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		Reviewed:	23 November 2016
		Next Review:	23 November 2019

1. Overview

The Wudinna District Council (**the Organisation**) recognises its obligation to manage risks to health and safety associated with using, handling, generating or storing hazardous chemical(s) at the workplace.

This Procedure aims to:

- (a) Ensure there is a systematic method for identifying hazards associated with hazardous chemicals, in order to eliminate or minimise (so far as is reasonably practicable) health and safety risks to workers and others, the environment or property;
- (b) Implement processes to ensure that:
 - i. Hazardous chemicals in containers and pipework are correctly labelled;
 - ii. Current Safety Data Sheets (SDS) are made available to all workers;
 - iii. Workers are provided with access to relevant information, instruction and training on the nature of hazardous chemicals and the means of assessing and controlling hazardous chemical exposure;
 - iv. Systems for the purchase, storage, handling and use of hazardous chemicals meet regulatory requirements; and
 - v. Hazardous chemicals management is integrated into site Emergency Plans.


Note:

- (a) The manufacture of hazardous chemicals is not a normal part of the Organisation's operations. In the event that the Organisation undertakes such activities, the relevant requirements of the Work Health and Safety Act 2012, Work Health and Safety Regulations 2012, Code of Practice Preparation of Safety Data Sheets for Hazardous Chemicals and Code of Practice Labelling of Workplace Hazardous Chemicals will be adhered to.
- (b) Activities involving or relating to asbestos will be managed under a separate Asbestos Management Procedure.
- (c) This Procedure does not include the requirements for transportation of hazardous chemicals or explosives being transported by road, rail, sea or air. In the event that the Organisation undertakes such activities, the relevant requirements of the Work Health and Safety Act 2012, Work Health and Safety Regulations 2012, Dangerous Substances (Dangerous Goods Transport) Regulations 2008 and Australian Code for the Transport of Dangerous Goods by Road and Rail will be adhered to.

2. Core components

The core components of the Organisation's Hazardous Chemicals Procedure aim to:


- (a) Identify hazardous chemicals used in the workplace and ensure they are included on a Hazardous Chemicals Register;
- (b) Require a current SDS to be provided for all hazardous chemicals;
- (c) Implement a system for the identification and recording of reasonably foreseeable hazards relating to hazardous chemicals and the assessment and recording of risks once identified (on a prioritised basis);
- (d) Implement and regularly review appropriate risk controls;
- (e) Require records to be maintained and readily available to relevant stakeholders;
- (f) Identify appropriate training requirements for persons undertaking work on behalf of the Organisation;
- (g) Identify health monitoring requirements and implement a monitoring program;


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- (h) Identify airborne contaminant levels and implement a monitoring program;
- (i) Require emergency response provisions, including site Emergency Plans, to be in place;
- (j) Require a manifest of chemicals to be maintained, where relevant;
- (k) Require licences to be obtained and maintained, where relevant; and
- (l) Require appropriate signage to be in place and maintained.

3. Definitions

Airborne contaminant	Means a contaminant in the form of a fume, mist, gas, vapour or dust, and includes micro-organisms. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Asbestos	Means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) Actinolite asbestos; (b) Grunerite (or amosite) asbestos (brown); (c) Anthophyllite asbestos; (d) Chrysotile asbestos (white); (e) Crocidolite asbestos (blue); (f) Tremolite asbestos; and (g) A mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f). [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Bulk	In relation to a hazardous chemical, means any quantity of a hazardous chemical that is: (a) In a container with a capacity exceeding 500 litres or net mass of more than 500 kilograms; or (b) If the hazardous chemical is a solid—an undivided quantity exceeding 500 kilograms. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Competent Person	A person who has acquired through training, qualification or experience and the knowledge and skills to carry out the task. [as defined by the Work Health and Safety Regulations 2012, Regulation 5].
Consumer Product	Means a thing that: (a) Is packed or repacked primarily for use by a household consumer or for use in an office; and (b) If the thing is packed or repacked primarily for use by a household consumer—is packed in the way and quantity in which it is intended to be used by a household consumer; and (c) If the thing is packed or repacked primarily for use in an office—is packed in the way and quantity in which it is intended to be used for office work. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]
Container	In relation to a hazardous chemical, means anything in or by which a hazardous chemical is, or has been, wholly or partly covered, enclosed or packed, including anything necessary for the container to perform its function as a container. [as defined by the Work Health and Safety Regulations 2012, Regulation 5]

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Dangerous goods/substances	<p>Goods are dangerous goods if:</p> <p>(a) the goods satisfy the criteria set out, or referred to, in Part 2 of the Australian Dangerous Goods Code or classifying goods as dangerous goods; or</p> <p>(b) a determination under the Dangerous Substances (Dangerous Goods Transport) Regulations 2008, Regulation 155 that the goods are dangerous goods is in effect.</p>		
Exposure standard	<p>When related to chemicals means an exposure standard as recorded in Appendix A of the Workplace Exposure Standard for Airborne Contaminants, which represents the airborne concentration of a particular substance or mixture that must not be exceeded. The exposure standard can be of three forms:</p> <p>(a) 8-hour time-weighted average,</p> <p>(b) Peak limitation, and</p> <p>(c) Short term exposure limit.</p>		
GHS	<p>Means the Globally Harmonised System of Classification and Labelling of Chemicals, Third revised edition, published by the United Nations as modified under Schedule 6 of the Work Health and Safety Regulations.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		
Hazardous chemical/s	<p>Means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the Work Health and Safety Regulations) but does not include a chemical, mixture or article that satisfies the criteria solely for one of the following hazard classes:</p> <p>(a) acute toxicity—oral—category 5;</p> <p>(b) acute toxicity—dermal—category 5;</p> <p>(c) acute toxicity—inhalation—category 5;</p> <p>(d) skin corrosion/irritation—category 3;</p> <p>(e) serious eye damage/eye irritation—category 2B;</p> <p>(f) aspiration hazard—category 2;</p> <p>(g) flammable gas—category 2;</p> <p>(h) acute hazard to the aquatic environment—category 1, 2 or 3;</p> <p>(i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4;</p> <p>(j) hazardous to the ozone layer;</p> <p>Note - The Schedule 6 tables in the WHS Regulations replace some tables in the GHS.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		
Health Monitoring	<p>Of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		


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Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing 1 or more of the following:</p> <p>(a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;</p> <p>(b) Isolating the hazard from any person exposed to it; and/or</p> <p>(c) Implementing engineering controls.</p> <p>If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>		
Household use	<p>It is reasonably foreseeable that the hazardous chemical will be used in a workplace only in:</p> <p>(a) A quantities that is consistent with household use; and</p> <p>(b) A way that is consistent with household use; and</p> <p>(c) A way that is incidental to the nature of the work carried out by a worker using the hazardous chemical.</p> <p>[as defined by the Work Health and Safety Regulations, Regulation 335(3)(c)]</p>		
Ignition source	<p>Means a source of energy capable of igniting flammable or combustible substances.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		
Manifest	<p>Means a written summary of the hazardous chemicals used, handled or stored at a workplace.</p> <p>Note – See Schedule 12 (Manifest requirements) of the Work Health and Safety Regulations for what a Manifest should contain.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		
Manifest quantity	<p>Means the Manifest quantity referred to in the WHS Regulations Schedule 11, table 11.1, column 5 for that hazardous chemical.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 5]</p>		

4. Procedure

4.1. Department Managers have been nominated to oversee the management of hazardous chemicals in the work areas under their control.

4.1.1. The Department Manager will:

- (a) Make decisions about the use of hazardous chemicals purchased for household use in their department;
- (b) Inform persons responsible for purchasing hazardous chemicals of the requirement to obtain an SDS and ensure it is included on the Hazardous Chemicals Register;
- (c) Identify the quantity of hazardous chemicals at each of the sites within their area of responsibility; and
- (d) Where quantities exceed threshold levels, under Schedule 11 of the WHS Regulations, prepare a manifest and display outer warning placards.

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4.1.2. When required, the Department Manager will consult with Management and workers or their representatives about the introduction, use, handling, storage or disposal of hazardous chemicals.

