

Management of Hazardous Chemicals Procedure (19)





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1. PURPOSE

To provide and define the management of hazardous chemicals to minimise the risks associated with receipt, use, handling, storage, transport of and disposal of hazardous chemicals.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

3.1. Information

Consumer Products are those that are packed primarily for use by a household consumer and are used in a manner consistent with normal household use (e.g. laundry detergent packed in a 1 kg container and used to wash clothes, tea towels etc.) would not need to be included on the chemical register, a Safety Data Sheet (SDS) is not required and a risk assessment does not need to be completed.

However, a 30 kg container of the same detergent used for commercial laundering (e.g. aged care, boarding house laundries) is not considered to be a consumer product and therefore must be included on the chemical register have a SDS and requires a risk assessment to be completed.

EDUCATION SECTOR – Only hazardous chemicals that have been approved on the DECD list of approved Hazardous Chemicals ([DECD Approved Hazardous Chemicals](#)) can be purchased without completing a risk assessment.

At sites where **spray booths** are used refer to [Spray painting and powder coating Code of Practice](#)

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to particular position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers and others in the workplace.

Responsibility, authority and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).



You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Introducing Chemicals into the Workplace

To avoid excessive quantities of hazardous chemicals that could be detrimental in an emergency (e.g. fire or chemical leak), the manager shall ensure that all hazardous chemicals, including flammable or combustible substances, are kept at the lowest practicable quantity that is needed for operations.

[Purchasing Procedure \(20\)](#) defines the process of determining the capability of suppliers to comply with WHS specifications and requirements relating to hazardous chemicals.

The introduction of a chemical into the workplace requires the following:

- current SDS (not required if consumer product);
- [Pre Purchase Checklist \(046F\)](#) or equivalent;
- [Hazardous Chemical Risk Assessment \(009F\)](#) or equivalent, (not required if consumer product) requirements for the assessment of risk associated with hazardous chemicals are defined in [5.2 Hazardous Chemical Risk Assessment](#).

EDUCATION SECTOR – Only hazardous chemicals that have been approved on the DECD list of approved Hazardous Chemicals ([DECD Approved Hazardous Chemicals](#)) can be purchased without completing a risk assessment.

5.2. Hazardous Chemical Risk Assessment

The assessment of risk associated with a chemical classified or deemed to be “hazardous”, is required in the following circumstances:

- prior to the introduction of a chemical into the workplace;
- purchase of a chemical proposed to be equivalent to a chemical already used but from a different supplier;
- the re-issue of the relevant SDS.

The risk assessment shall address the following:

- identity of the chemical;
- the use(s) of the chemical and any known alternative chemicals;
- identification of prohibited carcinogens, restricted carcinogens, and restricted hazardous chemicals (WHS Regulation 2012 (SA) Schedule 10);
- the known health and environmental effects of exposure to that chemical;
- the likelihood of injury or harm;
- concentration and duration of exposure;



- procedures for safe use, handling, transfer, transport, storage and disposal;
- hazardous chemicals generated due to reactions with other chemicals, air or thermal decomposition, etc.;
- emergency procedures
- emergency control equipment i.e. fire extinguishers, eyewash stations, safety showers;
- first aid procedures;
- information for a treating physician; and
- the personal protective equipment (PPE) required.

Consideration is to be given to the risk associated to persons on site and adjoining the site during normal storage and under emergency conditions.

Occupants of premises adjoin the site shall be given information regarding the emergency procedures concerning any bulk storage of chemicals.

5.3. Safety Data Sheets

A Safety Data Sheet (SDS) specific to the chemical product, shall be made available to any worker who receives, handles, uses, stores, transports or disposes of that chemical, or undertakes a process using the chemical which, in turn, generates a hazardous chemical or chemicals, or any worker who may be affected by the chemical.

