

Procedure

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Hazardous Chemicals Procedure

Summary

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Related Policies, Procedures, Guidelines, Standards, Frameworks	Work Health Safety and Injury Management Policy
Replaces	Hazardous Substances Procedure
Policy Officer (Name/Position)	Susan Rose, Principal Safety Consultant
Policy Officer (Phone)	8226 1387
Policy Sponsor (Name/Position)	Voula Panayotopoulos, Director Health and Safety Services
Executive Director Responsible (Name/Position/Office)	Phil O'Loughlin, Executive Director Human Resources and Workforce Development
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2/12/2013	2	Health and Safety Services review and consultation in line with new Work Health and Safety Act and Regulations and GHS requirements

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1. TITLE

Hazardous Chemicals Procedure.

2. PURPOSE

The purpose of this procedure is to establish a system for the planned and integrated approach to managing hazardous chemicals within the Department for Education and Child Development (DECD). It provides for responsibilities and accountabilities to ensure that hazardous chemicals are purchased, use, stored, handled and disposed of in accordance with legislative requirements so that risks to the health and safety of workers, other persons and the environment are eliminated or minimised.

Note: Refer to the [Asbestos Management Procedure](#) for information on work involving asbestos or asbestos containing material.

The objectives of this procedure are to ensure that DECD, its officers and workers comply with all relevant legislation, Australian Standards and approved Codes of Practice relating to the management of hazardous chemicals by ensuring:

- All hazards and risks to health and safety resulting from the exposure or use of hazardous chemicals are managed in accordance with [DECD Risk Management Policy](#), [Risk Management Framework](#) and the [Managing Risks of Hazardous Chemicals in the Workplace Code of Practice](#).
- Consultation occurs with workers, health and safety representative (HSR) and other persons who are exposed to hazardous chemicals as part of the risk management process.
- Consultation, cooperation and coordination occurs with other duty holders who DECD shares a duty regarding the management of hazardous chemicals.
- Safe systems of work are applied in association with the purchase, storage, handling and disposal of hazardous chemicals.
- Information, instruction and training are provided by a competent person to all persons exposed to hazards when using hazardous chemicals.

This procedure supports the [Work Health Safety and Injury Management Policy](#).

3. SCOPE

This procedure applies to all officers, workers, students and young people who engage in activities where hazardous chemicals are used and stored at a DECD workplace.

4. PROCEDURE DETAIL

4.1 Consultation, Representation and Participation

- 4.1.1 Officers, site managers and delegated workers who have management and control responsibilities regarding the purchase, storage, handling and disposal of hazardous chemicals must ensure consultation occurs with workers and other persons who are required to use the hazardous chemical, the health and safety representative (HSR) and Health and Safety (HS) Committee. In the absence of a HSR or HS Committee, workers must be consulted through other mechanisms such as team meetings, one-on-one briefings, information sessions and/or email notifications.

4.2 Purchase of New Chemicals

- 4.2.1 Officers, site managers and delegated workers responsible for initiating or approving the purchase of a new chemical must ensure that:

- (a) A pre-purchase assessment is conducted following the process outlined in [Guide to the Purchasing of Chemicals](#) (refer to Appendix 1) to determine whether the chemical is hazardous. Additional information can be obtained from the manufacturer/importer/supplier's SDS, ChemWatch, [Managing Risks of Hazardous Chemicals in the Workplace Code of Practice](#), the [Standard for the Uniform Scheduling of Medicines and Poisons](#) (SUSMP) and [DECD Approved Chemicals List](#).
- (b) Consultation occurs with workers and other persons who are required to use the hazardous chemical, the HSR and the HS Committee.
- (c) The hazardous chemical under consideration is approved for use by referring to [DECD Approved Chemicals List](#).
- (d) If the chemical is not on the approved chemicals list, an application can be forwarded to Health and Safety Services by completing [Hazardous Chemical Approval Request Application](#) (refer to Appendix 2). Approval of the hazardous chemical will depend on the presence of GHS signal words, pictograms and specified hazard statements described in approval criteria outlined in [Hazardous Chemical Approval Request Application](#) (refer to Appendix 2).
- (e) Any potential health and safety issues relating to storage, labelling, use, handling and disposal are identified and controlled prior to purchase.
- (f) Emergency management systems in consultation with workers, other persons, the HSR and HS Committee are developed, reviewed and monitored.
- (g) PPE as prescribed in the SDS is available.
- (h) Only the minimum quantities of the hazardous chemical required are purchased.

4.3 Prohibited and Restricted Hazardous Chemicals

- 4.3.1 Only approved chemicals contained in the [DECD Approved Chemicals List](#) are to be used at DECD workplaces. Under no circumstances are prohibited carcinogens contained in [Schedule 10 – Prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals of the WHS Regulations](#) are to be approved for purchase, storage and use within DECD.