4.2. Hazardous Chemicals Register

4.2.1. Department Managers will make sure that the Hazardous Chemicals Register:

- (a) Is developed and maintained to ensure the information in the Register is up to date;
- (b) Includes hazardous chemicals used, handled or stored at the workplace;
- (c) Includes type, location and quantity of each hazardous chemical; and
- (d) Includes a current SDS for each hazardous chemical listed (i.e. no more than 5 years old).

4.2.2. The Hazardous Chemicals Register will be readily accessible in a central location to workers involved in using, handling or storing hazardous chemicals and to anyone else who is likely to be affected by a hazardous chemical at the workplace, as follows:

- (a) Each worksite will have ready access to the part of the Hazardous Chemicals Register relevant to the hazardous chemicals held at that workplace; and
- (b) If access cannot be made available via the intranet or web browser then current hard copies of the Hazardous Chemicals Register and SDSs will be made available and maintained.

4.2.3. Managers are required to notify the WHS Coordinator or Works Administration Officer when hazardous chemicals are introduced or disposed of to enable the Hazardous Chemicals Register to be updated by the WHS Coordinator or Works Administration Officer to reflect the changes made.

4.3. Manifest of Hazardous Chemicals

4.3.1. The relevant Department Manager will make sure that, when required:

- (a) A Manifest of Schedule 11 Hazardous Chemicals is prepared in compliance with the requirements of Schedule 12 of the Work Health and Safety Regulations; and
- (b) Any required placarding is prominently displayed in accordance with Schedule 13 of the Work Health and Safety Regulations.

4.3.2. The relevant Department Manager will make sure that the Manifest is amended as soon as practicable if:

- (a) The type or quantity of a hazardous chemical listed on the Manifest changes; or
- (b) There is a significant change in the information to be recorded on the Manifest.


4.3.3. The relevant Department Manager will make sure that the Manifest is kept:

- (a) In a place determined in agreement with the State Emergency Service; and
- (b) Is available for inspection; and
- (c) Is readily accessible to the State Emergency Service.

4.4. Emergency Plan

4.4.1. The relevant Department Manager will make sure that when a Manifest is developed, an Emergency Plan is prepared and:

- (a) A copy is given to the State Emergency Service;
- (b) Any revisions of the Emergency Plan incorporate recommendations made by the State Emergency Service about its effectiveness.

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- 4.5. Regulator must be notified if Manifest quantities to be exceeded
- 4.5.1. The relevant Department Manager must notify management and SafeWork SA if the Manifest quantities of a [Schedule 11](#) hazardous chemical exceed the Manifest quantity:
- (a) Immediately after the Department Manager knows that the hazardous chemical is first to be used, handled or stored at the workplace or at least 14 days before that first use handling or storage (whichever is earlier);
 - (b) Immediately after the Department Manager knows that there will be a significant change in the risk of using, handling or storing the hazardous chemical at the workplace or at least 14 days before that change (whichever is earlier).
 - (c) The notice to SafeWork SA is to include:
 - i. The Organisation's name and ABN;
 - ii. The type of business or undertaking being conducted;
 - iii. If the workplace was previously occupied by someone else—the name of the most recent previous occupier, if known;
 - iv. The activities of the Organisation that involve using, handling or storing hazardous chemicals;
 - v. The Organisation's Manifest, prepared in accordance with 4.3 above; and
 - vi. If there will be a significant change in the risk (as per 4.5.1(b)) details of the change to the Manifest.
- 4.5.2. The Department Manager will notify Management and SafeWork SA in writing if as soon as practicable after the hazardous chemical ceases to be used, handled or stored at the workplace if it is not likely to be used, handled or stored at the workplace in the future. The written notice to SafeWork SA is to include:
- (a) The Organisation's name and ABN;
 - (b) The type of business or undertaking being conducted; and
 - (c) The activities of the Organisation that involve using, handling or storing hazardous chemicals.
- 4.6. Safety Data Sheets (SDS)
- 4.6.1. The supplier will provide the current SDS for the hazardous chemical when the chemical is first supplied to the workplace and, if the SDS is amended, when the hazardous chemical is first supplied to the workplace after the SDS is amended (except for consumer products).
- 4.6.2. The SDS for a hazardous chemical will not be changed or altered by any worker.
- 4.6.3. If a SDS needs changing because it becomes apparent that the information is not correct or current, a current copy will be obtained from the hazardous chemical supplier.
- 4.7. Licences
- 4.7.1. The Organisation will not keep any prescribed dangerous substance in a quantity greater than that permitted to be kept without a licence as prescribed by the Dangerous Substances Regulations 2002 (note: limit applies per site).



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Dangerous substance	Quantity of dangerous substance which may be kept without a licence
Liquefied petroleum gas (Regulation 19)	<p>(a) up to 250 kilograms for any purpose provided that it is contained in cylinders or tanks; or</p> <p>(b) any quantity provided that it is contained in disposable non-refillable containers</p> <p>Note:</p> <ul style="list-style-type: none"> – the quantity of liquefied petroleum gas contained in cylinders or tanks will be taken to be the aggregate capacity of all cylinders or tanks stored in or on the premises at any one time; – no cylinder in use in or on industrial premises will, when located and used in accordance with the appropriate requirements of AS 1596 SAA LP Gas Code, be included for the purpose of determining the aggregate quantity kept
Any prescribed dangerous substance of Class 3 (Regulation 41)	<p>(a) up to 120 litres of Class 3, Packing Group I or II provided that it is contained in packaging which has a capacity of not more than 60 litres;</p> <p>(b) up to 1,200 litres of Class 3, Packing Group III;</p> <p>(c) up to 5,000 litres of Class 3, Packing Group I or II and up to 5,000 litres of Class 3, Packing Group III provided that the premises have an area of not less than two hectares and in or on which premises there is carried on a rural industry and that:</p> <ol style="list-style-type: none"> i. any above ground storage is separated from protected works as defined in AS 1940 SAA Rules for the Storage and Handling of Flammable and Combustible Liquids and any part of the boundary of the land by not less than 15 metres; and ii. the area of ground around the storage is kept clear of combustible vegetation or refuse for a distance of not less than 3 metres. <p>(d) any quantity of Class 3, Packing Group I or II provided that it is contained in packaging which has a capacity not exceeding 5 litres and where the substances as packaged are manufactured products;</p> <p>(e) any quantity of Class 3, Packing Group III provided that it is contained in packaging which has a capacity not exceeding 25 litres and where the substances as packaged are manufactured products</p>
Class 6 substances and Class 8 substances (Regulation 58)	<p>Where the following equation is true:</p> $\frac{LI+SI}{250} + \frac{LII+SII}{2000} + \frac{LIII+SIII}{5000} \leq 1$ <p>where—</p> <p>LI = the volume in litres of liquid substances in Packing Group I SI = the mass in kilograms of solid substances in Packing Group I LII = the volume in litres of liquid substances in Packing Group II SII = the mass in kilograms of solid substances in Packing Group II LIII = the volume in litres of liquid substances in Packaging Group III SIII = the mass in kilograms of solid substances in Packaging Group III.</p>

4.7.2. A licence may be required to transport dangerous goods above prescribed quantities.

4.7.3. An [application](#) for the issue, variation or renewal of a licence to keep or transport a prescribed dangerous substance will be made to SafeWork SA.

4.7.4. All licences will be kept current.

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4.8. Pre-purchase review


- 4.8.1. Prior to the purchase of any hazardous chemical, give consideration to eliminating the need to use these hazardous chemicals. When that is not reasonably practicable, purchase the chemical with the lowest risk.
- 4.8.2. If the purchase of a hazardous chemical is required, the purchaser will review the Hazardous Chemicals Register:
- (a) If the Hazardous Chemicals Register does not contain the hazardous chemical, then a Pre-purchase risk assessment will need to be completed prior to purchase (refer to [APPENDIX 2](#)).
 - i. If there is any doubt as to whether the hazardous chemical is to be used in a manner that is consistent with household use, the purchaser will contact the Department Manager for direction, as a pre-purchase risk assessment is not required in this situation.
 - (b) If the Hazardous Chemicals Register indicates that the available:
 - i. SDS is more than 5 years old, a current SDS will be obtained and the risk assessment reviewed; or
 - ii. Risk assessment date was undertaken more than 5 years ago or is no longer valid; a new risk assessment will be undertaken.

