



CHEMICAL MANAGEMENT POLICY

Rationale:

The purpose of this policy is to ensure that all risks associated with the storage, use and disposal of chemicals within Kyabram P-12 College are controlled and managed and to ensure that all risks associated with the use of dangerous goods and hazardous substances at Kyabram P-12 College are safely controlled and managed.

Aims:

- To ensure safety of students, staff and the environment.
- All dangerous goods and hazardous substances are identified within Kyabram P-12 College including a chemical register.
- Risk assessments and controls are established for dangerous goods and hazardous substances in consultation with the Health and Safety Representative and staff.
- Safe Work Procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace, are developed and implemented
- Potential incidents will be minimised where chemicals are stored and / or used.
- Prohibited substances must not be stored or handled within Kyabram P-12 College.
- Safety information, including Material Safety Data Sheets (MSDS) and the Chemical Register is readily available
- Chemicals are not introduced into the school without considering and managing any associated risk;
- Restricted substances are not used or stored in the workplace
- Appropriate training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.

Implementation:

- Staff working with dangerous or hazardous chemicals will have required certificates and /or Chemical Users Licence, which will be recorded on the Professional Development Register.
- A chemical register will be established and reviewed when new or additional quantities of chemicals are introduced or when risk controls have changed or are no longer effective.
- Hard copy collection of current Safety Data Sheets (SDS) from the supplier will be maintained.
- Chemical register and associated SDSs will be kept in the areas of use and a master copy will be available in the College First Aid Room and the College Office.
- Prohibited and restricted substances will be immediately disposed of in the proper manner.

- All new procurement will be approved without first obtaining the manufacturer's SDS and completing the OHS Purchasing Checklist. Information from the checklist will determine if the chemical can be safely introduced into the College.
- The Safe Work Procedure form will be completed for the storage and handling of dangerous goods and or hazardous substances with a high or extreme risk rating as identified in the Chemical Register.
- A risk assessment will be conducted by employees who, as part of their role, are required to prepare chemical mixtures eg: dilution of herbicides for weed spraying, containing dangerous goods and or hazardous substances which fall into this category.
- Risk assessments for Science experiments must be conducted by the Science Co-ordinator 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.
- 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. Strategies will include: elimination; substitution; engineering; administrative and / or use of personal protective equipment.

- 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.
- All dangerous goods and hazardous substances storage containers will be 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.
- All mixtures of chemicals and decanted chemicals are to be 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.
- 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.
- 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.
- Storage of chemicals is to be conducted in accordance with DET Guidance Sheet 1: Chemical Storage.
- Only minor storage quantities of dangerous goods are to be 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 storing dangerous goods exceeding minor storage quantities, placards are to be provided as a visual warning.
- All purpose-built cupboards, cabinets and refrigerators for storing chemicals are to be 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".
- Chemical waste must be 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. PPE must be used when handling chemical waste as per the SDS.
- Appropriate emergency management provisions are available for use in the event of a chemical emergency. The emergency management provisions 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.
- Consultation with the HSR and employees, in relation to chemical management will occur in relation to the following:
 - the introduction of new chemicals to the workplace
 - the identification and assessment of risks associated with chemicals at the workplace
 - development of SWP
 - decisions about control measures to be implemented
 - induction and training requirements.
- Records will be maintained in relation to dangerous goods and hazardous substances in the workplace including:
 - 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.

References:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

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 Substances Information System (HSIS): <http://hsis.safeworkaustralia.gov.au/>

• **Evaluation:**

This policy will be reviewed by School Council as part of the school's three-year cycle with student, parent and community input being considered.

RATIFIED BY COLLEGE COUNCIL

_____ Date: ___/___/___
College Council President

Review Date: November 2019