4.4 ChemWatch

- 4.4.1 ChemWatch is an inventory database system consisting of modules and tools to assist in the local management of chemicals. The database provides for the maintenance of stock and chemical registers, retrieval of SDS, risk assessments, GHS compliant label printing and storage of incompatible chemicals. ChemWatch is the preferred method of managing chemicals in DECD. Contact Health and Safety Services on 8226 7555 if access to ChemWatch is required.

4.5 Safety Data Sheets (SDS)

- 4.5.1 SDSs provide the information on chemicals in the workplace such as the identity of the product, danger/warning descriptions, hazardous ingredients, potential health effects, toxicological properties, physical hazards, safe use, handling and storage, emergency procedures, and disposal requirements specific to the chemical. Copies of current SDS must be kept near the work area where the hazardous chemical is to be used and must be readily available to all DECD workers and other persons who are using or is likely to be exposed to the hazardous chemical.
- 4.5.2 Manufacturers and importers have a responsibility to provide a current SDS for hazardous chemicals at the time of supply to a DECD workplace. SDSs must be updated every five (5) years by the manufacturer or importer. The site manager must ensure that a current supplier's SDS is obtained from ChemWatch or provided with a chemical upon delivery.
- 4.5.3 Third party SDS can be obtained from ChemWatch which provides further information on risks, hazard and precautionary statements and emergency procedures. These are useful management tools but do not replace the requirement to have the supplier's SDS in the workplace hazardous chemical register.

4.6 Contractors and Chemicals

- 4.6.1 Officers, site managers and delegated workers must ensure contractors do not bring hazardous chemicals onto a DECD workplace unless the SDS and/or risk assessment, safe work method statement or an equivalent procedure has been supplied.
- 4.6.2 DECD workers, the HSR and other persons must be consulted and any concerns raised must be resolved using DECD consultative and/or issue resolution processes before the commencement of work.

4.7 Labelling of Chemicals

- 4.7.1 Officers, site managers and delegated workers must ensure any new hazardous chemical that is purchased, used, handled or stored at a DECD workplace is correctly classified under the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and labelled in accordance with [Schedule 9 - Classification, packaging and labelling requirements in the WHS Regulations](#).
- 4.7.2 Existing chemicals already labelled under the previous hazardous substances and dangerous goods classification systems may continue to be used up to **31 December 2016** after which all labels must comply with the new labelling requirements.

4.8 Hazardous Chemicals Register

- 4.8.1 When hazardous chemicals are purchased, used, handled or stored at a DECD workplace, a 'Hazardous Chemicals Register' must be developed and kept up to date by the site manager. The register must:
- Include a list of all hazardous chemicals and a current SDS provided by the manufacturer, importer or supplier for each listed chemical.
 - Be readily accessible to workers and other persons who use, handle, store or dispose of hazardous chemicals. It can be electronic provided workers have access to a computer otherwise a hard copy must be kept.
 - Be updated as a new hazardous chemical is introduced, discontinued or when there has been a change to the quantities held.
- 4.8.2 The Approved Chemicals List may be adapted for use as a site based Hazardous Chemicals Register and must include up to date SDSs.
- 4.8.3 A Hazardous Chemicals Manifest is required only where hazardous chemicals that are classified as dangerous goods are present at the workplace and where the quantities exceed specified threshold amounts outlined in [Schedule 11 – Placard and manifest quantities in the WHS Regulations](#).

4.9 Hazard Management Process

4.9.1 Risk identification

Officers, site managers and delegated workers must ensure:

- (a) All chemicals used, handled and stored at a DECD workplace must be identified as hazardous or non-hazardous in consultation with workers.
- (b) Information to help with the identification can be obtained from SDS, descriptive labels, the manufacturer or supplier of the chemical, [DECD Approved Chemicals List](#), ChemWatch or the [Hazardous Substances Information System](#) (HSIS).

4.9.2 Assessing Risks

Officers, site managers and delegated workers must ensure:

- (a) Chemicals contained on the [DECD Approved Chemicals List](#) have been assessed for risk and are approved for purchase and use. However where a hazardous chemical is being used for the first time at a DECD workplace, the officer, site manager or delegated worker must conduct a risk

assessment using the [Risk Assessment Tool for Practical Activities](#) to determine any additional risks unique to that activity. Additional control measures must be implemented prior to use.

- (b) When using radiation sources (both ionizing and nonionizing eg 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.