4.9. Risk assessment

- 4.9.1. A risk assessment is to be undertaken in the following circumstances:
- (a) If the SDS classifies the chemical as hazardous and the chemical is to be used in a manner that is inconsistent with household use; and
 - (b) If an existing risk assessment is out of date or no longer valid.
- 4.9.2. The Department Manager or supervisor should form a team to undertake a risk assessment consisting of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a HSR, the Department Manager or supervisor and other stakeholders or experts, where relevant (refer to [APPENDIX 3](#) and the WHS Hazard Management Procedure).
- (a) The Hazardous Chemical Risk Assessment form (or similar) should be used.
 - (b) Hazardous Chemical Risk Assessments should be signed by the parties who participated in the risk assessment process.
- 4.9.3. Where a hazardous chemical is being used in similar situations and these situations have been assessed as identical in characteristics, properties, potential hazards and risks, then a generic assessment can be made of the activities that involve the use of the chemical being assessed.
- A generic assessment will not be undertaken for very high risk chemicals such as carcinogens.
- 4.9.4. The purchaser will complete the purchase documentation in accordance with the procurement guidelines. Any specific requirements identified during the risk assessment process should be documented in the purchase order.

4.10. Purchase

- 4.10.1. A purchase of a hazardous chemical can proceed if:
- (a) The Hazardous Chemical Register lists the required hazardous chemical, a risk assessment was completed less than 5 years ago and is still valid and the SDS is less than 5 years old, or
 - (b) If the hazardous chemical is to be used in a manner that is consistent with household use.

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4.10.2. If an SDS is not available for review or is out of date, the purchaser will request the supplier to provide a current and approved SDS prior to purchase in order to make an informed decision about whether or not to proceed with the purchase.

A hazardous chemical cannot be used at the workplace if:

- (a) An SDS cannot be supplied, or
- (b) The SDS does not conform to the requirements of the Work Health and Safety Regulations 2012, [Schedule 7](#), Clause 1 (this obligation extends to SDS' from overseas).

4.10.3. An SDS will be kept current and reviewed at least every 5 years from the date of issue. It is the responsibility of both the persons purchasing and those using hazardous chemicals to check that a current SDS exists, when required.

4.10.4. If a current SDS is supplied and the chemical is not a hazardous chemical, the purchase can proceed without a risk assessment.

4.11. Risk control - general

4.11.1. If the risk assessment determines that all risks can be, or are already, eliminated or controlled in accordance with the SDS and labels, no further action is needed. A relevant notation should be made in the Hazardous Chemical Register to indicate that the risk assessment has been completed.

4.11.2. In all other cases, the action plan in the Hazardous Chemicals Risk Assessment form will be completed and controls selected to eliminate risks so far as is reasonably practicable and, if that is not reasonably practicable, minimise the identified risk to as low as is reasonably practicable.

If risks cannot be eliminated, select controls in descending order from the Hierarchy of Controls, as detailed in [APPENDIX 4](#). A combination of control measures may be required to effectively manage the hazards. Depending on the outcomes of the specific risk assessment, this may include both short and long term control measures.


4.11.3. In managing risks regard will be had to the following:

- (a) The hazardous properties of the hazardous chemical;
- (b) Any potentially hazardous chemical or physical reaction between the hazardous chemical and another substance or mixture, including a substance that may be generated by the reaction;
- (c) The nature of the work to be carried out with the hazardous chemical; and
- (d) Any structure, plant or system of work that is used in the use, handling, generation or storage of the hazardous chemical or that could interact with the hazardous chemical at the workplace.

4.11.4. The Department Manager will check that outcomes from completed Hazardous Chemicals Risk Assessment forms are transferred onto the Hazard / Risk and Corrective & Preventative Action (CAPA) Register's as applicable.

4.11.5. The Department Manager will make sure the master copies of SDS' and completed risk assessment documentation are included in the Records Management System and make the following information available to affected workers:

- (a) Hazardous Chemical Register;
- (b) Completed risks assessments for relevant work groups; and
- (c) A copy of relevant SDS' at the point of chemical use.

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4.11.6. The WHS Coordinator or Works Administration Officer will make the relevant notations in the appropriate Hazardous Chemical Register.

4.11.7. The Department Manager will inform all relevant persons about the control measures selected or any corrective actions relating to hazardous chemical management. Department meeting minutes, toolbox minutes and / or Safe Work Instructions (SWI's) should demonstrate that this has occurred.

4.12. Risk controls - specific

4.12.1. Specific control – PPE

(a) If PPE has been selected as a control measure then it is to be:

- i. Suitable to the nature of the work and any hazard associated with the work;
- ii. Of a suitable size and fit and be reasonably comfortable for the worker;
- iii. Maintained (e.g. clean, hygienic and in good working order), repaired or replaced, when required; and
- iv. Used or worn by the worker, so far as is reasonably practicable.

(b) PPE will be provided by the person directing the carrying out of work, unless it has been provided by another person (e.g. another PCBU with a shared duty for the work).

(c) If PPE is selected as:

- i. A primary control measure, then workers should undergo fit testing for all relevant PPE and be instructed in fit checking before use; or
- ii. A supplementary control measure, then workers should be instructed in fit checking before use.

4.12.2. Specific control – safety signs

If a [safety sign](#) is required to control an identified risk in relation to using, handling, generating or storing hazardous chemicals at a workplace, the manager or supervisor will make sure relevant signage is displayed next to the hazard and clearly visible to a person approaching the hazard, when required to:

- (a) Warn of a particular hazard associated with the hazardous chemicals; or
- (b) State the responsibilities of a particular person in relation to the hazardous chemicals.

Note: a placard is not a safety sign.


4.12.3. Specific control - fire and explosion risks

- (a) If the risk assessment process identifies there is a possibility of fire or explosion in a hazardous area caused by an ignition source being introduced into the area, ensure that the ignition source is not introduced into the area (from outside or within the space).
- (b) Relevant procedures may need to be integrated into selected control measures (e.g. hot work and confined space procedures etc.)

4.12.4. Specific control - keeping hazardous chemicals stable

If a hazard associated with chemical stability has been identified during the risk assessment process:

- (a) Manufacturer's instructions or instructions on the SDS are to be followed, including if stability is dependent on the maintenance of the proportions of the ingredients of the hazardous

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chemical that the proportions are maintained as stated in the safety data sheet for the chemical, or by the manufacturer of the hazardous chemical;

- (b) If the hazardous chemical is known to become unstable above a particular temperature, hazardous chemicals are stored within any required temperature range and kept dry; and
- (c) Other control measures may be required to ensure the hazardous chemical used, handled or stored at the workplace does not become unstable, decompose or change so as to create a hazard that is different from the hazard originally created by the hazardous chemical or significantly increase the risk associated with any hazard in relation to the hazardous chemical.

4.12.5. Specific control – spills and damage

The Department Manager will make sure that:

- (a) There is a containment system to manage hazardous chemicals spills or leaks and systems including appropriate PPE are in place for clean-up and disposal;
- (b) The spill containment system will not create a hazard by bringing together different hazardous chemicals that are not compatible;
- (c) Spill kits are clearly labelled and located in an easily accessible position for workers;
- (d) Workers are aware of the spill kit and know how to use the spill kit in case of an emergency; and
- (e) Spill kits are restocked following use and the contents are checked on a regular basis.


4.12.6. Specific control – protecting hazardous chemicals from damage during use, handling or storage

The Department Manager will make sure that:

- (a) Containers, associated pipework or attachments are protected against damage caused by impact or excessive loads;
- (b) Any system used at the workplace for the use, handling or storage of hazardous chemicals is:
 - i. Used only for a purpose for which it was designed, manufactured, modified, supplied or installed; and
 - ii. Operated, tested, maintained, installed, repaired and decommissioned having regard to the health and safety of workers and other persons at the workplace;
- (c) Any container in which a hazardous chemical is used, handled or stored in bulk and any associated pipe work and attachments:
 - i. Has stable foundations and supports; and
 - ii. Is secured to the foundations and supports to prevent any movement between the container and associated pipe work or attachments.