SDS's are current for a period of five (5) years after the date of issue. Where the only available copy of a SDS exceeds five (5) years and a current version is not available from the supplier or manufacturer, the SDS should be clearly marked with a statement to that effect and dated. Note: if you have a chemical that is older than five (5) years, you may need to keep the original Material Safety Data Sheet for reference purposes and note this on the [Hazardous Chemical Register \(056F\)](#).

5.4. Chemical Registers

A [Hazardous Chemical Register \(056F\)](#) or equivalent must be developed and maintained for Hazardous Chemicals that are stored handled or used at the workplace (except where they are consumer products).

Hazardous Chemical Registers may be kept electronically (e.g. intranet, ChemWatch) provided workers involved in using, handling, or storing a hazardous chemical; and anyone else who is likely to be affected by a hazardous chemical at the site or workplace has readily available access to the Chemical Register. Otherwise, a hard copy must be kept in the location where the chemicals are stored and / or mostly used.

The Chemical Register must be formally reviewed at least annually to:

- ensure the Chemical Register is reconciled against actual chemicals used, handled and stored onsite and that all Safety Data Sheets and risk assessments are current and available;



- help identify potential chemical storage issues including unlabelled and incompatible products;
- identify discontinued and unwanted chemicals;
- minimise potential risk exposures associated with excessive quantities or unnecessary hazardous chemicals.

5.5. Labelling of Chemical Containers / Pipes

The Manager and Workers responsible for the use, handling, storage and disposal of hazardous chemicals must ensure that manufacturers and / or suppliers labels (in English) on original hazardous chemicals container are not removed defaced or modified.

The chemical shall be correctly labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) and should include:

- the product name;
- Hazardous Chemical pictograms and / or poisons label where appropriate;
- the chemical name(s) of the ingredients and their respective concentrations;
- the trade name of the chemical;
- how to use the chemical safely;
- health information including safety and risk phrases; and
- supplier information and emergency contact numbers.

Table 1. below is a guide on the size dimensions for the pictogram and text size for the labels to be compliant with Global harmonised System (GHS) laws.

Table 1. – Guide on size and dimensions of pictogram and text for labels.

| Container capacity | Minimum hazard pictogram dimensions | Minimum text size |
|--------------------|-------------------------------------|-------------------|
| ≤ 500 mL | 15 x 15 mm | 2.5 mm |
| > 500 mL and ≥ 5 L | 20 x 20 mm | 3 mm |
| > 5 L and ≤ 25 L | 50 x 50 mm | 5 mm |
| ≥ 25 L | 100 x 100 mm | 7 mm |

5.6. Signage for Hazardous Areas

Areas where hazardous chemicals are stored shall have the appropriate signage to:

- warn of a particular hazard associated with the hazardous chemicals; and
- state the PPE requirements of a person in relation to the hazardous chemicals.

Signage shall advise of chemical hazards and / or PPE requirements such as:



Safety signs shall be positioned next to the hazard and be clearly visible to a person approaching the hazard.



5.7. Placarding

Hazardous Chemicals in excess of the placarding quantity require placards to be displayed as follows:

- on the principal entrances to the premises where emergency services are likely to enter the premises;
- at the entrance of any building where hazardous chemicals are stored in excess of the placarding quantities;
- adjacent to any outside hazardous chemical storage areas; and on any container holding bulk hazardous chemical, such as an Liquid Petroleum Gas (LPG) tank.



5.8. Safety Signs

Where a sign is required to control an identified risk in relation to using, handling generating or storing hazardous chemicals, the sign must be located next to the hazard and be clearly visible to a person approaching the hazard.

