



CHEMICAL USE AND STORAGE

National Premier Disability Services

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Purpose and Scope

Incidents involving chemicals and fuels can result in explosions or fire, causing death or serious injury, as well as large-scale damage to property and the surrounding environment. Unsafe use can also cause cancer, poisoning, burns, blindness and other serious health problems. The purpose of this policy and procedure is to ensure the safety of staff, clients and other stakeholders when handling and storing chemicals.

Legislation, regulations and standards relevant to this policy and procedure include:

- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2007 (Vic)*
- *Dangerous Goods Act 1985*
- *Occupational Health and Safety Amendment Regulations 2014 (Vic)*
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2011 (NSW)*
- *Accident Compensation Act 1985, as amended 2007*
- *National Quality Standards*
- *AS/NZS 4804:2001 and 4801:2001 Occupational Health and Safety Systems*
- *Human Services Standards (Vic) – Risk Management*
- *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/>*

Organisational documents relevant to this policy and procedure include:

- *National Premier Disability Services Occupational Health and Safety Policy and Procedure*
- *National Premier Disability Services Occupational Health and Safety Improvement Register*
- *National Premier Disability Services Incident Management Policy and Procedure*
- *National Premier Disability Services Chemical Register*
- *National Premier Disability Services Safe Work Procedures*

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- *National Premier Disability Services Guidance Sheet: Restricted Chemicals*

This policy and procedure applies to all staff, volunteers and contractors. It should be read in conjunction with National Premier Disability Services *Occupational Health and Safety Policy and Procedure*.

Policy

- The health and safety of all National Premier Disability Services stakeholders is of paramount importance. National Premier Disability Services is committed to ensuring that when chemicals are introduced onto National Premier Disability Services premises that they are recorded, handled and disposed of appropriately.
- Workplace chemicals and fuels can be classified as dangerous goods, hazardous substances or both.

Procedures

Identify Dangerous Goods and Hazardous Substances

- Management will ensure that all dangerous goods and hazardous substances are identified and clearly labelled or signed within the workplace.

Establish/Review a Chemical Register

- Management will 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.

Handling Dangerous Goods

- Management will ensure Safe Work Procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace are developed and implemented.

Obtaining Material Safety Data Sheets

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- Management will ensure a hard copy collection of current Material Safety Data Sheets (MSDSs) and Safety Data Sheets (SDSs) from manufacturers and suppliers is maintained. The MSDSs and SDSs obtained for each chemical must be the authorised version prepared by the manufacturer.
- The *Chemical Register* and associated MSDSs and SDSs are to be kept by the Director 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 or hazardous substances.

Labelling

- Management will ensure that all dangerous goods and hazardous substance storage containers are clearly labelled. The label on the container in which the dangerous good 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.
- Containers with unknown substances in them should be labelled 'CAUTION DO NOT USE: UNKNOWN SUBSTANCE' and then disposed of appropriately.

Risk and Hazard Management

- In accordance with National Premier Disability Services *Risk Management Policy and Procedure*, the Director will implement a risk management process regarding chemical use and storage. They will actively identify hazards, implement risk controls to eliminate or reduce the risks associated with these hazards, and review and if necessary revise these risk controls on a monthly basis.

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Emergency procedures

- The Director will 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; and
 - appropriately displayed emergency contact details.

Health Surveillance

- The Director will regularly refer to current MSDSs and SDSs to determine the health surveillance requirements for any employees exposed to hazardous substances in the workplace.

Restricted Chemicals

- Management will develop a *Guidance Sheet: Restricted Chemicals* that will provide a list of restricted substances not permitted in National Premier Disability Services workplaces at any time.

Storage

- Management will ensure that storage of chemicals is conducted in accordance with the *Code of practice for the storage and handling of dangerous goods 2013*.
- Storage quantities should be kept to a minimum to cater for demand and excessive storage for long periods should be avoided.

Signage

- Management will ensure that if the workplace is storing dangerous goods exceeding minor storage quantities, placards are provided as a visual warning.
- Management will 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

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them. Additional warning signs may also be required, such as “DO NOT USE TO STORE FOOD”.

Chemical Waste and Disposal of Chemicals

- Management will 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).
- The Director will ensure dangerous goods, hazardous substances and chemical waste are disposed of as per the *Code of practice for the storage and handling of dangerous goods 2013*.

Consultation, Information and Training

- The Director will ensure that arrangements are in place for consultation with 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;
 - decisions about control measures to be implemented; and
 - induction and training requirements.
- Hazard identification and incident reporting relating to chemicals should be carried out in accordance with National Premier Disability Services *Incident Management Policy and Procedure*.

Monitoring and Review

- This policy and procedure will be reviewed at least annually by National Premier Disability Services management and incorporate staff (where applicable), client and other stakeholder feedback.
- National Premier Disability Services *Continuous Improvement Plan* will be used to record and monitor progress of any improvements identified and where relevant feed into National Premier Disability Services service planning and delivery processes.