4.12.7. Specific control – health monitoring

- (a) Health monitoring is provided to a worker carrying out work for the Organisation if:
 - i. The worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical referred to in Work Health and Safety Regulations 2012, [Schedule 14](#), table 14.1, column 2; or
 - ii. The person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals, there is a significant risk that the


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worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in Work Health and Safety Regulations 2012 [Schedule 14](#), table 14.1) and either:

- Valid techniques are available to detect the effect on the worker's health; or
- A valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard (published by Safe Work Australia) being exceeded.

(b) The Chief Executive Officer should make sure that:

- i. The Department Manager, in consultation with the WHS Coordinator, coordinates health monitoring for any worker exposed to a hazardous chemical referred to in Work Health and Safety Regulations 2012 [Schedule 14](#), table 14.1, column 2;
- ii. Each worker is informed about health monitoring requirements before the worker commences work using, handling, generating or storing a hazardous chemical;
- iii. Prospective workers likely to be engaged to carry out work using, handling, generating or storing a hazardous chemical are informed about health monitoring requirements;
- iv. Health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring;
- v. Workers are consulted in relation to the selection of the registered medical practitioner;
- vi. All expenses relating to health monitoring are paid by the Organisation;
- vii. The following information about a worker is provided to the registered medical practitioner:
 - The name and address of the Organisation;
 - The name and date of birth of the worker;
 - The work that the worker is, or will be, carrying out that has triggered the requirement for health monitoring; and
 - The worker has started that work and how long the worker has been carrying out that work.
- viii. All reasonable steps are taken to obtain a health monitoring report from the registered medical practitioner who carried out or supervised the monitoring as soon as practicable after the monitoring has been carried out. The report should include:
 - The name and date of birth of the worker;
 - The name and registration number of the registered medical practitioner;
 - The name and address of the Organisation (having commissioned the health monitoring);
 - The date of the health monitoring;
 - Any test results that indicate whether or not the worker has been exposed to a hazardous chemical;

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- Any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring;
 - Any recommendation that the Organisation take remedial measures, including whether the worker can continue to carry out the type of work that triggered the requirement for health monitoring; and
 - Whether medical counselling is required for the worker in relation to the work that triggered the requirement for health monitoring.
- ix. A copy of the report is provided to the worker as soon as practicable after the report is obtained.
- x. A copy of the report is provided to SafeWork SA as soon as practicable after obtaining the report if the report contains:
- Advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring; or
 - Any recommendation that the person conducting the business or undertaking take remedial measures, including whether the worker can continue to carry out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring.
- xi. The report is provided to any other PCBU when duties overlap as soon as practicable after obtaining the report;
- xii. Reports are kept as confidential records for at least 30 years after the record is made (60 years for reports relating to asbestos exposure) and is identified as a record in relation to the worker; and
- xiii. The report is not disclosed to anyone without the worker's written consent unless in accordance with [x](#) and [xi](#) above.

4.12.8. Specific control – air monitoring


- (a) If workers could be exposed to chemicals or mixtures in airborne concentrations that could exceed the exposure standard for the chemical or mixture then air monitoring will be carried out.
- (b) The Department Manager, in consultation with the WHS Coordinator, will coordinate the undertaking of air monitoring by an industrial hygienist.
- (c) Results of air monitoring will be recorded, kept for at least 30 years after the date the record is made and made readily accessible to workers who may be exposed to the chemical or mixture.
Note: GDS20 12.16.6 currently requires records to be retained until 2040, with retention subject to review at that date, however WHS Regulation 50(2) requires 30 years.

4.12.9. Specific control – Emergency Plans and safety plans

- (a) The Chief Executive Officer will make sure that:
- i. Appropriate fire protection and fire-fighting equipment is available that is designed and built for the types of hazardous chemicals at the workplace in the quantities in which they are used, handled, generated or stored at the workplace, and the conditions under which they are used, handled, generated or stored, having regard to:

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- the fire load of the hazardous chemicals;
 - the fire load from other sources; and
 - the compatibility of the hazardous chemicals with other substances and mixtures at the workplace.
- ii. The fire protection and fire-fighting equipment provided is properly installed, tested and maintained;
 - iii. A dated record is kept of the latest testing results, along with maintenance logs until the next test is conducted;
 - iv. If part of the fire protection and fire-fighting equipment provided becomes unserviceable or inoperative then:
 - the implications of the equipment being unserviceable or inoperative are assessed;
 - for risks that were controlled by the equipment when functioning fully, alternative measures are taken to manage the risks; and
 - the fire protection and fire-fighting equipment is to be returned to full operation as soon as practicable.
 - v. The Organisation’s Emergency Plan includes the first aid and response procedures for when incidents arise from the use, storage, generation or handling of hazardous chemicals;
 - vi. Prior arrangements have been made with emergency services to make sure that they are able to respond to the Organisation’s hazardous chemical emergencies, as relevant;
 - vii. The fire protection and fire-fighting equipment used by the Organisation is compatible with fire-fighting equipment used by the primary emergency service Organisation;
 - viii. Suitable fire protection and fire-fighting equipment is available at each worksite that uses, handles, generates or stores hazardous chemicals;
 - ix. A copy of the site Emergency Plan and response procedures are provided to neighbouring sites if any such work site uses, stores or handles large quantities of hazardous chemicals;
 - x. If [Schedule 11](#) hazardous chemicals that are used, handled, generated or stored at a workplace exceeds the Manifest quantity for that hazardous chemical:
 - a copy of the Emergency Plan prepared in relation to the workplace is given to the primary emergency service Organisation; and
 - the plan is revised if the Emergency Service Organisation gives a written recommendation about the content or effectiveness of the Emergency Plan; and
 - xi. Any safety equipment required to control an identified risk in relation to using, handling, generating or storing hazardous chemicals is provided, maintained and readily accessible to persons at the workplace.
- (b) The Emergency Planning Committee should make sure that the Emergency Plan is prepared in accordance with the Emergency Management Procedure and associated hazardous work procedures and includes:
- i. A site map that indicates where hazardous chemicals are stored;

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- ii. Roles of on-site emergency response teams (including First Aid Officers, Emergency Wardens);
- iii. Procedures that prevent hazardous chemicals or contaminated material of any kind entering drains or waterways;
- iv. Procedures for the disconnection of power supplies and other energy sources, if an emergency involves hazardous chemicals with ignition risks; and
- v. Provision of relevant information and assistance to the emergency services authority, both in anticipation of emergencies and when they occur.

4.13. Hazardous chemical use

4.13.1. Labelling


- (a) Containers and enclosed systems such as pipes or vessels containing hazardous chemicals used, handled or stored at the Organisation's workplaces will be labelled in accordance with the requirements outlined in [APPENDIX 5](#).
- (b) Decanting hazardous chemicals
 - i. If a hazardous chemical is decanted and is not used immediately, the container into which the chemical has been decanted will be labelled in accordance with [APPENDIX 5](#). The container should remain correctly labelled until it has been cleaned so that it no longer contains the chemical that was placed in it.
 - ii. If a hazardous chemical is decanted and used immediately, and the container into which the chemical has been decanted is cleaned so that it no longer contains the chemical (in accordance with the relevant SWI), the container does not require a label.
- (c) A worker will not remove, deface, modify or alter any such label.
- (d) If a container is found without a label:
 - i. And its contents are known, the container will have the product name attached to it until it can be relabelled;
 - ii. And its contents are unknown, the container will be labelled "*Caution do not use: unknown chemical*" and removed from use until its contents can be identified and it can be properly labelled or a decision is made for disposal;
 - iii. the incident should be reported and investigated in accordance with the Incident Reporting and Investigation Procedure.