4.9.3 Risk Control

Officers, site managers and delegated workers must ensure:

- (a) Where a risk assessment identifies a risk it must be eliminated or minimised using the hierarchy of controls in the following order of priority:
 - i. Elimination - Removal of the risk entirely by not using the chemical (eg. carcinogens) or using a physical process rather than a chemical one for cleaning operations.
 - ii. Substitution - Use of a less hazardous chemical.
 - iii. Isolation - Fume extraction, ventilation, segregation of incompatible chemicals, closed reaction vessels, safe work zones.
 - iv. Engineering Controls – chemicals bunker, fume/flammable cupboards, small scale chemistry.
 - v. Administrative Controls – safe operating procedures (SOPs), job rotation, information, instruction and training, warning signs.
 - vi. Personal protective equipment – mandatory use of safety glasses, enclosed footwear, gloves, breathing apparatus. Personal protective equipment should be selected, used and maintained in accordance with the relevant Australian Standards.

4.9.4 Monitoring and Review of Control Measures

Officers, site managers and delegated workers must ensure the follow occurs in consultation with workers who use the chemical, the HSR and the HS Committee:

- (a) Risk assessments and control measures (including SOPs) are to be reviewed at least once every 5 years or earlier if:
 - i. There has been an alteration, modification or change in the way chemical is used, the system of work or activity associated with the chemical or the location and storage arrangements.
 - ii. The control measures in place do not control the risk it was implemented to control so far as is reasonably practicable.
 - iii. A new relevant hazard or risk has been identified.
 - iv. The results of consultation with workers and the HSR indicate that a review is necessary.
 - v. A HSR requests a review based on the reasonable belief that circumstances of any of the above may affect the workgroup or a control measure has not been adequately reviewed in response to the circumstance.
 - vi. A change to a SDS or Hazardous Chemicals Register.
 - vii. If a health monitoring report for a worker contains adverse tests results or has contracted a disease, injury or illness as a result of using hazardous chemicals.
 - viii. If atmospheric monitoring indicates that the airborne concentration of a hazardous chemical at the workplace exceeds the relevant exposure standard.
- (b) Where a significant risk to the health and safety of a worker who has been exposed to a hazardous chemical has been identified, health monitoring will be conducted by a medical

practitioner with experience in health monitoring. The results will be analysed to evaluate the effects of the exposure and to confirm the level of exposure is in accordance with safe exposure levels.

- (c) Professional external assistances may be obtained to conduct periodic air monitoring if concerns are raised by workers regarding possible control failures or to ensure that engineering and administrative controls remain effective.

4.10 Emergency Management Systems

- 4.10.1 All DECD workplaces that store hazardous chemicals should establish emergency procedures in accordance with **Australian Standard AS3745-2002 Emergency Control for Organisation and Procedures for Buildings, Structures and Workplaces**. This includes the management of spill containment, safe disposal, emergency shut-down of equipment, uncontrolled release (eg. gas leak), fire, explosion, emergency evacuation, first aid or medical attention etc. These procedures should be developed, regularly tested, displayed and reviewed.

4.11 Exposure to a Chemical

- 4.11.1 The following process must be followed in the event that a worker or other person suffers an injury or illness as a result of an exposure to a chemical in a DECD workplace.
 - (a) Isolate the person from the source of the exposure and ensure the safety of other persons in the vicinity.
 - (b) Render appropriate first aid in accordance with emergency treatment details outlined in the SDS. If this is not available, telephone the **Poisons Information Centre** for first aid information on **13 11 26**.
 - (c) Contain the source of exposure in accordance with the information in the SDS. Contact Emergency Services for assistance if necessary.
 - (d) Report the exposure on IRMS within **12 hours of the exposure**.
 - (e) Report to SafeWork SA on **1800 777 209** if the person suffers a serious injury or illness in accordance with s.36 of the WHS Act and requires medical treatment immediately or within **48 hours of the exposure**.
 - (f) Conduct a review of local safe operating procedures, implement further corrective action in accordance with the hierarchy of controls and/or provide further information, instruction and training to workers and other persons on the correct handling, use, storage and disposal of chemicals.

4.12 Incident Investigation

- 4.12.1 Officers, site managers and delegated workers, in consultation with the HSR (if relevant), must:
 - (a) Investigate the cause of any incident within 24 hours of the event. The extent of the investigation will depend upon the seriousness of the incident. The following factors should inform the investigation:
 - The cause/contributing factors.
 - The events surrounding it.
 - The actions taken for the welfare of the injured person.
 - Actions to prevent recurrence.
 - (b) Conduct a review of control measures in consultation with affected workers and the HSR as soon as practicable. Implement further control measures in accordance with the hierarchy of controls where required.

