

	<b>HAZARDOUS SUBSTANCES AND DANGEROUS GOODS PROCEDURE</b>	<b>Document No:</b>	<b>WHS-PRO-010</b>
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## 1. Purpose

The purpose of this procedure is to set out the basic principles for managing the handling, storage and disposal of hazardous substances and dangerous goods at ACBC workplaces. The overarching principle is to provide a systematic method for identifying and controlling potential chemical hazards in order to minimise the risk of adverse health and safety effects to people, the environment or property.

## 2. Scope

This procedure applies to all ACBC Agencies. It covers all workers at ACBC and ACBC controlled premises. This procedure applies to any chemicals stored at ACBC workplaces including chemicals stored by contractors.

This procedure does not apply to asbestos or asbestos containing materials.

## 3. Related Documents

### [ACBC Work Health & Safety Policy](#)

ACT	: Work Health and Safety Regulation 2011
NSW	: Work Health and Safety Regulation 2011
NT	: Work Health And Safety (National Uniform Legislation) Regulations 2011
QLD	: Work Health and Safety Regulation 2011
SA	: Occupational Health, Safety and Welfare Regulations 2010
Tas	: Work Health and Safety Regulations 2012
VIC	: Occupational Health and Safety Regulations 2007
WA	: Occupational Safety and Health Regulations 1996

## 4. Definitions

### **Hazardous substance**

A hazardous substance is a substance, which has the potential to harm the health of people, e.g. lead.

### **Dangerous goods**

Dangerous goods are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. Dangerous goods are usually classified with reference to the immediate hazard they pose rather than the long-term health effects, e.g. dynamite.

### **Hazard**

A hazard is a condition or situation, which has the potential to cause an incident or illness.

### **Risk**

Risk is the effect of uncertainty on objectives. In the context of workplace health and safety, risk means exposure to the chance of injury or loss, e.g. the possible impact on the well-being of workers from failure to provide adequate facilities.

### **Safety Data Sheets (SDSs)**

Manufacturers and suppliers of chemical substances are required to produce Safety Data Sheets for each of the chemicals they manufacture or supply. SDSs are required to give information which includes the nature of the chemicals in the products, the hazardous nature of the substance, the

effects on health and on the environment, whether or not the substance is classified as a dangerous good, and emergency procedures.

### **Supervisor**

The Supervisor is a Bishop, a Priest, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

### **Health and Safety Representative (HSR)**

A Health and Safety Representative nominated and elected by employees at a workplace in accordance with the relevant State or Territory legislation.

## **5. Responsibilities**

### **Supervisors**

Supervisors are responsible for ensuring that:

- Risk assessments of substances used in the workplace are carried out and the recommended controls implemented.
- This procedure for managing hazardous substances and dangerous goods is implemented.
- They make their workers aware of any risks involving the use of hazardous substances and dangerous goods that have been identified, and the relevant controls.

### **Health and Safety Representative (HSR)**

The Health and Safety Representative (where appointed) should:

- Alert their supervisor of any new chemical hazards identified in their workplace.

### **Workers**

Workers should:

- Assist with carrying out hazardous substances and dangerous goods risk assessments
- Assist with implementation of the appropriate risk controls.

### **Employment Relations Advisor (Office for Employment Relations)**

The Employment Relations Advisor will:

- Facilitate hazardous substances and dangerous goods risk assessments
- Provide advice on suitable risk control measures.

## **6. Purchasing substances**

The presence of hazardous substances and dangerous goods in the workplaces should be kept to a minimum. This begins at the purchasing phase.

When a new substance is proposed to be purchased the SDS for this substance must be obtained prior to purchase.

If the SDS states that the substance is classified as a hazardous substance or as dangerous goods, try to find an alternative that is not classified as a hazardous substance or as dangerous goods.

Note: It is important to bear in mind that some products, including highly perfumed products, although they are not classified as hazardous substances, may produce an adverse reaction in some individuals. For this reason, it is preferable to use natural products or products that are hypoallergenic and un-perfumed.

If the purchase of a hazardous substance or a dangerous good cannot be avoided, carry out a risk assessment to identify, assess and control the risk of using that substance.