4.13.2. Outer warning placards – requirement to display

- (a) An outer warning placard will be prominently displayed at the workplace if the total quantity of a [Schedule 11](#) hazardous chemical(s) used, handled or stored at the workplace exceeds the placard quantity for that hazardous chemical.
- (b) The placard will comply with requirements under Work Health and Safety Regulations 2012, [Schedule 13](#).

4.13.3. Mixing of hazardous chemicals

- (a) If the mixing of hazardous chemicals for work activities occurs, a risk assessment will first be undertaken (in line with [4.9](#) above).
- (b) Control measures will be in place prior to commencement of the work activity.

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- (c) A person mixing hazardous chemicals will be a competent person and fully aware of the outcomes of the risk assessment and control measures required to be in place.
- (d) An SDS is not required for hazardous chemicals generated as part of the work process (e.g. mixing Garlon and Diesel) so long as that chemical is not going to be supplied to any other party or stored for any period.

The SDS of the individual hazardous chemicals mixed will be available at all times.

- (e) The competent person will ensure appropriate safety information (i.e. hazards, risks and controls to be used) is documented and available to any work group working with the chemical.

4.13.4. Storage

- (a) Storage quantities of hazardous chemicals should be kept to a minimum.
- (b) Hazardous chemicals will be segregated and stored as designated by the SDS and other relevant legislation.
- (c) Storage will include bunding when legislatively required or other spill containment methods appropriate to the volumes being stored.
- (d) Any licensed dangerous substances will be stored in approved storage facilities as prescribed by legislation.
- (e) When in storage, hazardous chemicals will be left in a state that does not create a hazard in the workplace.

4.13.5. Transportation

Transport of hazardous chemicals and dangerous goods will comply with the requirements of the Australian Code for the Transport of Dangerous Goods by Road and Rail.

4.13.6. Spills and Disposal

- (a) The risk assessment, SDS and relevant legislation will be referred to when hazardous chemicals require disposal or are to be cleaned up in the case of a spill.
- (b) When indicated on the SDS, hazardous chemicals are required to be removed or cleaned up from work premises by a licensed operator.
- (c) The Department Manager will inform the WHS Coordinator or Works Administration Officer (as applicable) the removal of a chemical from the Organisation's premises requires the Hazardous Chemicals Register to be updated.


4.14. Accidents or incidents involving hazardous chemicals

4.14.1. If an accident or incident involving hazardous chemicals occurs, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek any first aid or emergency assistance. This may include following the control measures documented in relevant SDS and/or the Organisation's Emergency Plan.

4.14.2. If a notifiable incident occurs, namely:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

A report will be made by the relevant Department Manager as follows:

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- (a) A notifiable incident is reported to [SafeWork SA](#) by the fastest possible means (telephone 1800 777 209 - 24 hours a day) immediately after becoming aware that a notifiable incident has occurred.
- (b) Any incident occurring that involves electricity or an electric shock, gas or plumbing is reported to the [Office of the Technical Regulator](#) (telephone: 8226 5518; Business Hours or 1800 558 811 After Hours):
 - i. In the case of a death resulting from the incident - immediately by telephone
 - ii. In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident
 - iii. In any other case that involves electricity - within ten working days of the incident
 - iv. Gas incidents resulting in damage to property of \$5,000 or more – within ten working days of the incident
 - v. Gas incidents involving a gas infrastructure pipeline (operating above 1050 kPa) resulting in any injury or damage to property, or incidents requiring the attendance of a fire brigade – within one month from the date of the incident.
 - vi. In the case of Water or Sewerage system incidents;
 - For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours
 - For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
 - For Type 2 incidents - Verbal notification not required and written notification within 10 working days.

Further guidance can be found [here](#)


- 4.14.3. Whenever any statutory reports have been made, the WHS Coordinator will ensure that the LGAWCS has been notified as soon as is reasonably practicable.
- 4.14.4. Any claim for worker's compensation should be reported in accordance with the Workplace Return to Work Procedure.
- 4.14.5. The Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the notifiable incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

4.15. Maintaining control measures

4.15.1. The Department Manager will make sure control measures are maintained, including:

- (a) Making sure workplace inspections include a review of hazardous chemical management;
- (b) Providing adequate supervision to ensure workers are using the control measures properly;
- (c) Ensuring that preventative maintenance and testing programs for chemical storage and handling systems are implemented; and
- (d) Ensuring that controls remain effective (e.g. by undertaking periodic air monitoring and other testing when relevant).

4.15.2. Workers who identify defective control measures will report the hazards to their supervisor or manager as soon as they are identified so that prompt remedial action can be taken.

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4.16. Monitoring and evaluation

4.16.1. Department Managers will review and revise existing risk control measures related to hazardous chemicals using the same methods as the initial hazard identification process:

- (a) When the control measure does not minimise the risk so far as is reasonably practicable;
- (b) Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control;
- (c) If a new hazard or risk is identified;
- (d) If the results of consultation indicate that a review is necessary;
- (e) If a Health and Safety Representative requests a review;
- (f) If an SDS or the Hazardous Chemicals Register is changed;
- (g) If a health monitoring report for a worker contains abnormal test results or recommendations for remedial measures;
- (h) If atmospheric monitoring indicates that exposure standards have been exceeded; and
- (i) At least once every 5 years.

4.16.2. The Health and Safety Committee (**HSC**) should monitor the Hazardous Chemical Register and the Hazard / Risk and CAPA Register's during its meetings. A report will be presented to the Senior Management Team listing outstanding items requiring direction or enforcement.

4.16.3. The Senior Management Team will:

- (a) Review hazard and incident statistics related to hazardous chemical management, audit results, legislative changes and other relevant information and direct action, when required. Minutes will record outcomes of discussion and actions to be undertaken;
- (b) Include the hazardous chemical process in the internal audit program and report the audit findings as part of the ongoing management review process; and
- (c) Set, monitor and review objectives, targets and performance indicators for any hazardous chemical program(s), as relevant.

5. Training

5.1. The Organisation's Training Needs Analysis (TNA) will identify the training needs for those persons required to purchase, use, handle or store hazardous chemicals.

5.2. Workers and others likely to be required to purchase, use, handle or store hazardous chemicals will have the Hazardous Chemical Procedure explained to them during the induction process.


5.3. Workers who are required to undertake any task involving hazardous chemicals will receive training specific to the task and chemical used and appropriate supervision. Other target groups requiring training include:

5.3.1. Supervisors and managers of workers who supervise hazardous chemical use;

5.3.2. Persons required to participate in the risk assessment process;

5.3.3. All workers and other persons who may be likely to be affected by the use of hazardous chemicals; and

5.3.4. Workers with roles in emergency response and first aid.

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- 5.4. Information, training and instruction related to hazardous chemicals will be provided taking into account:
- 5.4.1. The nature of the hazardous chemicals involved and the risks to the worker;
 - 5.4.2. The control measures implemented and how to use and maintain them correctly;
 - 5.4.3. The arrangements in place to deal with emergencies, including evacuation procedures, containing and cleaning up spills and first aid instructions;
 - 5.4.4. The selection, required fit, use, maintenance and storage of any required PPE;
 - 5.4.5. Any health monitoring which may be required and the worker's rights and obligations;
 - 5.4.6. The labelling of containers of hazardous chemicals, the information that each part of the label provides and why the information is being provided;
 - 5.4.7. The availability of SDS for all hazardous chemicals, how to access the SDS and the information that each part of the SDS provides; and
 - 5.4.8. The work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous chemicals.
- 5.5. Contractors will be made aware of the Hazardous Chemical Procedure during the contractor tendering process and be required to demonstrate that they have had relevant training related to hazardous chemicals, if required.
- 5.6. The Department Manager will provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE.

6. Records

The following records will be maintained:

- 6.1. Hazardous Chemicals Register
- 6.2. Hazardous Chemicals Manifest (if applicable)
- 6.3. Hazardous chemical risk assessments
- 6.4. Safety Data Sheets (SDS)
- 6.5. Safe Work Instructions
- 6.6. Training records
- 6.7. Relevant licences, (individual and organisational)
- 6.8. Emergency Response Plan
- 6.9. Health monitoring records
- 6.10. Air monitoring records
- 6.11. Any other records relating to legislative compliance
- 6.12. Statutory notifications

All records will be managed in line with the current version of General Disposal Schedule 20 for Local Government.

