

 District Council of <b>Mount Remarkable</b>	<b>HAZARDOUS CHEMICALS  PROCEDURE</b>	<b>Version No:</b>	V01.04
		<b>Issued:</b>	18/04/2019
		<b>Next Review:</b>	18/04/2023

## 1. Overview

The District Council of Mount Remarkable recognises its obligation to manage risks to health and safety associated with using, handling, generating or storing hazardous chemical(s) at the workplace, in accordance with legislative requirements.

This procedure aims to:

- (a) Ensure there is a systematic method for identifying hazards associated with hazardous chemicals, in order to eliminate or minimize (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:

1. 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 (“WHS Act”), Work Health and Safety Regulations 2012 (“WHS Regulations”), Code of Practice Preparation of Safety Data Sheets for Hazardous Chemicals and Code of Practice Labelling of Workplace Hazardous Chemicals will be adhered to.
2. Activities involving or relating to asbestos will be managed under a separate Asbestos Management Procedure.
3. This procedure does not include the requirements for transportation of hazardous chemicals or explosives by road, rail, sea or air. In the event that the organisation undertakes such activities, the relevant requirements of the WHS Act, WHS Regulations, 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, handled, generated or stored 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 used, handled, or stored in the workplace;
- (c) Implement a system for the identification and recording of reasonably foreseeable hazards (physicochemical and/or health) relating to hazardous chemicals and the assessment and recording of risks once identified (on a prioritised basis);
- (d) Implement and regularly review risk controls in accordance with the Hierarchy of Control, with controls being selected from the highest level in the hierarchy that is reasonably practicable;
- (e) Identify and provide appropriate information, training, instruction and supervision for persons undertaking work on behalf of the organisation that involves hazardous chemicals;
- (f) Require correct labelling of containers and pipework;
- (g) Require workplace exposure standards for hazardous chemicals or mixtures not to be exceeded;

W:\15. HS & Risk\Policies & Procedures\MASTERS - Current Procedures\Hazardous Chemicals Procedure - Ver 1.04 - Adopted 18.04.2019.doc	<i>Electronic version on the W:Drive is the controlled version.  Printed copies are considered uncontrolled.  Before using a printed copy, verify that it is the current version.</i>	Page 1 of 32
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- (h) Identify airborne contaminant levels and implement a monitoring program, when required;
- (i) Identify health monitoring requirements and implement a monitoring program, when required;
- (j) Require emergency response provisions, including site emergency plans and equipment, to be in place;
- (k) Require a manifest of chemicals to be maintained, where relevant;
- (l) Require licences to be obtained and maintained, where relevant;
- (m) Require appropriate placarding and safety signage to be in place and maintained, where relevant; and
- (n) Require records to be maintained and readily available to relevant stakeholders.

### 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 WHS Regulations, 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 WHS Regulations, Regulation 5]
Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. [as defined by the WHS Regulations, 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 WHS Regulations, 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 WHS Regulations, Regulation 5]
Dangerous goods	Goods are dangerous goods if: (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 (b) there is a determination under the Dangerous Substances (Dangerous Goods Transport) Regulations 2008, Regulation 155 that the goods are dangerous goods.

Dangerous substance	<p>Dangerous substance means— (a) dangerous goods; or (b) any other substance or article that is toxic, corrosive, flammable or otherwise dangerous and declared by the regulations to be a dangerous substance;</p> <p>[as defined by the Dangerous Substances Act 1979, Section 2]</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 (a maximum or peak airborne concentration of a substance determined over the shortest analytically practicable period of time which does not exceed 15 minutes), and</p> <p>(c) Short term exposure limit (the time-weighted average maximum airborne concentration of a substance calculated over a 15 minute period).</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 WHS Regulations.</p> <p>[as defined by the WHS Regulations, 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 WHS Regulations) but does not include a substance, 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 WHS Regulations, Regulation 5]</p>
Health hazards	<p>These are properties of a chemical that have the potential to cause adverse health effects. Exposure usually occurs through inhalation, skin contact or ingestion. Adverse health effects can be acute (short term) or chronic (long term). Typical acute health effects include headaches, nausea or vomiting and skin corrosion, while chronic health effects include asthma, dermatitis, nerve damage or cancer.</p> <p>Many chemicals have both health and physicochemical hazards.</p> <p>[as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace July 2012, p.4]</p>
Health monitoring (of a person)	<p>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 WHS Regulations, Regulation 5]</p>

