

Australian Capital Territory

# Corrections Management (Management of Chemicals and Cleaning Materials) Policy 2009

Notifiable instrument NI2009- 133

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Management of Chemicals and Cleaning Materials) Policy 2009*.

## 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.

James Ryan  
Executive Director  
ACT Corrective Services  
25 March 2009



Alexander Maconochie Centre (AMC)

## MANAGEMENT OF CHEMICALS AND CLEANING MATERIALS POLICY



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### **Purpose**

To outline the policy for the safe storage and use of chemicals and cleaning materials at the AMC.

### **Authority**

#### Legislation

*Corrections Management Act 2007*, section 14.

### **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*.

#### Storage of bulk supplies

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

A weekly supplies issue will be undertaken from the main store to the various areas in accordance with the *Stores Ordering Procedure / Form*.

#### Issue of general cleaning materials

All cleaning materials will be kept in a designated area when not in use.

The storeroom (designated area) will be locked at all times.

An inventory of all articles stored in each secure 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 to the CO3.

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

### **Forms/Templates**

Stores Order Form

### **Related policies and procedures**

Stores Ordering Procedure