4.13 Spillage Containment

- 4.13.1 In the event of a spillage of a chemical, the following process must be followed to ensure the spillage is contained and disposed of in accordance with correct disposal requirements.

- (a) Refer to ChemWatch for information on the appropriate spillage clean up requirements.
- (b) Use absorbent material to mop up the spill such as sawdust, dry sand or diatomaceous earth.
- (c) Remove the contaminated material as soon as possible. Material contaminated with solvents should be removed from the work area and stored in a place where evaporation of the solvents may safely take place, after which the material may be disposed of through the normal workplace rubbish collection.

4.14 Safe Disposal of Hazardous Chemicals

- 4.14.1 Hazardous wastes may be classed as hazardous chemicals (eg. paints, solvents, used motor oil, waste laboratory chemicals) or items that contain hazardous chemicals (eg. batteries, fluorescent light tubes).
 - (a) Check with the manufacturer/supplier to see if it is possible to return unused or unwanted chemicals.
 - (b) Chemicals should not be disposed of down a sink or drain and careful consideration must be given to the location of chemical waste containers to ensure any potential leaks do not enter storm water drains.
 - (c) All out-of-date chemicals should be safely and appropriately disposed of on a periodic basis to reduce the overall hazard potential and minimise inventory tracking and updating.
- 4.14.2 Hazardous waste can be disposed of through recycling, local councils, approved waste facilities or by other means in accordance with Environment Protection Authority (EPA) requirements:
 - (a) Recycling of hazardous waste should be pursued wherever possible. To identify if there are any appropriate recycling facilities in the council area, [Zero Waste SA](#) has a website which identifies recycling locations for many types of materials.
 - (b) Local Councils may provide advice about waste disposal services or other services available within the council area.
 - (c) Approved Waste Facilities are required to be licenced by the [Environmental Protection Agency SA](#) (EPA) and are able to dispose of most hazardous chemicals.
 - (d) If an appropriate method for disposing of hazardous waste cannot be found, advice can be obtained from the EPA on **(08) 8204 2204**.

4.15 Records Management

- 4.15.1 Officers and site managers must ensure the following records relating to the safe management of chemicals are retained by the site. Records include, but are not limited to:
 - (a) Pre-purchase assessment information, approval request applications and risk assessments undertaken by the site by DECD workers.
 - (b) Hazardous Chemicals Register.
 - (c) Safety Data Sheets.
 - (d) Safe operating procedures (SOPs).
 - (e) Health surveillance and monitoring records.
 - (f) Information, instruction and training provided to workers and other persons.

5. ROLES AND RESPONSIBILITIES

5.1 Work Health and Safety Duties

Refer to 4.1.1 of the [Work Health Safety and Injury Management Policy](#).

5.2 Responsibilities

Role	Authority/Responsibility for
Contractors	<p>Must:</p> <ul style="list-style-type: none"> • As part of their contract, comply with the WHS legislative requirements in regards to the management of hazardous chemicals. • Consult, cooperate and coordinate with DECD and/or site managers on any activities involving the use of hazardous chemicals while conducting work within any DECD workplace.
Delegated Workers	<p>Delegated workers may be deemed to have limited management or control of hazardous chemicals as specified in their job description. Therefore, delegated workers have a duty to ensure, so far as is reasonably practicable, all hazardous chemicals are without risks to the health and safety of any person by ensuring:</p> <ul style="list-style-type: none"> • Information, instruction and training are provided to workers and other persons under their management and control in relation to the purchasing, handling, use, storage and disposal of chemicals. • Workers and other persons under their management and control are aware and understand their duties and the requirements for managing the risks from using chemicals. • Processes to control the risks of chemical exposure are implemented. • Appropriate documentation and records such as safety data sheets, risk assessments, register of hazardous substances and a record of personal protective equipment are maintained. • Supervision and support is provided to workers and other persons under their management and control to ensure safe chemical work practices are followed. • Adequate resources and personal protective equipment (PPE) are provided for the purpose of workplace health and safety. • Correct usage of PPE is monitored at all times. • All incidents and injuries are recorded on the Incident and Response Management System (IRMS) within 24 hours of the occurrence. • Ensure workers under their management and control are aware of, and do not purchase, prohibited chemicals.
Designers, Manufacturers, Importers and Suppliers of Chemicals	<p>Must ensure:</p> <ul style="list-style-type: none"> • So far as is reasonably practicable, that the substances they design, manufacture, import or supply are without risks to health and safety. • Hazardous chemicals are correctly classified and labelled and Safety Data Sheets (SDS) are prepared and reviewed in accordance with legislative requirements. • A current SDS is provided when a chemical is first supplied to a DECD workplace.
Health and Safety Committee (HS Committees)	<p>In accordance with Section 77 of the WHS Act, the functions of a health and safety committee are:</p> <ul style="list-style-type: none"> • To facilitate co-operation between DECD and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work. • To assist in developing standards, rules and procedures relating to health and safety to be followed or complied with at the workplace. • Any other functions prescribed by the regulations or agreed between DECD and the committee.
Health and Safety Representatives (HSRs)	<p>In accordance with Section 68 of the WHS Act, Health and Safety Representatives (HSRs) have powers and functions. They are to:</p> <ul style="list-style-type: none"> • Represent the workers in the work group in matters relating to work health and safety.


