

# CHEMICAL MANAGEMENT PROCEDURES POLICY



## PURPOSE

The purpose of this procedure is to ensure that all [risks](#) associated with the storage, use and disposal of chemicals within Department of Education and Training (the Department) workplaces are controlled and managed.

## SCOPE

This procedure applies to all Department workplaces, including schools and central and regional offices.

## POLICY

### 1. Procedure

#### 3.1 Identify Dangerous Goods and Hazardous Substances

The [Workplace Manager](#) and/or [Management OHS Nominee](#) must ensure that all [dangerous goods](#) and [hazardous substances](#) are identified within the workplace.

Examples of locations where dangerous goods and hazardous substances may be found include:

- materials technology areas
- art rooms
- dark rooms
- science laboratories
- classrooms
- storage areas (including the cleaner's cupboard)
- maintenance/garden sheds
- kitchens/canteens
- swimming pools.

**Note:** There are a number of prohibited substances which must not be stored or handled in any Department school or workplace, see Section 3.4 of this procedure.

### 3.2 Establish/review the Chemical Register

The **Workplace Manager** is to ensure details of all dangerous goods and hazardous substances stored or handled in the workplace are entered into a [Chemical Register](#).

The *Chemical Register* is to be reviewed when new or additional quantities of chemicals are introduced into the workplace, or when [risk controls](#) have changed, or are no longer effective.

### 3.3 Obtaining Safety Data Sheets

The **Workplace Manager** and/or **Management OHS Nominee** must ensure a hard copy collection of current [Safety Data Sheet](#) (SDS) from the manufacturer or supplier is maintained. Current means first prepared, or reviewed, within the last five years. The SDS obtained for each chemical must be the authorised version prepared by the manufacturer or first supplier with Australian. Where a SDS has not been provided by the manufacturer or supplier, a SDS can be obtained from [GoldFFX](#) (ChemWatch).

The *Chemical Register* and associated SDSs are to be kept by the **Workplace Manager** and/or **Management OHS Nominee** in a suitable location which is known, and accessible to all [employees](#) in the workplace, as well as any other person who is likely to be exposed to the dangerous goods and /or hazardous substances.

### 3.4 Prohibited and Restricted Substances

There are some substances which are prohibited or restricted for use in Department workplaces due to the level of risk, see [Guidance Sheet 3: Prohibited and Restricted Chemicals](#).

If any listed prohibited substances are found in the workplace, it must be immediately disposed of following advice from local government authorities or chemical disposal agent.

### 3.5 Procurement of Dangerous Goods and Hazardous Substances

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with [the Health and Safety Representative](#) (HSR) and employees, must ensure that no new dangerous goods and/or hazardous substances are introduced into the workplace without first obtaining the manufacturer's SDS and completing the [OHS Purchasing Checklist](#) template.

Information from the SDS should be used to determine if the chemical can be safely introduced into the workplace.

### 3.6 Risk Assessment and control of Dangerous Goods and Hazardous Substances

#### 3.6.1 Risk Assessment of, and Safe Work Procedure for the storage and handling Dangerous Goods and Hazardous Substances

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that a [Safe Work Procedure Template](#) is completed for the storage and handling of dangerous goods and/or hazardous substance with a high or extreme [risk rating](#) as identified in the *Chemical Register*.

**Note:** refer to the Instructions tab in the Chemical Register labelled 'Risk Assessment and Additional Information' for further instructions on the risk assessment of a 'single' chemical for the purpose of purchasing, storing or using it.

In order to complete the *Safe Work Procedure Template*, the SDS must be reviewed to determine whether or not the handling and storage requirements defined within the SDS can be met by the workplace and/or other persons such as employees, students, contractors, volunteer workers who may be exposed to, or use the substance.

### 3.6.2 Risk Assessment for the preparation of chemicals

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the HSR and employees must ensure that a [risk assessment](#) using the [Risk Assessment Template](#), or equivalent is conducted by employees who, as part of their role, are required to prepare chemical mixtures (e.g. dilution of herbicides for weed spraying) containing dangerous goods and/or hazardous substances or products which fall into these categories.

If the risk assessment identifies the process as a high or extreme risk, then a [Safe Work Procedure](#) (SWP) must be completed using the *Safe Work Procedure Template*.

### 3.6.3 Risk Assessment for science experiments

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that a risk assessment is conducted using the *Risk Assessment Template* or equivalent by the Science Coordinator and/or Science Teachers for any new or existing science experiments in the classroom

Laboratory Technicians must ensure that a risk assessment is conducted for the preparation of chemicals that are to be used in science experiments in the classroom. If the risk assessment identifies the process as a high or extreme risk, then a safe work procedure must be completed using the *Safe Work Procedure Template*.

