



Te One School

Currently under review

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About the review process

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Hazardous Substances

At Te One School, we have procedures in place to ensure a safe environment for staff, students, and visitors. Hazardous substances may be necessary at the school for cleaning, building maintenance, and educational purposes. We acknowledge the risk posed by hazardous substances and make informed decisions about their use to best support the safety and welfare of our school community.

We follow all relevant health and safety guidelines when managing and handling hazardous substances, including identifying and managing **risks** posed by hazardous substances, and recording and reporting any **accidents, injuries, and illness**. All workers use safe practices when storing or using hazardous substances.

A substance may be classified as hazardous if it is:

- explosive
- flammable
- corrosive
- able to accelerate a fire
- toxic to humans or the ecosystem (both directly and by accumulation).

Students have no access to hazardous substances.

Storage of hazardous substances

- We use signage to indicate areas where hazardous substances are stored.
- All hazardous substances are stored securely in appropriate areas, separate from other products that may react with hazardous substances.
- All hazardous substances are stored in their original containers with appropriate labelling and identification. If a substance needs to be moved out of its original container for transport or use, we ensure the container is in sound condition, is able to safely contain the substance during transport, and is made of a material that will not react with the substance.
- We maintain an easily accessible and up-to-date inventory 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 staff and emergency services.
- We keep **safety data sheets** with the inventory, and ensure they are accessible to anyone who could be exposed to the substance.

- We do not allow food or drink where hazardous substances are handled or stored, including storage in a fridge. Hazardous substances are not stored in containers that may have contained food or drink, or could be mistakenly identified as containing food or drink.

Use of hazardous substances

- Users always read the label and/or safety data sheet 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, and overalls.
- **Spills** are dealt with promptly and appropriately.
- Fire extinguishers are located near to any hazardous substances and **first aid supplies** are available on site.
- Disposal of hazardous substances complies with the Hazardous Substances (Disposal) Notice 2017.

Environmental considerations

We take care to minimise our use of hazardous substances. Where possible, we use more recently developed chemicals that are less harmful to the environment. We are aware of potential hazards to people at and around our school, and the local environment.

Pesticides and/or herbicides are used at the school as a last resort after consideration of less hazardous weed or pest management. They are used according to the label and/or safety data sheet instructions, and with appropriate personal protective equipment.

Where possible, pesticides and herbicides are used outside school hours and preferably during the holidays or weekends to minimise any danger to students and other members of the community.

Asbestos

The school is required to have a **management plan** in place for any known asbestos or materials containing asbestos.

If any property work is planned, the school works with a suitably qualified person on an asbestos survey to identify asbestos, and manage any associated risks.

Related policies

- **Risk Management**
- **Recording and Reporting Accidents, Injuries, and Illness**
- Chemical Spills

Legislation

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: **Hazardous substances on school sites** 
- Ministry of Education and the New Zealand Association of Science Educators: **Safety and Science/Pūtaiao: Guidance for Aotearoa New Zealand Schools and Kura** 
- WorkSafe | Mahi Haumarua Aotearoa: **Hazardous Substances Toolbox** 
- Ministry of Education | Te Tāhuhu o te Mātauranga: **Managing Asbestos in schools** 

- WorkSafe | Mahi Haumaru Aotearoa: **Asbestos** 

Release history: [Term 1 2023](#), [Term 2 2022](#), [Term 4 2019](#)

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