5.9. Decanting Chemicals

Generally a hazardous chemical should only be decanted if necessary to do so, (i.e. supplied container is too large and awkward to use), and then it must be done in accordance with the manufacturer's instructions as per the SDS and with the following;

- no workplace chemicals will be decanted into food, drink or any other container which has been manufactured to contain human or animal edible products;
- where decanting is necessary, only the amount sufficient for the immediate use on an individual job will be decanted;
- where such an amount is decanted, only the person decanting the chemical will use it and remain responsible for its correct usage and control; **EDUCATION:** Students in practicals can use decanted chemicals under the supervision of a science teacher / laboratory manager that they haven't decanted;
- where a chemical is decanted and not used immediately, the container will be sealed to ensure the chemical cannot escape or be spilled and is to be labelled;
- when choosing a container for a chemical, the material of the container is to be impervious to the actions of the chemical i.e. airtight, flame proof or spill proof as required;
- all containers that have held decanted chemicals must be cleaned, so they no longer contain the chemical or disposed of safely according to [Waste Management Procedure \(27\)](#); and



- workers decanting such chemicals shall be trained in the Work Instruction detailing the correct safe method for decanting, handling and use of the chemical.

5.9.1. Labelling Decanted Chemicals

When a chemical is decanted into a container not for immediate use, labelling must be applied. The worker decanting the hazardous chemical shall ensure that all containers used for decanting remain labelled until disposed of in the manner described by the manufacturer.

Third Party chemical management systems (e.g. ChemWatch) may be used for the creation of labels where internal decanting of chemicals occur (e.g. science laboratories, theatres etc.).

Further information on labelling and pictogram requirements can be found in the [Labelling Workplace Hazardous Chemicals Poster](#).

Should a worker find a container without a label, they shall advise their Manager immediately. The container shall be clearly marked; “CAUTION DO NOT USE: UNKNOWN CHEMICAL”. If the chemical cannot be identified, appropriate arrangements must be taken to safely dispose of the chemical.

5.9.2. No Labelling Required

Labelling is not required when the:

- chemical is decanted into a container for immediate use i.e. the entire contents of the container will be used immediately; and
- container will not be left unattended with hazardous chemical in it for any period; and
- container is disposed of or thoroughly cleaned immediately after the hazardous chemical is used so that the container is in the condition it would be in if it had never contained the hazardous chemical.

5.10. Transport, Transfer, Storage, Handling & Separation

The site shall consider the following in relation to the transport, transfer, storage, handling and separation of hazardous chemicals;

- the need to handle the chemical;
- requirements to move the chemical;
- spill containment;
- storage quantities;
- storage requirements (including isolation & separation)
- movement path of the chemical;
- control of vapour, dust or gases;
- adjoining premises and properties; and
- environmental concerns.



Hazardous chemicals shall be transported, transferred, stored, handled, isolated or separated in accordance with the manufacturers recommendations, SDSs and the Australian Dangerous Goods (ADG) Code.

Hazards associated with the transport, transfer, storage, handling and separation of hazardous chemicals and the identification of suitable control measures shall be determined in the risk assessment (refer [5.2 Hazardous Chemical Risk Assessment](#) of this procedure).

Task specific procedures / work instructions for the safe transport, transfer, storage, handling and separation of hazardous chemicals shall be developed.

5.10.1. Transport

All chemicals should only be transported where there is clear established need. Where the need exists to transport hazardous chemicals from one place to another within the facility the following shall be considered:

- identification of the proposed transport routes that poses minimal risk to people, property and the environment taking into account such things as the nature and quantity of chemicals to be moved, type of container, surrounding environment, spills and incident management provisions.
- requirement for any moving equipment (e.g. wheeled containers trolleys or carts) to allow for the safe transport and handling of the hazardous chemical including the:
 - ability to secure containers;
 - ability to easily load and unload containers
 - ensuring there are no sharp edges on transport devices that may damage containers
- access and egress points (to be kept clear at all times)

Note: The transportation of hazardous chemicals in a personnel lift is not permitted however where no reasonable alternative exists, this could be permitted through a documented risk assessment.

Where hazardous chemicals are transported for private use or as “tools of trade” refer Table 2 in commercial situations, conditional exemptions may apply. Other situations where exemptions apply include:

- if the transport is non-commercial (e.g. client with oxygen movement of a gas cylinder from one location to another) and the aggregate load is less than 25% of a placard load;
- very small consignments where the total quantity of hazardous chemicals is below the quantity limit for marking and labelling of inner packaging;
- dangerous goods in appliances and plant that form part of a vehicle and are necessary for its operation;



- portable firefighting and safety equipment that are part of the vehicles safety equipment.

