point
- All Employees will work together to ensure the safe removal of all children
- At the assembly point the 2IC will send out messages to families to inform them of the emergency and to collect their children as soon as possible
- All Employees will comfort and support children to understand what is happening and to reassure them of their safety
- The director or responsible person will call the regulatory authority and the Committee of Management

All Employees will undergo regular training in the use of fire equipment, the procedure for use will be displayed near all fire equipment. The use of fire equipment will only be used if the Employee is confident in using the equipment and of being able to put a fire no larger than half a square metre out. Management will encourage all Employees to evacuate rather than attempt to extinguish the fire.

Bomb Threat

Once a bomb threat has been confirmed the evacuation procedure will commence. The Employee taking the call will communicate calmly with the caller and try to complete the bomb threat checklist. The checklist will be situated on the wall near the land line phone in the office.

- The Employee taking the call will notify the Director or 2IC immediately.
- The Director or responsible person will so and ask everyone to evacuate.
- Lead Educators will roll count, collect all required information, with the support of their team they will leave the building with the children in a calm manner
- The Director will check the kindergarten environment, including adult toilets to ensure no individual has been left behind. The director will then leave the building through the kindergarten entrance and assemble at the meeting point
- The 2IC on the sound of the alarm will call 000, collect the fire bag containing all emergency contacts, and the mobile phone. The 2IC will then check all areas of the long Day care environment, including adult toilet and employee room, ensuring no individual has been left behind. The 2IC will then leave the building through the foyer entrance and assemble at the meeting point
- All Employees will work together to ensure the safe removal of all children

- At the assembly point the 2IC will send out messages to families to inform them of the emergency and to collect their children as soon as possible
- All Employees will comfort and support children to understand what is happening and to reassure them of their safety
- The Director will call the regulatory authority and the Committee of Management

Unwanted Person in Building

An unwanted person is any individual

- Not complying with the policies and procedures of the Centre,
- Has no need to attend the Centre,
- Is at the centre to cause harm or grief
- There is legal documentation stating they cannot attend the Centre

Unwanted individuals will be reported to the Director, who will ask the individual to leave. Any person refusing to leave the centre when asked will be informed that the police will be contacted to remove them. Any person becoming violent, will send the Centre into lockdown and have the police called. Management will try to calm the person only if there is no immediate danger to themselves or others. In an extreme case of violence, the persons request will be fulfilled in a delayed manner, providing enough time for the police to arrive. If the police attend, the Committee of Management and the regulatory authority and Families will be informed immediately.

Unwanted Person Outside of Building

An unwanted person outside of the building is an individual that is:

- Found loitering around the fence line of the centre
- Showing aggression or intimidation around the fence line of the centre
- Who has legal documentation stating they need to stay away from the centre or a child/adult attending the centre

Unwanted person outside the centre will be reported to the Director, who will ask the individual to move on. If the individual refuses, the Director will inform the individual that the police will be informed. All children and Employees will be required to go inside the building, lock all doors and remain inside until the unwanted individual leaves. If the police attend the Committee of Management and the regulatory authority and Families will be informed immediately.

Weather

During high UV hours, particular care will be taken to ensure the safety of children and staff. For sun protection requirements refer to Health Policy/ Protection of child/ Sun.

During Summer wet periods Educators will allow children to play outside, Families will be asked to provide spare clothes to change children after playing outside in the rain.

During Winter wet periods children may be required to play under cover or inside, it is up to the discretion of the Educators if the weather permits play in wet conditions.

A serious weather event includes:

- Cyclones
- Fires
- Flooding
- Extreme temperatures

In the case of a serious weather condition, Management will keep up to date with the weather conditions and together with the Committee of Management will make decisions that will ensure the safety of all stakeholders. If the centre is to close, Management will notify the Queensland government using the emergency closure portal, the Regulatory Authority, and Families as soon as the decision has been made. After the weather event has ended, the Director or 2IC will need to contact QBuild to inspect the building and declare it safe before reopening. Families will be kept informed and provided with an opening date via text, Facebook, and the Xplor app.

If the serious weather condition occurs without warning, the extreme weather procedure will commence.

- Children and Employees will move to the hallway of the long day care environment.
- Cover children and Employees with blankets.
- Employees will reassure children and support them through the event
- The Director and 2IC will shut all doors and windows and check to ensure no individual has been left behind inside and outside, before moving to the hallway.
- Lead Educators will take roll call and ensure all children in their room are present.
- The Director or 2IC will inform the emergency services, regulatory authority, and Families.
- The Director or 2IC will continue to keep Families updated until it is safe for Families to collect children
- All children will be sent home after the event and management will complete a check of the building for safety.