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7. Responsibilities

7.1. The Chief Executive Officer is accountable for:


- 7.1.1. Checking that the Organisation manages hazards relating to hazardous chemical in accordance with legislative requirements;
- 7.1.2. Approving reasonably practicable budgetary expenditure necessary to implement this procedure;
- 7.1.3. Ensuring Department Managers oversee the management of hazardous chemicals;
- 7.1.4. Setting objectives, targets and performance indicators for hazardous chemical program(s), as relevant;
- 7.1.5. Making sure statutory records related to hazardous chemicals are maintained;
- 7.1.6. Making sure health monitoring records are obtained and kept confidential; and
- 7.1.7. Monitoring the Hazard / Risk, CAPA and Hazardous Chemicals Register's, incident and hazard reports; enforcing close out of items when required and directing action as required.

7.2. The Senior Management Team is accountable for:


- 7.2.1. Making sure that required training for hazardous chemicals is identified, implemented, managed and monitored;
- 7.2.2. Setting objectives, targets and performance indicators for hazardous chemical program(s), as relevant;
- 7.2.3. Making sure an Emergency Plan is in place which includes the first aid and response procedures to be followed in an emergency relating to hazardous chemicals and that regular testing of those procedures occurs;
- 7.2.4. Monitoring the Hazard / Risk, CAPA and Hazardous Chemicals Register's, incident and hazard reports; enforcing close out of items when required and directing action as required; and
- 7.2.5. Reviewing the effectiveness of the Hazardous Chemical Procedure within the management review process.

7.3. The Department Manager is accountable for:

- 7.3.1. Making sure the Hazardous Chemicals Register contains all hazardous chemicals handled, used, stored or generated in the work areas under their control;
- 7.3.2. Making sure hazardous chemicals are purchased in accordance with this procedure and procurement guidelines;
- 7.3.3. Complying with legislatively prescribed licensing and approval requirements;
- 7.3.4. Making sure a risk assessment that includes emergency response is developed and documented for any hazardous chemical that is not a consumer product or intended for household use;
- 7.3.5. Implementing controls when elimination is not reasonably practicable, in accordance with the Hierarchy of Controls, so as to minimise any risks to worker health;
- 7.3.6. Maintaining the currency of SDS and risk assessments;
- 7.3.7. Providing workers with the necessary information, instruction, training and supervision to apply the Organisation's Hazardous Chemicals Procedure;
- 7.3.8. Making sure hazardous chemical containers and pipe work are labelled in accordance with legislative requirements;

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- 7.3.9. Displaying signage when and as required by legislation or the risk assessment process;
 - 7.3.10. Coordinating health monitoring activities with the WHS Coordinator, when required;
 - 7.3.11. Monitoring hazardous chemical use in accordance with risk assessment findings and any legislative requirements;
 - 7.3.12. Documenting, investigating and controlling hazards reported or incidents that occur in accordance with site procedures;
 - 7.3.13. Identifying and implementing corrective or preventative actions to ensure the continual improvement of the management of hazardous and/or dangerous hazardous chemicals; and
 - 7.3.14. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.
- 7.4. The WHS Coordinator is accountable for:
- 7.4.1. Coordinating the ongoing management of hazardous chemicals across the Organisation in liaison with Department Managers;
 - 7.4.2. Maintaining the currency of the Hazardous Chemicals Register's with the Works Administration Officer and in liaison with Department Managers;
 - 7.4.3. Monitoring and advising management on legislative change and hazardous chemical compliance requirements;
 - 7.4.4. Coordinating the provision of information and training to workers on the safe use and management of hazardous and/or dangerous hazardous chemicals in liaison with Department Managers;
 - 7.4.5. Coordinating any health monitoring or air monitoring, in conjunction with the relevant Department Manager, when required;
 - 7.4.6. Maintaining legislative currency of procedures and systems in relation to hazardous chemicals; and
 - 7.4.7. Initiating audit and other hazardous chemicals review activities and providing reports and information to the management team and HSC, as required.
- 7.5. Any worker required to work with hazardous chemicals is accountable for:
- 7.5.1. Participating in consultation related to hazardous chemical purchases, as required;
 - 7.5.2. Participating in the risk assessment process, as required;
 - 7.5.3. Complying with the requirements of the risk assessment and all relevant WHS Policies and Procedures whilst undertaking their tasks;
 - 7.5.4. Using the control measures provided for hazardous chemicals, plant and processes including:
 - (a) Wearing, using, maintaining and storing in a proper manner, any PPE and safety equipment provided; and
 - (b) Practicing a high standard of personal hygiene and making proper use of the facilities provided for washing, showering or bathing and for eating and drinking;
 - 7.5.5. Seeking assistance to manage any identified hazards, when required;
 - 7.5.6. Reporting promptly any hazards associated with any control measure, label or item of PPE; and
 - 7.5.7. Participating in any health monitoring, as required.

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- 7.6. The HSC is accountable for:
- 7.6.1. Facilitating consultation between Department Managers and workers in matters relating to hazardous chemicals;
 - 7.6.2. Assisting in the development and review of WHS documentation (including risk assessments and SWI's);
 - 7.6.3. Monitoring the Hazardous Chemicals, Hazard / Risk and CAPA Register's and referring issues that require management direction or enforcement to the Chief Executive Officer or Senior Management Team as required.
- 7.7. Health and Safety Representatives may:
- 7.7.1. Facilitate consultation between Department Managers and workers in relation to hazardous chemicals that affect the workgroup they represent; and
 - 7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to hazardous chemicals.

8. Review

- 8.1. The Hazardous Chemical Procedure will be reviewed by the HSC in consultation with the Senior Management Team, workers or their representatives, every thirty six (36) months or more frequently if legislation or organisational needs change. This will include a review of:
- 8.1.1. Feedback from managers, workers, HSRs, HSC members or other relevant stakeholders;
 - 8.1.2. Legislative compliance;
 - 8.1.3. Performance Standards for Self Insurers;
 - 8.1.4. LGAWCS guidance;
 - 8.1.5. Internal or external audit findings;
 - 8.1.6. Incident and hazard reports, claims costs and trends; and
 - 8.1.7. Any other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. References

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [General Disposal Schedule 20 for Local Government](#)
- [ReturnToWorkSA's Performance Standards for Self-Insurers](#)
- [Dangerous Substances Act 1979](#)
- [Dangerous Substances Regulations 2002](#)
- [Dangerous Substances \(Dangerous Goods Transport\) Regulations 2008](#)
- [Australian Code for the Transport of Dangerous Goods by Road and Rail](#)
- [Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace, July 2012](#)

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[Code of Practice: Labelling of Workplace Hazardous Chemicals, September 2015](#)

[Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, December 2011](#)

[Workplace Exposure Standard for Airborne Contaminants](#)

[Globally Harmonised System of Classification and Labelling of Chemicals](#)

Standards, applicable to all, or several, classes of hazardous substances:

AS 1319:1994: Safety Signs for the Occupational Environment

AS 1345:1995: Rules for the identification of piping, conduits and ducts

AS/NZS 3833:2007: The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers

AS 4745:2012 Code of practice for handling combustible dusts

AS 4897:2008 The design, installation and operation of underground petroleum storage systems

AS 4976:2008 The removal and disposal of underground petroleum storage tanks

AS 4977:2008 Petroleum products – Pipeline, road tanker compartment and underground tank identification

AS/NZS 60079.10.1:2009 Classification of areas – Explosive gas atmospheres (IEC 6007-10-1, Ed. 1.1 (2008) MOD)

AS/NZS 60079.10.2:2011 Explosive atmospheres - Classification of areas - Combustible dust atmospheres

SAA/SNZ HB 76:2010 Dangerous goods – Initial emergency response guide

10. Related documents

Workplace Return to Work Procedure (*Document number 12.3.2*)

Incident Reporting and Investigation Procedure (*Document number 12.3.7.1*)

WHS Hazard Management Procedure (*Document number 12.3.7.3*)

Workplace Inspection Procedure (*Document number 12.3.7.4*)

Corrective or Preventative Action Procedure (*Document number 12.3.16.5*)

Emergency Management Procedure (*Document number 12.3.26.1*)

Confined Space Management Procedure (*Document number 12.3.35.1*)

Hot Work Procedure (*Document number 12.3.35.6*)

Procurement Procedure(s)

SIGNED:


Chief Executive Officer

Date: ____/____/____

.....


