

CATEGORY: Emergency Management Planning Policies and Procedures

SUBJECT: Environmental Hazards

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REVIEWED: August 2026

Policy Statement

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, employees, students, and volunteers by identifying, reporting, and addressing environmental hazards promptly.

CICC will take reasonable steps to address hazards within its control and will report building-related concerns, where appropriate, to the Centennial Infant and Child Centre Foundation or service provider for resolution.

Purpose

The purpose of this policy is to establish procedures for identifying, reporting, and responding to environmental hazards that may affect the health and safety of children, employees, students, and volunteers.

Scope

This policy applies to all employees, students, and volunteers at CICC.

All individuals are responsible for reporting unsafe conditions, hazards, damaged equipment, or concerns to the Manager or designate as soon as possible.

Procedures

Reporting and Responding to Hazards

When a hazard is identified, CICC will:

- assess the concern and determine the appropriate response;
- remove or control the hazard where possible;
- restrict access to unsafe areas or items when required; and
- report building-related concerns to the landlord, property management, or appropriate service provider.

Building Systems and Equipment

CICC will ensure that items and equipment under its control are maintained and used safely. Concerns related to building systems, including electrical systems, heating, ventilation, plumbing, or other landlord-controlled services, will be reported to the landlord or building representative for follow-up.

Equipment, Materials, and Storage

CICC will ensure that:

- equipment, furniture, and materials are stored safely to prevent injury or damage;
- items accessible to children are appropriate and maintained in safe condition;
- damaged or unsafe equipment is removed from use; and
- storage areas are maintained in an organized and safe manner.

Hazardous Substances and Dangerous Items

Cleaning products, chemicals, medications, and other potentially hazardous materials under CICC's control must:

- remain in their original labelled containers;
- be stored securely and inaccessible to children; and
- be handled according to manufacturer instructions and CICC procedures.
- Hazardous items include, but are not limited to:
 - cleaning products and detergents;
 - medications and first aid supplies;
 - sharp objects;
 - tools and equipment that may pose a risk; and
 - other substances or materials that could harm children.

Exterior Areas and Building Grounds

Where CICC identifies hazards in exterior areas used by children or families, the concern will be assessed and reported to the appropriate party responsible for the property.

CICC will take reasonable precautions to prevent children from accessing unsafe areas.