Table 2: Examples of Hazardous Chemicals as Tools of Trade

| Services | Examples of Hazardous Chemicals |
|----------------------|---|
| Cleaning | Flammable, toxic or corrosive cleaning products Fuel for equipment |
| Ground / Maintenance | Fertilisers, pesticides & herbicides Fuel for equipment Pool chemicals Paint & paint product |
| Laboratory | Various chemicals |
| Maintenance Services | Lubricants, degreasers, sealers & cleaning products |

In exemption situations, quantities of hazardous chemicals are able to be transported in a vehicle for work purposes without meeting the signage, marking, labelling, documentation and driver / vehicle licensing requirements of larger quantities.

If hazardous chemicals are transported in exemption situations the following safety requirements apply:

- packages must be loaded, secured, segregated, transported & unloaded safely;
- packages must remain fit for purpose and not be altered or damaged.
- Hazardous chemicals that are toxic, oxidising or with a fire risk (Class 3,4,5 & 6) must not be transported in a passenger compartment or enclosed space not separated from the passenger compartment if the total quantity is more than 250 kg (L);
- toxic or flammable gas and Packing Group I goods must not be transported in the passenger compartment or any other enclosed space if the total quantity is more than 50 kg (L).

5.10.2. Transfer

Any transfer equipment (e.g. hose assembly, pipes, pumps etc.) must be fit for purpose and appropriate for the chemical. Hazardous chemicals that are also flammable liquids must be transferred by equipment that is intrinsically flame proof or earthed.

5.10.3. Storage

Hazardous chemicals shall be stored in such a way as to minimise the likelihood of reaction with other chemicals or the physical environment. This includes limiting the impact on other chemicals in the event of an emergency or fire.

Storage of hazardous chemical will also consider the:

- ability for persons to escape the premises in the event of an emergency



- mechanisms for preventing damage to containers used to store hazardous chemicals
- potential for contamination of food, food preparation areas, meal rooms and amenities.

5.10.3.1. Gas Cylinder Storage

Factors to consider for storage of gas cylinders include:

- maintaining & regularly checking cylinders, regulators, hoses and pipes to cylinders to ensure that there are not leaks or dents;
- storing cylinders in an upright position to ensure the safety device functions correctly;
- securing cylinders to prevent dislodgement (e.g. secured with chain, kept in a cage);
- transport cylinders with appropriate equipment such as trolleys or gas cages;
- keep all sources of heat and ignition away from gas cylinders even if the cylinders do not contain flammable material; and
- store cylinders outdoors or in very well ventilated areas;
- used or empty cylinders should be treated with the same precautions as for full cylinders.

Further information can be found in AS / NZ 1596 *The storage and handling of LP Gas*, and AS 4332 *The storage and handling of gases in cylinders*.

5.10.3.2. Minor Storage for flammable & combustible liquids

Small quantities of petrol (e.g. one (1) jerry can twenty (20) L capacity can be kept in the maintenance / grounds shed in a secured cupboard away from any ignition sources.

The maximum amount of petrol a worksite can store without a Dangerous Substances license is one hundred- twenty (120) L. That is two (2) x sixty (60) L is the maximum permitted, however it is not recommended. This quantity must be stored in an approved flammable goods cabinet.

(Refer to Table 2.1 from AS 1940 *The storage and handling of flammable and combustible liquids*) to determine appropriate storage requirements for the worksite.

5.10.4. Handling

Specific requirements for handling chemicals shall be determined through the Hazardous Chemical Risk Assessment.

The mixing of chemicals is not permitted unless it is an approved requirement for the task, and / or experiment.



5.10.5. Separation

The site shall take all reasonable steps to ensure that ignition sources are not introduced into hazardous areas where there is a risk of fire or explosion. Chemicals shall also be separated either from each other or from the workplace, for example using chemical storage cabinets.