	<ul style="list-style-type: none"> • Monitor the measures taken by DECD in compliance with the WHS Act in relation to workers in the work group. • Investigate complaints from members of the work group relating to work health and safety. • Inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of DECD.
Officers	Must ensure reasonable steps are taken to comply with due diligence requirements in relation to the management of hazardous chemicals.
Site Manager	<p>Must ensure:</p> <ul style="list-style-type: none"> • This procedure is implemented. • Hazardous chemicals are identified and labelled appropriately at all sites. Refer to ChemWatch® for the preparation of compliant Globally Harmonised System (GHS) labels. • The risks to health and safety from exposure to hazardous chemicals are assessed and the details of the level of risk and control options are summarised on the Hazardous Chemicals Register. Health and Safety Services has made available Risk Assessments for all approved chemicals. • Employees using hazardous substances are informed of the risks and control measures. • Control measures are implemented to eliminate or reduce the likelihood of harmful exposure. e.g. allocating resources for storage facilities, signage, removal of hazardous substances, provision of PPE. • The least hazardous products have been purchased for the task. • A Hazardous Chemical Register is maintained and reviewed annually. • Safety Data Sheets (SDS) are reviewed annually and updated as needed. • SDSs for hazardous chemicals are stored in close proximity to workers who are required to use chemicals. • Application is made to Health and Safety Services for approval to introduce a non-approved hazardous chemical into the workplace • Unused or obsolete chemicals are disposed of in the appropriate manner, as defined by this procedure (see 6.13 Safe Disposal of Hazardous Chemicals). • Emergency Services have ready access to the site's Hazardous Substances Register if required. • Workers and other persons who have been identified as being at risk of exposure are informed and trained in the use and handling of hazardous chemicals and appropriate training records are maintained. • All injuries and incidents relating to the exposure to hazardous chemicals are recorded on IRMS within 24 hours of the occurrence.
Workers	<p>Must:</p> <ul style="list-style-type: none"> • Comply with WHS legislation and the requirements of this procedure. • Assist the site manager in identifying appropriate safety measures when handling or working with hazardous chemicals as part of the risk management process. • Take all necessary precautions, including using personal protective equipment (PPE), to protect themselves when working with hazardous chemicals. • Actively support and participate in WHS consultation activities in relation to hazardous chemicals. • Report all exposure incidents to the site manager within 24 hours of the occurrence.

6. MONITORING, EVALUATION AND REVIEW

- 6.1 This procedure will be subject to review every 3 years by Health and Safety Services, in consultation with the DECD Work Health and Safety Committee and State WHS Consultative Committee or earlier if there has been a change in any legislation, Australian Standards or DECD specifications.
- 6.2 Site managers must review and evaluate the effectiveness of their chemical management processes every 12 months. This requirement will be monitored by Health and Safety Services through the WHS Business Manager System. Compliance outcomes will be reported to the DECD Work Health and Safety Committee and State WHS Consultative Committee as part of the WHS&IM Management Review process.
- 6.3 Site managers must ensure that workers and others are consulted and provided with any necessary information, instruction, training and supervision to ensure chemicals are managed safely and the control measures are effective.
- 6.4 The effectiveness of this procedure will be evaluated and reviewed through regular internal audit processes. Compliance outcomes will be reported to the DECD Work Health and Safety Committee and State WHS Consultative Committee as part of the WHS&IM Management Review process.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
ADG Code	Australian Code for the Transport of Dangerous Goods by Road and Rail, 7th edition, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website: http://www.ntc.gov.au/filemedia/Publications/ADG7October2011.pdf . This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
DECD	The Department for Education and Child Development
DECD specifications	Include guidelines, fact sheets, standards or any other guidance material for the safe use and management of chemicals developed and approved by DECD and available on the DECD website.
Delegated worker	Are DECD workers who are not officers or site managers but have the responsibility to manage or oversee specified activities in their position descriptions that involve limited management and control of plant, fixtures and substances eg. Project managers, project officers, asset support staff, design and technical studies coordinators, laboratory technicians, grounds and maintenance persons etc.
Diatomaceous earth	Is a naturally occurring soft, siliceous sedimentary rock and can be used as an absorbent, abrasive or filtering agent (eg. cat litter).
EPA	Environmental Protection Agency.
GHS	‘Globally Harmonized System of Classification and Labelling of Chemicals, 3 rd Revised Edition’, published by the United Nations as modified under Schedule 6 of the WHS Regulations. This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”
Hazard	A situation or thing that has the potential to harm people, property or the environment. The GHS covers physicochemical, health and environmental hazards for