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> <ol style="list-style-type: none"> <li>(a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;</li> <li>(b) Isolating the hazard from any person exposed to it; and/or</li> <li>(c) Implementing engineering controls.</li> </ol> <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 WHS Regulations, Regulation 36]</p> <p>Administrative controls and PPE should only be used:</p> <ul style="list-style-type: none"> <li>• when there are no other practical control measures available (as a last resort)</li> <li>• as an interim measure until a more effective way of controlling the risk can be used to supplement higher level control measures (as a back-up).</li> </ul> <p>[as stated in the Code of Practice: How to Manage Work Health and Safety Risks Dec 2011]</p>
Household use	<p>It is reasonably foreseeable that the hazardous chemical will be used in a workplace only in:</p> <ol style="list-style-type: none"> <li>(a) A quantity that is consistent with household use; and</li> <li>(b) A way that is consistent with household use; and</li> <li>(c) A way that is incidental to the nature of the work carried out by a worker using the hazardous chemical.</li> </ol> <p>[as defined by the WHS 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 WHS Regulations, Regulation 5]</p>
Manifest	<p>Means a written summary of the hazardous chemicals used, handled or stored at a workplace</p> <p>Note - See <a href="#">Schedule 12</a> (Manifest requirements) of the WHS Regulations for what a manifest should contain.</p> <p>[as defined by the WHS Regulations, Regulation 5]</p>
Manifest quantity	<p>Means the manifest quantity referred to in the WHS Regulations, <a href="#">Schedule 11</a>, table 11.1, column 5 for that hazardous chemical.</p> <p>[as defined by the WHS Regulations, Regulation 5]</p> <p>A manifest of hazardous chemicals is only required where hazardous chemicals that are dangerous goods are present at the workplace in quantities that exceed the manifest quantities set out in <a href="#">Schedule 11</a> of the WHS Regulations.</p>
Physicochemical risks	<p>These are physical or chemical properties of the substance, mixture or article that pose risks to workers other than health risks, as they do not occur as a consequence of the biological interaction of the chemical with people. They arise through inappropriate handling or use and can often result in injury to people and/or damage to property as a result of the intrinsic physical hazard. Examples of physicochemical hazards include flammable, corrosive, explosive, chemically reactive and oxidising chemicals.</p> <p>Many chemicals have both health and physicochemical hazards.</p> <p>[as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace July 2012, p.4]</p>

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Placard quantity	Means the quantity referred to in <a href="#">Schedule 11</a> of the WHS Regulations, table 11.1, column 4 for that hazardous chemical.  [as defined in the Code of Practice: Managing the Risks of Hazardous Chemicals in the Workplace July 2012, p.52]
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## 4. Procedure

4.1. The Director Works (as a competent person in respect of hazardous chemicals) has been nominated to oversee the management of hazardous chemicals in the workplace.

4.1.1. The Department Manager will:

- (a) Make decisions about the use of hazardous chemicals purchased for household use in the workplace;
- (b) Inform persons responsible for purchasing, using, storing and handling 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 organisation's sites and maintain any required licences;
- (d) Develop and maintain systems to manage the physicochemical and health hazards of hazardous chemicals generated or released in the workplace;
- (e) Where quantities exceed threshold levels for manifest requirements under Schedule 11 of the WHS Regulations, prepare a manifest and emergency plan;
- (f) Where quantities exceed threshold levels for placarding under Schedule 11 of the WHS Regulations, display outer warning placards; and
- (g) Provide reports to the executive management team on the status of the hazard chemical management system and activities.

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

4.2. Hazardous Chemicals Register

4.2.1. The WHS Coordinator will make sure that the hazardous chemicals register

- (a) Is available and maintained to ensure the information in the register is up to date;
- (b) Includes all hazardous chemicals used, handled or stored at the workplace;
- (c) Excludes consumer products; Includes type, location and quantity of each hazardous chemical; and
- (d) Includes a current SDS for each hazardous chemical listed, which is 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. Training will be provided to workers who are required to use ChemAlert or any other hazardous chemical inventory management system.

4.2.4. Workers authorised to purchase hazardous chemicals are required to notify the Director Works when hazardous chemicals are introduced or disposed of to enable the hazardous chemicals register to be updated by the WHS Coordinator to reflect the changes made.

4.2.5. The WHS Coordinator will make sure that activities are undertaken to maintain the register, e.g. the review of hazardous chemicals occurs via a legislative compliance register, a programmable events matrix or similar, regular inspection, audit or annual review of hazardous chemical quantities.

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#### 4.3. Dangerous Substances Licence and Notifications

4.3.1. 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 (General) Regulations 2017 (note: limit applies per site).