Chairperson, Health and Safety Committee

Date: ____/____/____

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11. Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Dec 2009	New Document.
	2.0	08/07/13	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; Title change from Hazardous and dangerous substances procedure to Hazardous Chemicals procedure, OHS to WHS and employee to worker where appropriate. Expansion of Risk control section (4.11) to include specific controls from Legislative framework and COP. Provision of 5 new appendices to assist Council in Chemical management.
	3.0	24/06/16	Overview: added Codes of Practice to Note 1 & added Note 3; Definitions: deleted terms not used elsewhere in document, added dangerous goods & household use & updated references throughout; added 4.6.1; added table at 4.7.1; 4.12.6 separated out from 4.12.5 & additional information included; 4.12.8(c) additional information; 4.12.10 – 4.12.13 moved to 4.11; 4.14 updated to reflect all mandatory notifications; 4.16.3 moved to 4.11; 5 added purchasing; Moved information from references to Appendix 1; Language, formatting & hyperlinks

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APPENDIX 1: Transitional Provisions


WHS Regulations 2012, Regulation 736: Until 31 December 2016, if a provision of the WHS Regulations 2012 imposes an obligation or duty on a person to classify or label a hazardous chemical under or in accordance with the GHS, the person will be taken to have complied with the obligation or duty if he or she classifies or labels the chemical under or in accordance with:

- (a) The ADG Code; or
- (b) The Approved Criteria for Classifying Hazardous Substances [NOHSC:1008 (2004)]; or
- (c) The Labelling of Workplace Hazardous Chemicals Code of Practice published by Safe Work Australia in December 2011.

The Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, December 2011 provides reference to further information as follows:

Further Hazard Classification

- Australian Inventory of Chemical Substances (AICS) (NICNAS) <http://www.nicnas.gov.au/regulation-and-compliance/aics>
- Chemical Assessment Reports (NICNAS) <http://www.nicnas.gov.au/chemical-information/new-chemical-assessments>
- [Exposure Standards \(Workplace Exposure Standards for Airborne Contaminants\)](#)
- Globally Harmonized System of Classification and Labelling of Chemicals (GHS) (United Nations) http://www.unece.org/trans/danger/publi/ghs/ghs_welcome_e.html
- Global Portal to Information on Chemical Substances http://www.echemportal.org/echemportal/index?pageID=0&request_locale=en
- HSIS database <http://www.safeworkaustralia.gov.au/sites/swa/whs-information/hazardous-chemicals/hsis/pages/hsis>
- Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) http://echa.europa.eu/reach_en.asp

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APPENDIX 2: Pre-purchase Checklist

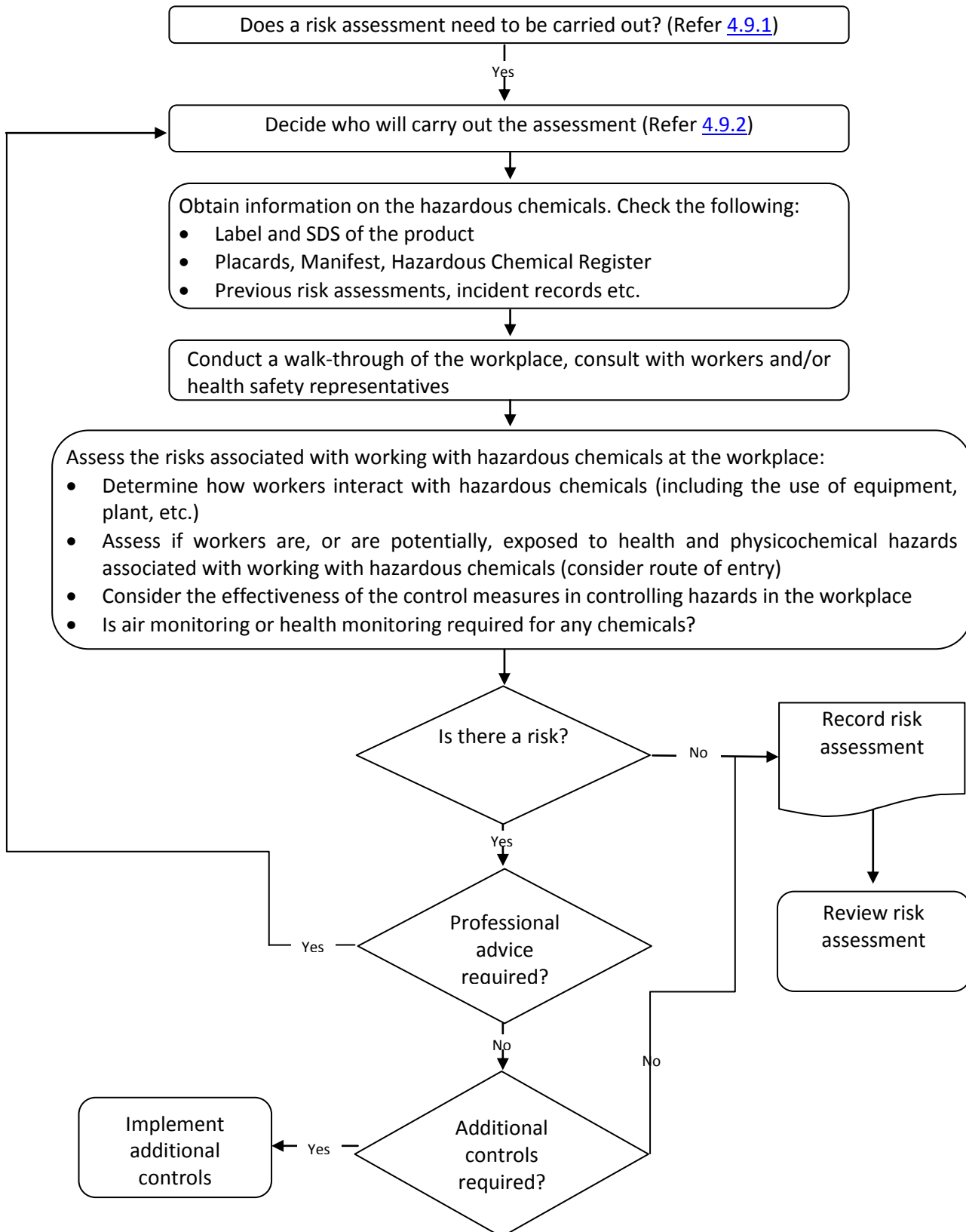
HAZARDOUS CHEMICAL	Further information	Yes	No	N/A	If action required, transfer findings to the Hazard / Risk and Corrective & Preventative Action Registers
Is a Safety Data Sheet (SDS) available from the supplier?	It is the supplier's responsibility to provide SDS. Always request an SDS from the supplier or manufacturer when first ordering a chemical.				
Is a current risk assessment available?	Check the Hazardous Chemical Register. If risk assessment is less than 5 years old and still valid for the task, a new risk assessment is not required.				
Is a new risk assessment required?	Use the SDS to inform any new risk assessment. Establish risk assessment team and undertake a risk assessment.				
Is appropriate storage for this chemical available?	There are limits on quantities of certain hazardous chemicals that can be kept.				
What training is required for the safe use of this chemical?	Training must be provided on safe use of hazardous chemicals.				
Has safe disposal of waste been addressed?	Take into account the quantity of material that will be disposed of. Determine how you intend to dispose of waste and the associated costs.				
Will dust extraction or local exhaust ventilation be required to prevent exposure?	Base on advice from risk assessment.				
Is appropriate spill response equipment available?	Base on advice from risk assessment.				
Is specialised first aid required?	Base on advice from risk assessment.				
Is specialised fire protection/emergency response required?	Base on advice from risk assessment.				
Is substance a prohibited or restricted carcinogen as scheduled in the SA Work Health and Safety Regulations?	These scheduled carcinogens can only be used with approval from SafeWork SA. Schedule 10 of the WHS Regulations lists these.				
Are you importing an ozone depleting substance as defined by the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 ?	Refer to licensing and reporting requirements at the government environment website .				
Is the substance radioactive according to the SA Radiation Protection and Control Act 1982 ?	The Chief Executive Officer must approve the use of radioactive substances.				
Is the substance scheduled in the SA Controlled Substances (Pesticides) Regulations 2003?	The pesticides which are controlled are defined in Regulation 3 of the SA Controlled Substances (Pesticides) Regulations 2003				
Any other regulatory constraints associated with the hazardous chemical being purchased?	List and use as basis for purchase decision and or risk assessment				




