

Australian Capital Territory

Corrections Management (Management of Chemicals and Cleaning Materials) Policy 2010

Notifiable instrument NI2010-628

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management (Management of Chemicals and Cleaning Materials) Policy 2010*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

MANAGEMENT OF CHEMICALS AND CLEANING MATERIALS POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

4 Revocation

This instrument revokes notifiable instrument NI2009-133.

Barry Folpp
A/g Executive Director
ACT Corrective Services
3 November 2010



Alexander Maconochie Centre (AMC)

MANAGEMENT OF CHEMICALS AND CLEANING MATERIALS POLICY



Purpose	1
Authority	1
Policy	1
Principles	1
Storage of bulk supplies	1
Storage of local supplies	1
Issue of general cleaning materials	2
Forms/Templates	2
Related policies and procedures	2

Purpose

To outline the policy for the safe storage and use of chemicals and cleaning materials at the Alexander Maconochie Centre (AMC).

Authority

Legislation

Corrections Management Act 2007, section 14.

Dangerous Substances Act 2004.

Policy

Principles

If not safely stored and controlled, chemicals and cleaning materials can present a risk to the safety of staff and prisoners and to the security and good order of the AMC.

Chemicals and Flammable Substances will be stored and issued with regard to the *Dangerous Substances Act 2004*. This includes the clear labelling of all containers.

Storage of bulk supplies

All bulk supplies of chemicals and cleaning materials will be stored in the Bulk Store.

A weekly supplies issue will be undertaken from the Bulk Store to the various areas in accordance with the *Stores Ordering Procedure*.

Storage of local supplies

All cleaning materials will be kept in a designated area (e.g. accommodation area storeroom) when not in use.

The designated area will be locked at all times.

An inventory of all articles stored in each designated area will be displayed in that area. At the end of each shift the contents of the designated area will be checked against the inventory. The CO2 in charge of the area will be notified of missing articles and a search of the area will

be conducted. If the missing article is not located the CO2 will report the matter in the form of an incident report.

Issue of general cleaning materials

Any article which needs to be replaced will be returned to the main store and exchanged for a new one.

When an operational area requires cleaning chemicals or other chemical supplies, a staff member will complete the appropriate form and submit for approval consistent with the *Stores Ordering Procedure*.

Forms/Templates

Stores Order Form

Related policies and procedures

Stores Ordering Procedure