Dangerous Substances (General) Regulations 2017	Quantity of dangerous substance which may be kept without a licence
Liquefied petroleum gas (Regulation 11)	(a) up to 250 kilograms for any purpose provided that it is contained in cylinders or tanks; or (b) any quantity provided that it is contained in disposable non-refillable containers.  Note: <ul style="list-style-type: none"> <li>- 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;</li> <li>- no cylinder in use in or on industrial premises will, when located and used in accordance with the appropriate requirements of AS/NZS 1596:2014 <i>The storage and handling of LP Gas</i>, be included for the purpose of determining the aggregate quantity kept.</li> </ul>
Any prescribed dangerous substance of Class 3 (Regulation 22)	(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; (b) up to 1,200 litres of Class 3, Packing Group III; (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: <ol style="list-style-type: none"> <li>i. any above ground storage is separated from protected works as defined in AS 1940 <i>The storage and handling of flammable and combustible liquids</i> and any part of the boundary of the land by not less than 15 metres; and</li> <li>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.</li> </ol> (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; (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.
Class 6 substances and Class 8 substances (Regulation 37)	Where the following equation is true: $\frac{L_I+S_I}{250} + \frac{L_{II}+S_{II}}{2000} + \frac{L_{III}+S_{III}}{5000} \leq 1$ where— <p>L<sub>I</sub> = the volume in litres of liquid substances in Packing Group I            S<sub>I</sub> = the mass in kilograms of solid substances in Packing Group I            L<sub>II</sub> = the volume in litres of liquid substances in Packing Group II            S<sub>II</sub> = the mass in kilograms of solid substances in Packing Group II            L<sub>III</sub> = the volume in litres of liquid substances in Packaging Group III            S<sub>III</sub> = the mass in kilograms of solid substances in Packaging Group III.</p>

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- 4.3.2. If the organisation requires dangerous substances to be kept in a quantity greater than that permitted to be kept without a licence, 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.
- 4.3.3. All licences will be kept current.
- 4.3.4. The Deputy CEO will notify SafeWork SA if:
- (a) an underground, partially underground or fully mounded tank that was used to store flammable gases/liquids has not been used in the past 2 years, and/or
  - (b) the organisation does not intend to use the tank to store flammable gases/liquids again.
- 4.3.5. If an underground storage and handling system will no longer be used, it will be removed to the extent that is reasonably practicable. If it is not reasonably practicable to remove the system, the organisation must ensure there is no risk to health and safety created by its unused existence.
- 4.4. Manifest of Hazardous Chemicals
- 4.4.1. The [insert job title of nominated person] will make sure that, when manifest quantities set out in Schedule 11 of the WHS Regulations are exceeded:
- (a) A manifest of [Schedule 11](#) Hazardous Chemicals is prepared in compliance with the requirements of [Schedule 12](#) of the WHS Regulations; and
  - (b) An emergency plan is prepared and submitted to the South Australian Metropolitan Fire Service (MFS) or South Australian Country Fire Service (CFS). Any revisions of the emergency plan will make note of any written advice received from the MFS and/or CFS regarding deficiencies or inclusions required in the final emergency plan.
- 4.4.2. The WHS Coordinator 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.
- 4.4.3. The WHS Coordinator will make sure that the manifest is:
- (a) Kept in a place determined in agreement with the MFS and/or CFS; and
  - (b) Available for inspection; and
  - (c) readily accessible to the MFS and/or CFS.
- 4.5. Placarding
- 4.5.1. The WHS Coordinator will make sure that, in accordance with [Schedule 13](#) of the WHS Regulations:
- (a) The required outer warning placarding is prominently displayed; and
  - (b) The required placarding is prominently displayed on buildings, containers and/or outside storage areas.
- 4.5.2. The WHS Coordinator will make sure that placards are displayed and maintained in accordance with [Schedule 13](#) (2) of the WHS Regulations:
- (a) clearly legible by persons approaching the placard; and
  - (b) separate from any other sign or writing that contradicts, qualifies or distracts attention from the placard; and
  - (c) if a placard quantity of the hazardous chemical is contained in a building—
    - i. located as close as is reasonably practicable to the main entrance of the building; and

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- ii. located at the entrance to each room or walled section of the building in which the hazardous chemical is used, handled or stored; and
- (d) if the hazardous chemical is contained in a container or outside storage area—located next to the container or outside storage area; and
- (e) Outer warning placards are located at each entrance to the workplace where an emergency service organisation may enter the workplace; and
- (f) A placard for particular hazardous chemicals stored in bulk (as per [Schedule 13](#) clause 4) is located on or next to each container or storage area in which the hazardous chemicals are stored; and
- (g) A placard for packaged Schedule 11 hazardous chemicals (other than flammable liquids category 4) and Intermediate Bulk Containers is located at each entrance to a storage area in which the hazardous chemicals are stored.