Animals

Daily checks of the yard will ensure no animals or animal waste are present. Sandpits will be covered each night and raked daily to expose any waste that may be present. Animals kept at the centre or brought in to show the children will require to be in good health and risk assessments developed. Centre animals will have their cages cleaned daily with the waste placed in plastic bags sealed and removed from the environment immediately. After any animal interaction children and employee will be required to wash their hands. Families will inform Management, on enrolment, of any fears or allergies their children have of certain animals, this information will be used by Educators when organising experiences with animals. Children will be educated on safe interactions and caring for animals, through the educational program and pet town online learning.

Employees will stop children from having any interactions with animals walking alone or with an owner along the fence line and explain to the children the dangers of interactions with unknown

animals.

Access to Phone

The Centre will have access to a landline and a mobile phone. Phones will be available to all Employees to contact Families as required or requested. Employees answering phones will be professional and transfer the call to the appropriate person or take a message if the appropriate person is unavailable. Any message taken will be given to the appropriate person as soon as possible, ensuring the privacy of the message is maintained, [not left in a place other can have access to the message]. In the case of an emergency the mobile phone will be used to contact all Families via a text message explaining the emergency, the safety of their child and actions they will be required to take during and after the emergency. The Director or 2IC will continue to update Families via the mobile phone until the emergency is over.

Power Outage

If the power outage does not cause a physical risk to any individual at the centre, employees and children will continue their day as normal. The Director or 2IC will contact the power company and explain the risk to the day to day running of the centre and ask for the power outage to be rectified as soon as possible. Once the power is restored all fridges and freezers will be checked to ensure the food has maintained correct temperature and dispose of any soiled food in accordance with the food plan. Any power outage that does affect the physical environment will be deemed an emergency and the Director and 2IC will decide the best emergency procedure to follow according to the physical risk. The emergency services, regulatory authority and families will be contacted in an emergency.

Child Protection

National Principles for Child Safe Organisations

All Employees will read and understand the National Principles for Child Safe Organisations. Birralee policies will reflect the 10 principles for Child Safe Organisations. Management will ensure any updates to the National Principles for Child Safe Organisations will be reviewed and policies amended to ensure Birralee policies are always reflective of the National Principles for Child Safe Organisations. Management will produce and keep relevant a Wellbeing procedure booklet to support all stakeholders to understand their role in ensuring the National Principles are supported by the Birralee family.

Mandatory Reporting of Child Abuse

All Educators are mandatory reporters of child abuse, and all Educators are required by law to report child abuse to the appropriate authorities.

Online reporting will be made to:

- Department of Child Safety, Seniors and Disability Services. [see attachments].
- Department of ECEC

Educators will be required to have training in all types, signs and recording of abuse before commencing work and have yearly inhouse training to ensure all mandatory reporting obligations are understood and met. Training will be the responsibility of the Director or 2IC, who will complete a

yearly child protection course, ensuring competency and relevance in delivering all required information to employees during the inhouse training.

Reporting Educators will document all suspicions in a professional manner, ensuring the document records:

- Child's Name
- Child's Age and Date of Birth
- Address
- Indicators of Harm
- Description of Injury or Behaviour
- Name and Signature of Mandatory Reporter

Any abuse will be required to be reported to the appropriate authorities within 24 hours.

Documentation will be stored according to privacy requirements and will be used to show a pattern or timeline of concerns that can support the official report.

All concerns of child abuse will be reported to the Director and 2IC, who will then support the Educator in the mandatory reporting procedure.

Supervision

At all times Educator/child ratios will be maintained. It is the responsibility of all Educators to know who is available within the Educator/child ratio and seek further assistance when required.