	hazardous chemicals.
Hazardous Chemical	<p>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 WHS Regulations), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:</p> <ul style="list-style-type: none"> (a) acute toxicity—oral—category 5; (b) acute toxicity—dermal—category 5; (c) acute toxicity—inhalation—category 5; (d) skin corrosion/irritation—category 3; (e) serious eye damage/eye irritation—category 2B; (f) aspiration hazard—category 2; (g) flammable gas—category 2; (h) acute hazard to the aquatic environment—category 1, 2 or 3; (i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4; (j) hazardous to the ozone layer. <p>Note: The Schedule 6 tables replace some tables in the GHS.</p> <p>This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”</p>
Hazard Pictograms	<p>Means a graphical composition, including a symbol plus other graphical elements, that is assigned in the GHS to a hazard class or hazard category.</p> 
Hazard Statement	Means a statement assigned to a hazard class or hazard category describing the nature of the hazards of a hazardous chemical including, if appropriate, the degree of the hazard.
Health and Safety Committee (HS Committee)	Means an established committee for the purposes of facilitating consultation and cooperation between a PCBU and workers in accordance with Division 4 of the <i>Work Health and Safety Act 2012</i> .
Health and Safety Representative (HSR)	Means an elected Health and Safety Representative in accordance with Division 3 of the <i>Work Health and Safety Act 2012</i> .
Hierarchy of Controls	<p>A formal process of applying control measures to achieve the most effective control of risks. The controls within the hierarchy must be applied in order, and as far as is reasonably practicable at each level of the hierarchy.</p> <p>The classifications of controls within the hierarchy are:</p> <ul style="list-style-type: none"> • Elimination • Substitution • Isolation • Engineering Controls • Administrative Controls • Personal Protective Equipment

HSIS	Hazardous Substances Information System
IRMS	Incident Response Management System
Label	Written, printed or graphical information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the container of a hazardous chemical.
Must	Indicates that a process is a legislative, Australian Standard or DECD specification requirement.
Officer	In accordance with s.4 of the <i>Work Health and Safety Act 2012</i> an officer means— (a) an officer within the meaning of s.9 of the <i>Corporations Act 2001</i> of the Commonwealth other than a partner in a partnership; or (b) an officer of the Crown within the meaning of s.247; or (c) an officer of a public authority within the meaning of s.252.
PCBU	Person conducting a business or undertaking and is defined in Section 5 of the <i>Work Health and Safety Act 2012</i> .
Placard	A sign or notice: (a) Displayed or intended for display in a prominent place, or next to a container or storage area for hazardous chemicals at a workplace. (b) Contains information about the hazardous chemical stored in the container or storage area. This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”
Placard quantity	The quantity referred to in Schedule 11 of the <i>Work Health and Safety Regulations 2012</i> , table 11.1, column 4 for that hazardous chemical. This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”
PPE	Personal Protective Equipment
Precautionary Statement	Means a phrase prescribed by the GHS that describes recommended measures to be taken to prevent or minimise the adverse effects of exposure to a hazardous chemical or the improper handling of a hazardous chemical.
Safety Data Sheet (SDS)	Means a document that describes the identity, properties (that is to say chemical and physical properties and health hazard and environmental hazard information), uses, precautions for use, safe handling procedures and safe disposal procedures of a hazardous chemical.
Safe Work Method Statement	Is predominately used in construction to describe a document that gives specific instructions on how to safely perform a work related tasks or operate a piece of plant, equipment or hazardous chemical. It identifies all foreseeable hazards that are likely to be encountered when undertaking a task or process and provided detailed guidance on how to carry out the tasks safely. It is typically submitted by a contractor for client approval prior to the commencement of a project.
SEG	Senior Executive Group.
Site manager	Any person who has the responsibility, management or control of a DECD workplace or work unit. This includes but is not limited to Executive Directors, Regional Directors, Directors, Principals, Managers and Supervisors.
SOPs	Safe Operating Procedures
Substance	A chemical element or compound in its natural state or obtained or generated by a process:

	<ul style="list-style-type: none"> including any additive necessary to preserve the stability of the element or compound and any impurities deriving from the process, but excluding any solvent that may be separated without affecting the stability of the element or compound, or changing its composition. <p>This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”</p>
SUSMP	Standard for the Uniform Scheduling of Medicines and Poisons.
WHS Act	<i>Work Health and Safety Act 2012</i>
WHS Regulations	Work Health and Safety Regulations 2012
Worker	<p>s.7 of the <i>Work Health and Safety Act 2012</i> states: A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.