### 3.6.4 Controlling risks associated with Dangerous Goods and Hazardous Substances and their mixtures

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with the HSR and employees are required to reduce risks so far as reasonably practicable in accordance with the information provided in the SDS, from dangerous goods and/or hazardous substances and their mixtures.

When determining controls to reduce risks the [hierarchy of controls](#) outlined in Section 3.3.4 in the [OHS Risk Management Procedure](#) should be followed. Examples of effective controls (from most to least effective) include:

Hierarchy of control	Example action
<b>Elimination</b>	Eliminate the use of substances (e.g. using a physical process instead of a chemical process)
<b>Substitution</b>	Use a safer substance or a safer form of the substance (e.g. using a detergent instead of

Hierarchy of control	Example action
	chlorinated solvent for cleaning)
<b>Engineering</b>	Physical controls that eliminate, isolate or reduce exposure to people or property (e.g. provision of drip trays to limit the area of contamination in the event of spills and leaks, using a local exhaust ventilation system such as a fume cupboard)
<b>Administrative</b>	Use the developed Safe Work Procedure and provide training in the safe use and storage of the chemical
<b>Personal Protective Equipment- PPE</b>	Protective clothing and equipment for employees, students, contractors, volunteer workers and visitors (e.g. overalls, gloves, chemical-resistant safety glasses)

### 3.7 Exposure Standards and Atmospheric Monitoring

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that employees are not exposed to atmospheric concentrations of a substance that are above the exposure standard (if any), for that substance.

Further information on exposure standards is available from Workplace Exposure Standards for Airborne Contaminants accessible on the *Hazardous Chemical Information System (HCIS)*: <http://hcis.safeworkaustralia.gov.au/>.

If there is uncertainty as to whether the exposure standard is or may be exceeded, atmospheric monitoring is required to determine whether there is a health risk.

### 3.8 Health Surveillance

The **Workplace Manager** and/or **Management OHS Nominee** must refer to the current SDS for the hazardous substance to determine the health surveillance requirements for any employees exposed to any hazardous substance in the workplace.

### 3.9 Labelling

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that all dangerous goods and hazardous substances storage containers are clearly labelled. The label on the container in which the dangerous good and/or hazardous substance is supplied must remain intact, legible and unaltered. The date of receipt of a hazardous substance should be marked on the original container to allow for monitoring of the age of the chemical and promote the use of older materials first.

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that all mixtures of chemicals and decanted chemicals are correctly labelled unless used immediately, including the product name and [Dangerous Goods Class](#)/Division (if applicable). Where chemicals are decanted, the

container must be suitable for the chemical contents and preferably be of a type that is recommended by the manufacturer or supplier. For further information, see [Guidance Sheet 2: Dangerous Goods Classification System](#).

Containers with unknown substances in them should be labelled 'CAUTION DO NOT USE: UNKNOWN SUBSTANCE' and then disposed of in accordance with [Guidance Sheet 6: Hazardous Chemical Disposal](#).

### **3.10 Labelling of Enclosed Systems**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that dangerous goods and/or hazardous substances contained in an enclosed system (such as a pipe or piping system or a process) are identified and labelled accordingly. Suitable means of identification include colour coding (AS 1319, Safety Signs for the Occupational Environment) and labelling (AS 1345 Identification of the Contents of Piping, Conduits and Ducts).

### **3.11 Storage**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that storage of chemicals is conducted in accordance with [Guidance Sheet 1: Chemical Storage](#).

Where possible, the **Workplace Manager** and/or **Management OHS Nominee** must ensure that only **minor storage** quantities of dangerous goods are maintained in the workplace. Storage quantities should be kept to a minimum to cater for demand and excessive storage for long periods should be avoided. If quantities exceed minor storage contact the Department OHS Advisory Service on 1300 074 715 as there may be specific safety and legislative requirements that apply.

### **3.12 Signage**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that if the workplace is storing dangerous goods exceeding minor storage quantities, [placards](#) are provided as a visual warning. The **Workplace Manager** and/or **Management OHS Nominee** must ensure that all purpose-built cupboards, cabinets and refrigerators for storing chemicals are labelled to indicate the type and class of chemicals being stored in them. Additional warning signs may also be required, such as 'DO NOT USE TO STORE FOOD'.

### **3.13 Chemical Waste and Disposal of Chemicals**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that chemical waste is properly packaged, labelled and stored in suitable designated areas whilst awaiting collection. Labelling must include at a minimum the product identifier, workplace details and a hazard pictogram consistent with the correct classification of the chemical (if relevant). Chemical waste must not be mixed with other chemical waste with an incompatible Dangerous Goods classification. Personal Protective Equipment must be used when handling chemical waste as per the SDS.