Supervision will require Educators to maintain safety of the environment,

- Completing safety checks before children enter environments
- Continue to look for hazards throughout the day
- Monitor children's play for safety, changing the situation if required and giving children the reason why the situation needed changing
- Situate Educators so all areas of the environment are visible to Educators
- Staying close to children engaging in risky play
- Staying close to children requiring support to engage with peers
- Supporting children during transition times
- Be aware of what is happening outside the perimeter and take appropriate action to keep children safe
- Be visually and auditorily active and react immediately to any concerns
- Support peers whenever appropriate to provide a safe environment
- Reframe from social communications when actively supervising children
- Putting children's needs first
- Follow media policy when using electronic devices

Ratios

The minimum number of employees for each room to remain compliant are:

- 6 weeks to 2 years old = one employee to 4 children 1:4
- 2 years old to 3 years old = one employee to 5 children 1:5
- Over 3 years old = one employee to 11 children 1:11

Ratios are always to be maintained, including lunch breaks, 10-minute breaks and whenever an Employee leaves the floor for period longer than ten minutes. Employees are not included in the ratio unless they are working with the children; being the Employee is in the environment and able to see and hear the children. Management will create a roster that has enough Employees to ensure each room has at least ratio numbers. Educators will ensure they communicate to their co-workers if they are leaving the environment and ensure ratios are met before leaving.

Child Numbers

It is the responsibility of management to ensure child numbers do not exceed the licenced number of children, being 66. Each room of the centre will adjust their program to support the number of children allocated to their room.

Including but not limited to

- Indoor/ outdoor program
- Management providing extra Educators to support the room
- Adapting activities to suit the numbers in the room

The required space for individual children will be maintained, however, at times during the day further children may enter the environment, if it is not a long-term situation

- Assemblies / Parades
- In House Activities
- Family Grouping
- Seeking Support from a Sibling

Ratios are always to be maintained during the above situations.

Emergency Care

Emergency care for no more than two days can be provided to no more than 2 children from the same Family. Emergency care will only be provided if the health, safety, and wellbeing of all children at the centre can be assured. Emergency care will

be:

- Children who are in immediate danger of physical harm
- Children whose primary caregiver is incapacitated, and no other options of care are available
- Children need protection under a child protection order

Delivery of Children

Children arriving at the centre will be electronically signed in by an authorised person before care can commence. It is the responsibility of the Family to ensure sign in occurs and let an Educator know of the arrival of their child before transitioning the child into care. On arrival Educators will mark the child as present on the daily roll and add the child to the overall morning ratio list to ensure adult/child ratios are maintained and Educators are aware of the number of children in care. Management will regularly check the electronic sign in system to ensure children have been electronically signed in, if the child has not been signed in Management will sign the child in for the Family, the Family will then be required to correct the sign in time and confirm on pick up.

Collection of Children

Only persons who are authorised by the primary caregiver, or with written or verbal permission from the primary caregiver, can collect children. Educators will require any unknown person to produce photo ID to be checked against enrolment forms, written confirmation from the primary caregiver or verbal confirmation from the primary caregiver. A photocopy of the photo ID will be taken and kept in the child's file for future reference. Any person not on the child's enrolment form will need to wait while verbal confirmation is sought from the primary caregiver. If permission is given the person may take the child after complying with the above photo ID requirements. If no permission is given by the primary caregiver, the person will be asked to leave, and the child will remain in the care of Educators. Children leaving the centre will be electronically signed out by an authorised person before leaving the Centre. It is the responsibility of the Family to ensure sign out occurs and an Educator is informed that the child is transitioning from care. On leaving Educators will mark the child as picked up on the daily roll and subtract the child to the overall evening ratio list to ensure adult/child ratios are maintained and Educators are aware of the number of children in care. Management will regularly check the electronic sign out system to ensure children have been electronically signed out, if the child has not been signed out Management will sign the child out for the Family, the Family will then be required to correct the sign out time and confirm on the next sign in.

Access to Children

Family and friends attending the centre to engage with the children will be required to either have written or verbal consent from the primary caregiver to attend the Centre, will be required to sign in/out and be supervised while at the Centre. Any other person seeking to engage with the children without consent will not be allowed access to children. Regular visitors to the centre providing educational experiences, students and volunteers will be required to produce a blue card, sign in and out and will always be supervised. Other visitors to the centre not seeking access to the children will be required to sign in/out and be supervised while on the premises.

Excursions

All excursions will need to be planned and follow all regulation requirements. Excursions will need to be approved by the Director after the submission of all required documentation.

- Completed Excursion risk assessment displays the following:
 - The proposed route
 - Any water hazards and/or water related activities
 - Proposed destination and transport to and from the destination
 - The number of children and adults attending the excursion
 - The responsibilities of adults attending
 - The duration of the excursion
 - Items being taken on the excursion
- Written permission from the child's authorised person
- Letter for family about the excursion containing
 - The child's name
 - The date of the excursion

- The destination of the excursion
- The method of transport
- The proposed activities
- The duration of the excursion
- The number of children and adults attending
- Confirmation the risk assessment has been completed and is available for families to view on request

Regular Outings

Each year the Centre provides ongoing experiences,

- In House activities which involve all children coming together in the same environment
- Excursions to the park
- Excursions around the footpath of Jon Anderson Park
- Excursions to the gated entrance area of the Centre

All these experiences, with the exception of in house activities, will require written permission from the family, each time the experience is organised

Risk Assessments

Risk assessments will be completed for all experiences that have a risk or hazard involved. A copy of all risk assessments will be available in the employee room and office.