8. SUPPORTING DOCUMENTS

9. REFERENCES

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[Managing Risks of Hazardous Chemicals in the Workplace Code of Practice](#)

[Labelling of Workplace Hazardous Chemicals Code of Practice](#)

[Guidance on the Classification of Hazardous Chemicals under the WHS Regulations.](#)

[Standard for the Uniform Scheduling of Medicines and Poisons \(SUSMP\)](#)

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

[Hazardous Substances Information System \(HSIS\)](#)

Australian Standard AS3745-2002 Emergency Control for Organisation and Procedures for Buildings, Structures and Workplaces

Australian Radiation and Protection and Nuclear Safety Agency guidance booklet [“Safety Guide - Use of Radiation in Schools”](#)

[Work Health Safety and Injury Management Policy](#)

[DECD Risk Management Policy](#)

[Risk Management Framework](#)

[DECD Disposal Policy](#)

[Hazard Management Procedure](#)

[Asbestos Management Procedure](#)

[Procurement and contracting procedures](#)

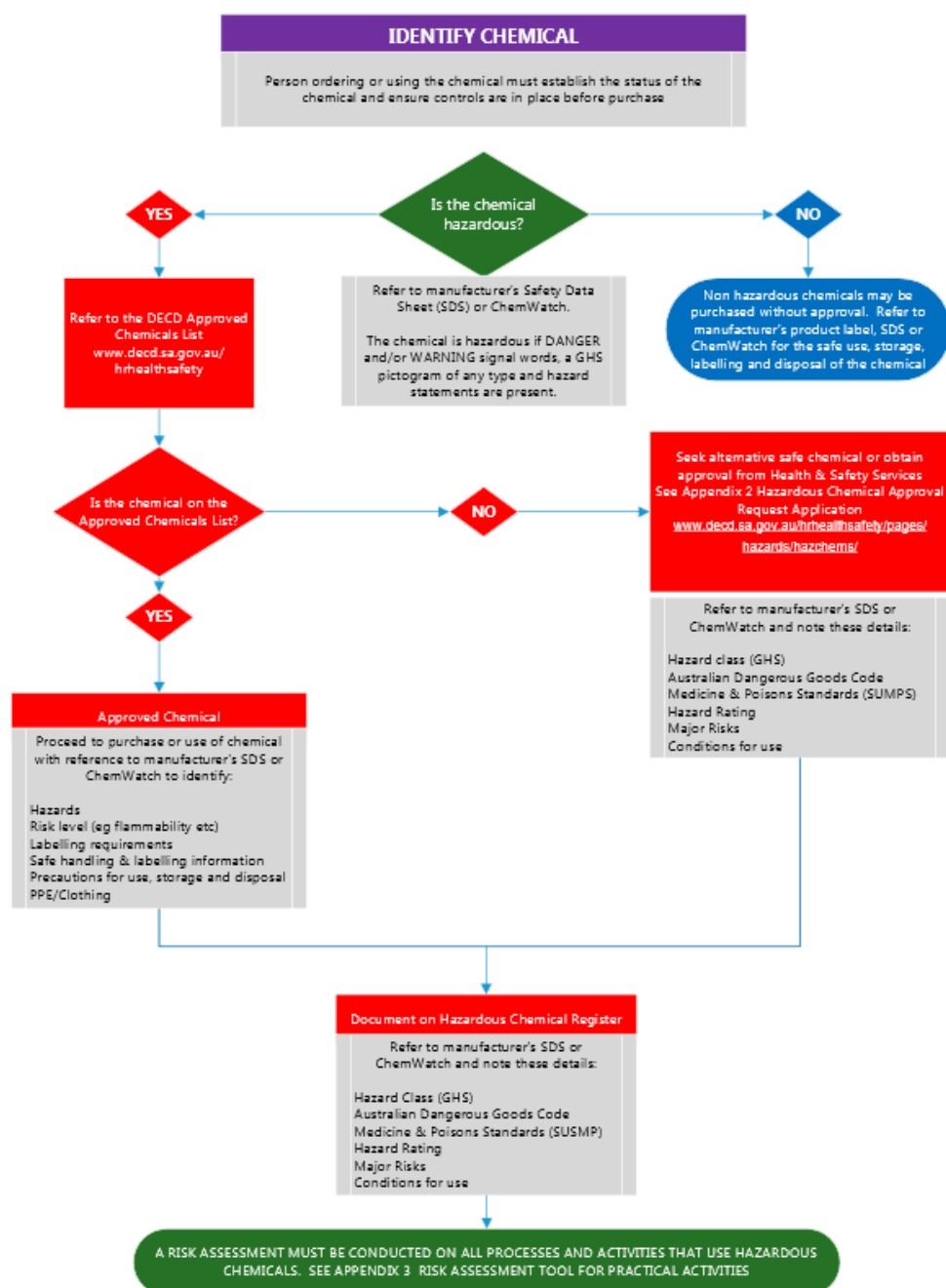
APPENDIX

[Appendix 1 – Guide to Purchasing Chemicals](#)

[Appendix 2 – Hazardous Chemical Approval Request Application](#)

[Risk Assessment Tool for Practical Activities](#)

Appendix 1 Guide to Purchasing Chemicals



Appendix 2 Hazardous Chemical Approval Request Application



Government of South Australia
Department for Education and
Child Development

Appendix 2 Hazardous Chemical Approval Request Application

This application is to be completed to request an inclusion of a hazardous chemical on the DECD Approved Chemicals List. Check the approval criteria on the back of this form before completing this application as this will determine whether this application will be successful.

Site Details

DECD Worksite			
Address of Worksite			
Applicant's Name		Contact No.	

Chemical Details

Trade Name of Chemical			
Chem Watch No.		CA/No	
Chemical Name			
Name of Manufacturer / Importer / Supplier			
Chemical Ingredients			
Proposed use for the Chemical			
Size/quantities of product required			
Reason for using this chemical instead of others contained on the DECD Approved Chemicals List			

Applicant	Name	Signature	Date
Site Manager	Name	Signature	Date

Please turn over for Approval Criteria

If a chemical is required for any DECD activity and it is not listed in the DECD Approved Chemicals List, the following information must be obtained from the manufacturer / supplier / importer and the following approval process adhered to before the chemical is purchased and used in activities.