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that containers of waste produced or generated at the workplace are correctly labelled with the product name and Dangerous Goods Class/Division (if applicable).

The **Workplace Manager** and/or **Management OHS Nominee** must ensure dangerous goods, hazardous substances and chemical waste are disposed of as per the SDS and with reference to [Guidance Sheet 6: Hazardous Chemical Disposal](#).

### **3.14 Emergency Procedures**

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the HSR and employees, must ensure that appropriate emergency management provisions are available for use in the event of a chemical emergency. The emergency management provisions may include:

- spill kits or containment equipment
- safe work procedures for spills or release of chemicals
- fire blankets/extinguishers
- first aid kits
- eye wash stations/eye wash kits/emergency showers
- emergency shutdown procedures for equipment
- appropriate numbers of trained emergency wardens and first aiders
- appropriately displayed emergency contact details
- PPE.

Refer to [Guidance Sheet 4: Chemical Spill Management](#) and [Guidance Sheet 5: Major Chemical Spill Management](#) for additional information.

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that all fire protection equipment is maintained in an operable condition and that all relevant emergency contact telephone numbers are displayed in prominent locations at the workplace (e.g. where the chemicals are stored).

### **3.15 Consultation, Information and Training**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure that arrangements are in place for consultation with the HSR and employees, in relation to chemical management. Consultation should occur in relation to:

- the introduction of new chemicals to the workplace
- the identification and assessment of risks associated with chemicals at the workplace
- development of Safe Work Procedures
- decisions about control measures to be implemented
- induction and training requirements.

The **Workplace Manager** and/or **Management OHS Nominee** must ensure records are maintained of any such consultation i.e. meeting minutes, emails, induction checklist, purchasing checklist etc. For general requirements related to consultation, refer to the [OHS Consultation and Communication Procedure](#).

Where employees are required to use dangerous goods and/or hazardous substances or where employees may potentially be exposed to dangerous goods and/or hazardous substances in the workplace, the **Workplace Manager** and/or **Management OHS Nominee** must ensure employees are trained in the safe use and storage of that chemical. This training is to include:

- the requirement for, and type of information provided on labels of products
- the location of, and how to read the SDS for dangerous goods and hazardous substances
- the nature of the hazards and risks associated with the tasks being performed
- the control methods required to reduce the risk of an incident, near miss or harm to human health occurring (e.g. SWP to be followed in the use, storage, transport and disposal of dangerous goods and hazardous substances)
- the proper use and fitting of PPE
- first aid treatment, incident reporting procedures and emergency management protocol to be followed in case of a spill or release of chemicals or injury or illness arising from an exposure to chemicals.

Records of this training are to be kept and maintained by the **Workplace Manager** and/or **Management OHS Nominee** as per the [OHS Induction and Training Procedure](#).

### **3.16 Recordkeeping**

The **Workplace Manager** and/or **Management OHS Nominee** must ensure the following records are maintained in relation to dangerous goods and hazardous substances in the workplace:

- Risk assessments
- Safe Work Procedures
- Consultation records
- Purchasing records
- Training records
- Chemical Register and SDS
- Any atmospheric monitoring/health surveillance records (if applicable)
- Inspection and testing records for engineering controls.

## **2. Defined terms**

Terms defined within this Procedure can be located on the Department's [Defined Health, Safety Terms](#) website. Defined roles will appear **in bold**.

## **3. Related references**

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

*Dangerous Goods Act 1985*

*Dangerous Goods (Storage and Handling) Regulations 2012*

*Code of practice for the storage and handling of dangerous goods 2013*

*Australian Dangerous Goods Code 7th Edition (ADG7 Code)*

*Australian Standard 1319:1994 Safety Signs for the Occupational Environment*

*Australian Standard 1345:1995 Identification of the Contents of Piping, Conduits and Ducts*

*Hazardous Chemical Information System (HCIS): <http://hcis.safeworkaustralia.gov.au/>*

#### **4. Related documentation**

*Chemical Register*

*OHS Consultation & Communication Procedure*

*OHS Induction and Training Procedure*

*OHS Purchasing Procedure*

*OHS Purchasing Checklist*

*OHS Risk Management Procedure*

*Risk Assessment Template*

*Safe Work Procedure Template*

*Guidance Sheet 1: Chemical Storage*

*Guidance Sheet 2: Dangerous Goods Classification System*

*Guidance Sheet 3: Prohibited and Restricted Chemicals*

*Guidance Sheet 4: Chemical Spill Management*

*Guidance Sheet 5: Major Chemical Spill Management*

*Guidance Sheet 6: Hazardous Chemical Disposal*

#### **5. Further Assistance**

Further information, advice or assistance on any matters related to chemical management is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

#### **REVIEW CYCLE**

This policy was Tabled at School Council and updated April 2019