Risk assessments will include:

- Activity
- Hazards identified
- Risk assessment [using matrix – see attachments]
- Elimination/control measures
- Person/s responsible
- Time frame
- Who the risk assessment was prepared by
- Prepared in consultation with you
- Communicated to
- Reflection
- Changes required

Clothing and Footwear

Children will be allowed to wear clothing and footwear chosen by them or their Family. Children's clothing choices will be respected by Educators, without judgement or ridicule. Exceptions will be if the clothing or footwear causes a safety risk to the child, including weather conditions, safety, and participation in the program. Educators will explain all clothing concerns to the children and Families and work with the Family to come to a fair and responsible solution that will protect the child as well as respecting Families and children's beliefs, religion and personal preferences.

Dangerous Products

Chemicals Use Of

All chemicals will be labelled, and instructions provided to Educators, during induction or through the course of their employment when chemicals change. Chemicals will be in the original container or decanted into a spray bottle with the correct label attached. Educators will not use chemicals that are not labelled and will remove the non-labelled bottle from use and inform Management who will dispose of the chemical or replace correct labelling. Educators will ensure all chemicals not in use are placed behind locked doors with appropriate signage. At no time will children have access to dangerous chemicals. It is the responsibility of all Educators to use chemicals according to the manufacturer's instructions, Educators unsure of mixing quantities are required to seek assistance when mixing chemicals. All chemicals stored will be regularly checked for use-by dates and disposed of, if required, using safety measures recommend by the chemical maker.

Personal Protective Equipment [PPE] Use

PPE will be used as required by legislation and when Educators feel their personal safety is at risk. Educators will be provided PPE by management and given training to ensure PPE is used appropriately and when required.

Safety Data Sheets [SDS]

Safety Data Sheets [SDS] allow Educators to know what is in a chemical and the safety requirements if a chemical causes poisoning. SDS 's will be in every room storing chemicals. All employees will be aware where the SDS's are stored, their purpose and use. Management will ensure all chemicals used in the centre have an SDS and are available if required. It is the responsibility of Management to ensure all SDS's are available wherever chemicals are stored.

Handling Bodily Fluids

Bodily fluids are all fluids leaving a body, this includes breast milk. PPE's will be required when handling bodily fluids and the appropriate procedure for disposal and cleaning will be used by all Educators

➤ Changing nappies and toileting:

- Educators will wear gloves
- Place the soiled nappy or clothing in a bag, seal and store the appropriate soiled clothing container or the disposable nappy bin

➤ Blood, vomit, urine, or faeces spills:

- Wear gloves
- Cover the spill with an absorbent material
- Remove soiled matter in a sealed container
- Remove gloves, place in a sealed bag, and dispose of in a bin that children do not have access to
- Wear new gloves
- Clean the area with warm soapy water
- Disinfect the area

- Remove gloves, dispose of in a bin that children do not have access to
- Wash hands with soap and water

Any soiled items requiring washing will be placed in a lidded bucket, labelled as soiled items only and soaked with disinfectant and hot water, then washed separately on a hot cycle in the washing machine.

➤ Nasal excretions:

- Wash hands every time after blowing noses
- PPE [gloves] are a preference, and do not need to be worn
- Place tissue in a bin lined with a plastic bag
- Seal plastic bag and dispose of into rubbish collection bins at end of the day

Definitions:

Term	Definition	Source
Personal Protective Equipment [PPE]	Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.	www.wikipedia.com
Safety Data Sheet [MSDS]	A safety data sheet, material safety data sheet, or product safety data sheet are documents that list information relating to occupational safety and health for the use of various substances and products	www.wikipedia.com

Policy Details:

Date Created	Date Due for Review	Date Revised	Date Authorised by Committee of Management
25/01/2021			14/05/2021
	10/09/2022	22/10/22	27/10/2022
	25/01/2023	22/01/2023	25/01/2023
	10/01/2024	14/01/2024	16/01/2024
	15/02/2025		20/2/2025
	20/2/2026		