- Check product information by using GHS SDS and label information. Signal words, Pictograms, hazard statements and precautionary statements are displayed on labels under the GHS and contained in SDS. Signal words indicate the relative severity of the hazards.

DANGER **WARNING**

DANGER indicates a higher severity of hazard compared to WARNING. Pictograms signify hazards of chemicals.



Hazard Statements are phrases describing the nature of the hazards a chemical possesses eg. highly flammable, very toxic, harmful, may be fatal, may cause cancer, may damage fertility or the unborn child. Precautionary statements are phrases describing the measures to be taken to minimise adverse effects of exposure to, or improper handling of a hazardous chemical eg. avoid special instructions, keep away from heat, do not breathe dust, wear PPE, if swallowed call poison centre. Under alternative systems such as ADG Code, signal words may also include: Hazardous, Poison, Dangerous, Poison.

Note: Approval to use a chemical will be determined based on whether the SDS contains the signal words - DANGER and/or WARNING, GHS pictograms and hazard statements.

- Assess product using the following approval criteria.

	Yes	No
Does this chemical meet the requirements of the activity being undertaken?		
Is the chemical necessary? (Consider whether a non-chemical process is possible)		
Does this chemical contain DANGER as a signal word on the SDS?		
Is this chemical a safer alternative than one already on the Approved List?		
Are any of the following hazard codes/numbers on this chemical? H200, H201, H202, H203, H204, H205, H206, H207, H208, H209, H210, H211, H212, H213, H214, H215, H216, H217, H218, H219, H220, H221, H222, H223, H224, H225, H226, H227, H228, H229, H230, H231, H232, H233, H234, H235, H236, H237, H238, H240, H241, H242, H243, H244, H245, H246, H247, H248, H249, H250, H251, H252, H253, H254, H255, H256, H257, H258, H259, H260, H261, H262, H263, H264, H265, H266, H267, H268, H269, H270, H271, H272, H273, H274, H275, H280, H281, H282, H283, H284, H285, H286, H287, H288, H289, H290, H291, H292, H293, H294, H295, H296, H297, H298, H299, H300, H301, H302, H303, H304, H305, H306, H307, H308, H309, H310, H311, H312, H313, H314, H315, H316, H317, H318, H319, H320, H321, H322, H323, H324, H325, H326, H327, H328, H329, H330, H331, H332, H333, H334, H335, H336, H337, H338, H339, H340, H341, H342, H343, H344, H345, H346, H347, H348, H349, H350, H351, H352, H353, H354, H355, H356, H357, H358, H359, H360, H361, H362, H363, H364, H365, H366, H367, H368, H369, H370, 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