Table 3 below provides guidance to assist sites minimise the risk of storing and transporting incompatible goods and is to be used in conjunction with the storage information found in the chemicals SDS.



Table 3: Segregation Chart

| Class | | 1 | 2 | 3 | 4 | 5 | 6 | 8 |
|--|--|---|---|---|---|---|---|---|
| Chemical Segregation by Chemical Group | | | | | | | | |
| | | | | | | | | |
| Explosive | | | | | | | | |
| Compressed Gases | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Flammable Liquids | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Flammable Solids | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Oxidising Substances | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Toxic | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Corrosive | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |



5.11. Manifest Quantities

A manifest is required when hazardous chemicals exceed prescribed threshold amounts. [WHS Regulations Schedule 11](#).

5.12. Monitoring and Health Surveillance

Where a risk assessment process shows monitoring of any exposure to a hazardous chemical is needed, then monitoring must be carried out to the [WHS Regulations Schedule 6](#) and the accompanying [Managing risks of hazardous chemicals in the workplace code of practice](#) and all records kept.

If the results of health monitoring indicate that a worker is experiencing adverse health effects or signs of exposure to a hazardous chemical, the control measures must be reviewed and if necessary revised. You must:

- inform workers and prospective workers about health monitoring requirements;
- ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring
- consult workers in relation to the selection of the registered medical practitioner;
- pay all expenses relating to health monitoring;
- provide certain information about a worker to the registered medical practitioner;
- take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the monitoring has been carried out;
- provide a copy of the report to the worker as soon as practicable after obtaining the report;
- provide a copy of the report to the regulator if the report contains test results that indicate the worker may have contracted a disease, injury or illness or recommends remedial measures should be taken as a result of the work that triggered the requirement for health monitoring;
- provide the report to all other persons conducting a business or undertaking who have a duty to provide health monitoring for the worker as soon as reasonably practicable after obtaining the report;
- keep reports as confidential records for at least thirty (30) years after the record is made forty (40) years for reports relating to asbestos exposure, and;
- not disclose the report to anyone without the workers written consent unless required under the WHS Regulations.

5.13. Personal Protective Equipment (PPE)

Personal protective equipment provided to workers to prevent or control exposure to hazardous chemicals shall be managed in accordance with [Personal Protective Equipment Procedure \(29\)](#).



5.14. Training & Supervision

Suitable and adequate supervision relative to the nature of the risks must be provided for any worker using or likely to be exposed to a hazardous chemical. All required information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety and protect the environment arising from work carried out using hazardous chemicals, shall be provided. Refer [Induction & Training Procedure \(13\)](#).

5.15. Emergency Procedures

Emergency situations involving hazardous chemicals shall be managed in accordance with [Emergency Management Procedure \(10\)](#).

Suitable equipment for the management of an emergency situation arising from hazardous chemicals, must always be available for use in an emergency.

Emergency and safety procedures as described on the SDS and Work Instructions must be followed at all times, unless directed by an authorised person i.e. Emergency Control Organisation or authorised worker.

5.15.1. Emergency Plan

The workplace must prepare an emergency plan if the quantity of a class of hazardous chemical exceeds the manifest quantity. A copy of the emergency plan must be provided to emergency services.

The emergency plan must provide for;

- emergency procedure that includes:
 - an effective response to an emergency;
 - evacuation procedures;
 - notification procedures to advise emergency services;
 - medical treatment and assistance;
 - communication procedures between the person coordinating the emergency response and all persons at the workplace.
- the testing procedures and how often this will be done;
- how relevant workers will be provided with information, training and instruction about implementing the emergency procedures.

5.15.2. Spill Management

A spill containment system must be provided in each part of the workplace where the hazardous chemical is being used, handled, generated or stored. Refer to [Chemical Spill Management Guidelines \(029G\)](#). The spill containment system must describe how to:

- contain;
- clean up, and;



- dispose of the spill or leak and any resulting effluent.