## 7. Risk Identification of Hazardous Substances and Dangerous Goods

Although legislation does not require a risk assessment to be carried out on domestic products in domestic quantities, it is recommended that the following process be used:

1. Identify and assess the risk of the presence and use of hazardous substances and dangerous goods as follows.
2. Audit the chemicals present in the workplace.
  - Record the name, quantity, location, manufacturer's name and contact number on the "Identification of Hazardous Substances and Dangerous Goods" form ([WHS018](#)).
  - Include items that are stored but not generally used (e.g. tins of paint, fuels, fertilizers in garden sheds etc.).
  - Include any chemicals that are usually stored in the workplace by contractors (e.g. cleaners).
3. Record any dangerous goods information available on the label (e.g. Dangerous Goods Class, division and packing group).
4. Obtain the SDS for the substance. These can generally be obtained from the manufacturer's website or direct from the manufacturer.
5. From the information on the SDS, determine whether the chemical is classified as a hazardous substance and/or as dangerous goods. The hazardous nature and dangerous goods classification should be clearly stated on the SDS. Record this on the "Identification of Hazardous Substances and Dangerous Goods" form ([WHS018](#)).
6. Record whether the chemical is a consumer product for domestic use.
7. If the chemical is a consumer product used as a domestic product in domestic quantities a risk assessment is not required.
8. Add the total quantities of dangerous goods in each class. Add the total quantities of hazardous substances. Record these on the "Identification of Hazardous Substances and Dangerous Goods" form ([WHS018](#)). This will determine whether placards and manifests are required and whether the workplace safety regulator is required to be notified. Consult the Employment Relations Advisor for advice on placard and manifest quantities.

## 8. Risk Assessment of Hazardous Substances and Dangerous Goods

1. For hazardous substances, use the Risk Assessment and Control of Hazardous Substances form ([WHS019](#)) to record the risk assessment as follows:
  - Determine the likely route of exposure e.g. eyes, inhalation, skin contact, hand to mouth ingestion.
  - Determine the inherent risk using the risk matrix below.
2. For dangerous goods, use the Risk Assessment and Control of Dangerous Goods form ([WHS020](#)) to record the risk assessment as follows:
  - Determine the physical or chemical risks of use such as flammability and incompatibility with other substances.
  - Determine the inherent risk using the risk matrix below.

## RISK ASSESSMENT MATRIX

Likelihood	Consequences (Severity)				
	Negligible	Significant	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Very High	Very High
Likely	Medium	Medium	High	High	Very High
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

### 9. Control of Hazardous Substances and Dangerous Goods

1. In consultation with workers who work with the hazardous substances or dangerous goods, determine the appropriate controls to manage the risk identified. Record this on [WHS019](#) (for hazardous substances) or [WHS020](#) (for dangerous goods).
2. Follow the “hierarchy of controls” when selecting control measures. This means that where possible, the risk should be eliminated. If this is not possible, the source of risk should be substituted by something that poses a lesser risk. Where this is not possible, an engineering control should be used. If an engineering control is not possible, then administrative controls may be used. If none of the above is possible, personal protective equipment can be used. (Refer to [WHS-PRO-007 Risk Management Process](#)).

Example: Hand washing dishes

- Can the use of dishwashing detergent be eliminated? Depending on the items being washed it may be possible to use water alone (i.e. rinsing out your own coffee mug).
  - If it is necessary to use detergent, you may be able to substitute one that is classified as hazardous with one that is not classified as hazardous.
  - Is it possible to use an engineering solution? Yes, an automatic dishwasher can be used to clean dishes. This would have to be balanced against the amount of dishes to be washed and the higher costs of running a dishwasher. Good ventilation may also help.
  - Can an administrative control be used to limit exposure to the chemical? Probably not; however, workers can be given access to the SDS for the detergent to make them aware of any adverse effects.
  - Can personal protective equipment be used? Yes, rubber gloves can be provided to avoid contact with skin.
3. Determine the residual risk. This is the risk that remains after the proposed controls have been implemented. The controls proposed should have the effect of lowering the likelihood or the consequence or both, resulting in a lowering of the inherent risk.
  4. Risk controls should be reviewed regularly to ensure that they are effective. Risk controls should also be reviewed when:
    - A change is proposed to the system of work, which includes the use of the chemical
    - There is a change to the information in the SDS for the chemical
    - There is an incident report or a hazard report relating to use of that chemical
    - A Worker’s Compensation claim is made in relation to the use of a chemical
    - New knowledge about substances becomes available (e.g. scientific or medical evidence, health surveillance records etc.)
    - Requested by a health and safety representative
    - Requested by a worker

## 10. Safety Data Sheets

The SDSs for all hazardous substances and dangerous goods that are not consumer products in each workplace are to be made available to any worker involved in storage, handling or use of that substance.