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APPENDIX 3: Overview of Risk Assessment Process




Source: COP: Managing the Risks of Hazardous Chemicals in the Workplace July 2012, p.64


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APPENDIX 4: Hierarchy of Control

Elimination	<p>Where a work activity involves the use of a hazardous chemical that is not essential, the hazardous chemical will be eliminated wherever practicable. Examples of elimination include the following:</p> <ul style="list-style-type: none"> Using a physical process rather than a chemical process to clean an object, for example, use of ultra-sound Using clips, clamps or bolts instead of an adhesive Eliminating a handling activity and potential worker exposure by purchasing pre-mixed or diluted chemicals instead of manually mixing or diluting chemicals at the workplace Purchasing supplies of a material in a ready-cut and sized form rather than carrying out dust-producing cutting processes on site Adopting an alternative product or production method.
Substitution	<p>Substitution includes using a less hazardous chemical, the same chemical in a less hazardous form or the same chemical in a less hazardous process. Examples of substitution include:</p> <ul style="list-style-type: none"> Using the chemical in a paste or pellet form rather than a dusty powder in order to reduce exposure to airborne dust Substituting a less volatile material to control a vapour hazard may cost less than the installation and maintenance of a mechanical ventilation system Replacing a chlorinated degreasing solvent with a detergent Using diluted acids and alkalis rather than concentrates Using a water-based paint in place of an organic solvent-based paint Brush application of paint rather than aerosol application.
Isolation	<p>Isolation involves separation of the process from people by distance or the use of barriers to prevent exposure and contamination of the working environment. Examples are:</p> <ul style="list-style-type: none"> The remote operation of a process Physically separate hazardous chemicals from any chemicals or other things that may be incompatible.
Engineering	<p>Engineering controls are plant or processes that minimise the generation of hazardous chemicals, suppress or contain hazardous chemicals or limit the area of contamination in the event of spills or leaks. Types of engineering controls include the following:</p> <ul style="list-style-type: none"> Enclosure or partial enclosure e.g. ventilated booths Using intrinsically safe electrical equipment in hazardous areas Local exhaust ventilation e.g. extraction systems attached to grinding machines Automation of processes Spillage control such as trip trays or raised edges around work benches and bunding Controls or valves that include fail-safe switches Process designs that minimise the quantities of hazardous chemicals used or the generation of dusts, fumes or vapours.

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Administrative	<p>Administrative means are safe work practices that require people to work in safer ways. Examples of safe work practices include:</p> <ul style="list-style-type: none"> • Written policies and work procedures e.g. safe work method statements • Reducing the number of workers exposed to the chemical or restricting worker access to certain areas • Reducing the duration and/or frequency of workers' exposure through specific work procedures e.g. job rotation • Reducing quantities of hazardous chemicals through inventory reduction • Use of warning signs and indicating by appropriate signage the necessary PPE for those entering • Regular cleaning and removing accumulations of waste • Providing means for safe storage and disposal of hazardous chemicals • Prohibiting eating, drinking and smoking in contaminated areas • Keeping lids on containers when not in use • Providing and using facilities for effective decontamination of work clothing before leaving a designated area
Personal Protective Equipment	<p>The use of PPE as the only control measure will be limited to situations where other control measures (listed above) are not reasonably practicable. PPE may be used in conjunction with other control measures to increase protection. Situations include:</p> <ul style="list-style-type: none"> • End use products where no other controls are practicable e.g. the use of pesticides in the field • Where it is not technically feasible to achieve adequate control by other measures – in these cases, exposure should be reduced as far as practicable by other measures and then, in addition, suitable PPE should be used to secure adequate control • Where PPE is necessary to safeguard health until such time as adequate control is achieved by other means, such as where urgent action is required because of plant failure • During routine maintenance operations where the infrequency and small number of people involved may make other control measures impracticable. <p>Where PPE is to be used, the Organisation should ensure that the following are carried out:</p> <ul style="list-style-type: none"> • The PPE is properly selected for the individual and task in accordance with the relevant Australian Standards • Users are informed of any limitations of the PPE and trained in its use and fit testing is undertaken, when required • PPE is be maintained by appropriately trained workers in accordance with a PPE maintenance and servicing process • Items of PPE are readily available and/or replaced as frequently as necessary and are stored in a place provided for the purpose • The areas where PPE should be used are clearly identified

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APPENDIX 5: Labelling

General Labelling

A hazardous chemical is correctly labelled if the chemical is packed in a container that includes the following:

- (a) Is written in English;
- (b) The product identifier;
- (c) The name, Australian address and business telephone number of either the manufacturer or importer;
- (d) The identity and proportion disclosed in accordance with Schedule 8 of the WHS Regulations for each chemical ingredient;
- (e) Any hazard pictogram(s) consistent with the correct classification(s) of the chemical;
- (f) Any hazard statement(s), signal word and precautionary statement(s) that is consistent with the correct classification(s) of the chemical;
- (g) Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, and
- (h) The expiry date of the chemical, if applicable.

(WHS Regulations 2012, Regulation 335, Part 3 of Schedule 9)

Small Containers

Where a hazardous chemical is packaged in a container that is too small to attach a label with information that is required of hazardous chemical labels in general, then the label will be written in English and include the following:

- (a) The product identifier;
- (b) The name, Australian address and business telephone number of either the manufacturer or importer;
- (c) A hazard pictogram or hazard statement that is consistent with the correct classification of the chemical, and
- (d) Any other information required for hazardous chemicals labels in general that is reasonably practicable to include.

(WHS Regulations 2012, Regulation 335, Part 3 of Schedule 9)

Consumer Products

A hazardous chemical does not need to meet the labelling requirements under the WHS Regulations if the chemical is a consumer product with the original label on its container.


In all other instances legislative requirements will be met.

Decanting

If a hazardous chemical has been decanted or transferred from the container in which it was packed and it will not be used immediately or it is supplied to someone else, the label must, at a minimum, be written in English and include the following:

- (a) The product identifier, and
- (b) A hazard pictogram or hazard statement consistent with the correct classification of the chemical.

(WHS Regulations 2012, Regulation 335, Part 3 of Schedule 9)

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Pipework

A person conducting a business or undertaking will ensure, so far as is reasonably practicable, that a hazardous chemical in pipe work is identified by a label, sign or another way on or near the pipe work.

Pipelines and pipe-work used for the conveyance of hazardous chemicals will be identified. The identification used will communicate information relevant to the identity of the chemical, its hazards and any necessary precautions to be observed. Methods for identifying hazardous chemicals in pipe work may include:

- (a) Signs adjacent to pipe-work;
- (b) Markings on the pipe-work, for example colour coding (refer to *AS 1345-1995 Identification of the contents of pipes, conduits and ducts* for guidance); and
- (c) Schematic layouts displayed prominently.

(WHS Regulations 2012, Regulation 343)

Agricultural chemicals

Agricultural chemicals will have a label in English that complies with the requirements of the Australian Pesticides and Veterinary Medicines Authority and also includes the following:

- (a) Any hazard statement that is consistent with the correct classification of the chemical, and
- (b) Any precautionary statement that is consistent with the correct classification of the chemical.

(WHS Regulations 2012, Regulation 335, Part 3 of Schedule 9).

Further guidance:

WHS Regulations 2012

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