Any spill containment system should be large enough to ensure that all spills can be held safely until cleaned up. Factors to consider include the:

- nature of the hazardous chemicals (whether liquid or solid);
- quantity of the hazardous chemical;
- size of the largest container or reasonably foreseeable largest spill;
- potential impact if the hazardous chemical escaped to the environment, and;
- materials used to construct the containment system, as well as any materials used for absorption, are compatible with the hazardous chemicals.

5.15.3. Contents of Chemical Spill Kits

The contents of the chemical spill kit should be specific to the chemical or group of chemicals that may need to be cleaned up.

Contents may include, but are not limited to Chemical absorbents and PPE such as:

5.15.3.1. Chemical Absorbents

- universal (inert) spill absorbent, unscented, non-clumping kitty litter (diatomite), vermiculite, clay and sand. these all-purpose absorbents are suitable for most chemical spills including solvents, acids, and bases;
- acid spill neutraliser – sodium bicarbonate, sodium carbonate, or calcium carbonate;
- alkali (base) neutraliser – sodium bisulphate;
- solvents / organic liquid absorbent – inert absorbents such as vermiculite, clay, sand or oil-dri;
- bromine / iodine / silver nitrate neutralisers – 5% solution of sodium thiosulphate and inert absorbent.

5.15.3.2. Personal Protective Equipment

- safety glasses / goggles, shields;
- neoprene / nitrile gloves;
- disposable lab coat or apron or corrosive apron;
- plastic vinyl booties;
- fit tested respirator.

5.15.3.3. Clean-up material

- plastic dustpan and scoop;
- plastic bags for contaminated PPE;
- plastic bucket (polyethylene) with lid for spill and absorbent residues.

5.15.3.4. Safety advisory materials

- barrier tape;



- warning signs;
- permanent marker pen and / or sticky labels for labelling disposal containers.

5.15.3.5. Other considerations

- aspirator bulb and decontaminating powder for mercury;
- dry sand for alkali metals, sodium, potassium) and acid chlorides;
- brooms or drain guards (e.g. flexible plastic sheeting to prevent spillages from entering drains and waterways.

For large quantities of hazardous chemicals, bunding may be required.

5.16. Incident Reporting

All incidents involving chemicals must be reported as per [Incident Reporting and Investigation Procedure \(2\)](#). Certain incidents may also require notification to SafeWork SA and /or Environment Protection Authority.

5.17. Inspection, Testing & Maintenance

Equipment related to the management of hazardous chemicals, including but not limited to the operation of eyewash stations, safety showers (where available) & fume cupboards, the inventory of spill control consumables within spills kits and the operation of firefighting equipment shall be inspected and tested. The records of the latest testing results must be kept.

5.17.1. Fume Cupboards

Shall be inspected annually. A self-adhesive label shall be attached to the fume cupboard showing the:

- inspection date;
- name of the inspector;
- report number;
- overall test result (pass or fail), and;
- date on which the next inspection is due.

5.17.2. Emergency Showers / Eye Wash Units

Plumbed emergency showers and eyewash equipment shall be activated weekly for a period long enough to verify operation to ensure that flushing fluid is available. This weekly interval may be varied to monthly based on a documented risk assessment at the worksite. Inspections of emergency showers and eye wash stations must be recorded on [Safety Shower & Eyewash Testing Form \(060F\)](#) or equivalent.

Emergency showers and eye wash stations shall be inspected annually (annual flow test) by a competent person. An Annual Test Record Tag (example below) must be affixed and updated once testing has been completed. Refer [Emergency Shower / Eyewash Guidelines \(035G\)](#).



Non-plumbed eyewash units shall be checked for currency and if used replaced with a new unit.



5.18. Disposal of Chemicals

Waste can be broadly defined as any material that cannot be used further, or is unwanted and poses a risk to individuals, the community or to the environment if not properly handled. These materials include, but are not limited to:

- chemical;
- biological;
- sharps;
- contaminated glassware;
- balancing / dilution pit waste; and
- waste products generated during building maintenance.

