Sanitation-Storage of Cleaning Supplies

GENERAL PLAN/APPROACH:

Cleaning products are stored in compliance with applicable regulations.

Definition: “Cleaning” supplies include cleaning equipment, soaps and other cleaning agents, sanitizers and disinfectants.

| HEAD START PROGRAM PERFORMANCE STANDARDS: |
| 1302.47 – Safety Practices (b)(1)(iii) |

| OREGON STATE OFFICE OF CHILD CARE: |
| OAR 414-300-0170 – Hazards and Emergencies (1)(i) |

PROCEDURE:

1. Cleaning supplies will be stored out of children’s reach in a cabinet or storage facility with a lock or child-proof latch.

2. Cleaning supplies will be stored separate from food, dishes and eating utensils.

3. Cleaning products that have been transferred from their original container must have a secondary label clearly posted on the new container. The label must contain the chemical name, the common chemical or code name and a brief hazard warning.

4. Cleaning products must have a Safety Data Sheet (SDS), formerly called Materials Safety Data Sheet (MSDS), readily available at each site. These must be kept up-to-date at all times. Contact the Safety Compliance Officer with questions on SDSs.

5. New cleaning products may not be purchased unless they have been approved by the Safety Compliance Officer or the Sanitation Committee.