This can be an electronic register of SDSs stored on the computer network of the agency.

Hard copies of SDSs are required to be kept with the Register of Hazardous Substances and Dangerous Goods. (See Section 11)

Contractors must provide a hard copy of SDSs for the chemicals that they store in the workplace.

Manufacturers and suppliers are required to review and update SDSs every five years. An annual check of SDSs is to be carried out to ensure that all SDSs are current.

## 11. Register of Hazardous Substances and Dangerous Goods

Each workplace is required to have a register of all hazardous substances and dangerous goods that are not consumer products, which are stored in the workplace ([WHS021](#)).

The register must list:

- The name of the dangerous goods and hazardous substances
- Which substances are hazardous substances and which are dangerous goods.

For dangerous goods the dangerous goods class, packing group and United Nations (UN) Number must be recorded in the register. Refer to the SDS for this information.

The register must be maintained so that new dangerous goods and hazardous substances are included when they are brought into the workplace.

## 12. Labelling

1. Where possible all chemicals including domestic consumer products must be stored in their original packaging retaining their original label.
2. Where substances are to be decanted (e.g. into a bucket, a smaller container for dilution) for immediate use, the substance is not required to be labelled.
3. Where fuels are transferred from their original container into the fuel tank of plant or equipment, the substance is not required to be labelled.
4. Where substances are decanted from their original packaging into another container for storage, they are required to be labelled. The label must contain the following information:
  - Product name
  - Risk and Safety phrases (from original label e.g. risk phrases - R 10\* Flammable; R 5 Heating may cause an explosion; R 22 Harmful if swallowed. Safety phrases - S 2 Keep out of reach of children.; S 3 Keep in a cool place etc)
  - Contact details of the supplier
  - Emergency information (from the original label)
  - Hazard warning word/dangerous goods class and symbol (e.g. flammable, DG Class 3 Division 4.1, packing group II)

### **13. Storage**

1. Storage quantities of chemicals should be kept to a minimum to cater for demand but to avoid excessive storage for long periods.
2. Chemicals must be stored in an appropriate area according to the manufacturer's instructions (as stated on the SDS). Consideration must be given to the presence of visitors, in particular children, who may be present in the workplace from time to time.
3. If dangerous goods are to be stored in the workplace, consideration must be given to the separation and segregation of incompatible substances.

### **14. Safe Work Practices**

For chemicals that are not consumer products, safe work practices are to be developed for the handling and use of these chemicals. The safe work practices must take into account the controls determined by the hazardous substances and dangerous goods risk assessments.

Workers are to be trained in the safe use of hazardous substances and dangerous goods.

### **15. Safe Disposal**

Waste minimisation practices should be encouraged through purchasing smaller quantities and using minimum quantities of chemicals.

Follow the instructions on SDSs for advice on safe disposal methods.

### **16. Emergencies**

Information on managing emergencies (fires) and chemical spills is available from the SDS for each chemical.

The SDS also provides first aid advice on accidental exposure (eyes, inhalation, skin contact and ingestion). A copy of the relevant SDS must be made available to ambulance personnel if they are required to attend to an emergency involving hazardous substances or dangerous goods.

It is recommended that a hard copy of the SDS register be made available to emergency services should the need arise.

### **17. Workplace Safety Inspections**

Risk control of hazardous substances and dangerous goods are checked during workplace safety inspections and recorded on the Workplace Safety Inspections Checklist as stated in [WHS-PRO-017 Workplace Safety Inspections](#).

### **18. Additional requirements for Dangerous Goods**

If dangerous goods stored in a workplace exceed the manifest quantities then they must be notified to WorkCover. This is not expected to apply to ACBC workplaces. However, advice on this matter may be obtained from the Employment Relations Advisor.

### **19. Records**

Identification of Hazardous Substances and Dangerous Goods Risk Identification form ([WHS0018](#))  
Risk Assessment and Control of Hazardous Substances ([WHS019](#))  
Risk Assessment and Control of Dangerous Goods ([WHS020](#))  
Register of Hazardous Substances/Dangerous Goods ([WHS021](#))