The manager shall be responsible for ensuring that all chemicals are disposed of in an approved manner as required by the SDS for that chemical.

Work Instructions shall be complied with and documented for waste collection, storage, disposal and frequency in each of the waste categories identified.

Hazardous waste is forbidden from entry to the storm water system. All hazardous waste, particularly liquids, must be suitably contained to ensure that an onsite spill will not result in storm water contamination.

Hazardous waste, disused plant and equipment shall not be permitted to accumulate in the workplace. Hazardous chemicals that have not been used for long periods and which have no immediate use, may be considered to be hazardous waste. They should be, where possible, redistributed or disposed of in accordance with [Waste Management Procedure \(27\)](#) and [Disposal of Chemical Waste Guideline \(028G\)](#).

5.19. Licensing / Permits

For storage of large quantities of hazardous chemicals e.g. Petrol, Gas, a licence must be obtained.

To purchase items classified as dangerous e.g. Nitrogen, a permit must be obtained.



Refer to www.safework.sa.gov.au or contact SafeWork SA on 1300 365 255 for further information relating to obtaining licence's / permits.

5.20. Radiation Sources

EDUCATION SECTOR – When using ionising and non-ionising radiation sources (e.g. lasers in schools, the Australian Radiation and Protection and Nuclear Safety Agency guidance booklet [Safety Guide for the Use of Radiation in Schools](#) must be followed.

5.21. Records

Document used to manage hazardous chemicals as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(22\)](#).

5.22. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outlined in [Document Control Procedure \(22\)](#).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity;
- investigations;
- performance reports.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Document Control Procedure (22)

Emergency Management Procedure (10)

Incident Reporting and Investigation Procedure (2)

Induction & Training Procedure (13)

Personal Protective Equipment Procedure (29)

Purchasing Procedure (20)

Responsibility, Authority & Accountability Procedure (12)

Waste Management Procedure (27)

WHS & IM Policy

6.2. Forms & Tools

Hazardous Chemical Register (056F)

Hazardous Chemical Risk Assessment (009F)



Pre Purchase Checklist (046F)

Safety Shower Eye Wash Testing Form (060F)

Group Legal Register (010T)

Management of Hazardous Chemicals (19) Process Flow Chart (037T)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management Website

7.1. Internal Resources

Chemical Spill Management Guidelines (029G)

Disposal of Chemical Waste Guideline (028G)

Emergency Shower / Eyewash Guidelines (035G)

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

7.2. External Resources

Labelling Workplace Hazardous Chemicals Poster

Managing risks of hazardous chemicals in the workplace – Code of Practice (June 2020)

Model Work Health and Safety Regulations Schedule 11

Safety Guide for the Use of Radiation in Schools

Storage of flammable liquids guidance material

WHS Regulations Schedule 6

Spray painting and powder coating Code of Practice

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Chemical Registers
- Chemical Pre Purchase Checklists
- Chemical Risk Assessments
- Safety Data Sheets
- Inspection & Testing Checklists
- Safety Signage
- Personal Protective Equipment
- Spill Kits



- Emergency Procedures
- Work Instructions'
- Disposal Records
- Incident / Notification Reports



9. VERSION CONTROL & CHANGE HISTORY

| Version | Approved by | Approved Date | Reason for Development of Review | Next Review Date |
|---------|-----------------------------|---------------|--|------------------|
| V1 | Executive Manager CSHWSA | 24/04/2015 | Procedure Consolidation | 2017 |
| V2 | Executive Manager CSHWSA | 26/05/2017 | Scheduled Procedure Review | 2020 |
| V3 | Executive Manager CSHWSA | 22/01/2021 | Reviewed content, Reformatted template. | 2024 |
| V3.1 | Director CSaIM | 24/07/2024 | Updated procedure numbers | 2024 |

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