#### 4.6. Safety Data Sheets (“SDS”)

- 4.6.1. There are obligations in relation to the provision of an SDS for each hazardous chemical used, handled or stored at the workplace:
  - (a) A supplier is required to provide the current SDS for any 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).
  - (b) The organisation must obtain the SDS (and any amended version) for a hazardous chemical from the manufacturer, importer or supplier no later than when the chemical is first supplied at the workplace or as soon as practicable after it is first supplied but before it is used at the workplace.
- 4.6.2. The SDS for a hazardous chemical will not be changed or altered by any worker.
- 4.6.3. The [insert job title of nominated person], managers and supervisors will make the current SDS readily accessible to:
  - (a) workers who are involved in using, handling or storing hazardous chemicals at the workplace; and
  - (b) emergency service workers or anyone else who is likely to be exposed to the hazardous chemical at the workplace.
- 4.6.4. 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.
- 4.6.5. A hazardous chemical will not be used at the workplace if:
  - (a) An SDS cannot be supplied; or
  - (b) The SDS does not conform to the requirements of the WHS Regulations, [Schedule 7](#), Clause 1 (this obligation extends to SDS from overseas).

#### 4.7. Labels

- 4.7.1. 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.
  - (a) A worker will not remove, deface, modify or alter any such label.
  - (b) If a container is found without a label and its contents are:
    - i. known, the container will have the product name attached to it until it can be relabelled;
    - ii. 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;

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Any such incident should be reported and investigated in accordance with the Incident Reporting and Investigation Procedure.

#### 4.8. Purchasing chemicals

- 4.8.1. Before purchasing hazardous chemicals, the purchaser of the chemical in consultation with the potential users of the chemical should give consideration to eliminating the need to use chemicals that are hazardous. If that is not reasonably practicable, purchases should be made for chemicals with the lowest risk.
- 4.8.2. If the purchase of a chemical is required, the user group will review the hazardous chemicals register
- (a) If the chemical is not a hazardous chemical, the purchase can proceed.
  - (b) If 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 the hazardous chemical is to be used in a manner that is consistent with household use, the purchase can proceed.
  - (c) If the [hazardous chemicals register] does not contain the chemical but it is hazardous, then the manufacturer or importer SDS for the chemical will need to be obtained and a pre-purchase assessment process applied e.g. pre-purchase checklist should be completed (refer to Appendix for an example).
    - 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 Director Works for direction.
    - ii. A risk assessment will need to be undertaken prior to purchase.
  - (d) If the hazardous chemicals register contains the hazardous chemical but indicates that the available:
    - i. SDS is more than 5 years old, a current SDS must be obtained and the risk assessment reviewed; or
    - ii. Risk assessment was undertaken more than 5 years ago or is no longer valid, a new risk assessment will need to be undertaken.
- 4.8.3. Any specific requirements identified during the risk assessment process should be documented in the purchase order.

#### 4.9. Risk assessment

- 4.9.1. A risk assessment is to be undertaken:
- (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; or
  - (b) When workers may be potentially exposed to hazardous chemicals generated or released during tasks e.g. diesel fumes, during welding or grinding, during work activities involving exposure to crystalline silica etc. or when undertaking maintenance of buildings, plant or structures coated with hazardous paint (Note: this is not a complete list); or
  - (c) When mixing hazardous chemicals, or
  - (d) If an existing risk assessment is out of date or no longer valid.
- 4.9.2. The manager or supervisor should form a team to undertake a risk assessment, which must consist of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a HSR (where one exists), the manager or supervisor and other stakeholders or experts, where relevant (refer to Appendix 3 for an overview of the risk assessment process and the WHS Hazard Management Procedure).
- 4.9.3. The risk assessment team will use the information provided by the manufacturer or importer SDS to assist with the risk assessment of both the health and physicochemical hazards of the chemical.

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- 4.9.4. The level of exposure of workers to hazardous chemicals will be risk assessed.
- (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 [insert job title of nominated person], will coordinate the undertaking of air monitoring by an occupational 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.
- 4.9.5. The risk assessment must be recorded e.g. on the ChemAlert risk assessment template; Hazardous Chemical Risk Assessment form, or similar.
- 4.9.6. All sections of the risk assessment template will be completed. When relevant, a not applicable should be recorded rather than leaving a section blank.
- (a) The risk assessment should indicate who participated in the risk assessment process.
- 4.9.7. In accordance with the Hazard Management Procedure, the manager must review the proposed controls to confirm they are appropriate, reasonably practicable, achievable and in line with the Hierarchy of Controls. The rationale for utilising a particular control in preference to others should be evident.
- 4.9.8. Where a hazardous chemical is to be used in various situations involving identical characteristics, properties, potential hazards and risks, then a generic risk assessment can be undertaken of the activities that involve the use of the chemical.
- (a) A generic assessment will not be undertaken for very high risk chemicals such as carcinogens.

#### 4.10. Risk control - general

- 4.10.1. In managing risks regard will be given to the following:
- (a) The hazardous properties of the chemical and any exposure standards and health monitoring requirements that apply;
  - (b) Any potentially hazardous chemical or physical reaction between the chemical and another substance or mixture, including a substance that may be generated by the reaction either during use or when in storage;
  - (c) The nature of the work to be carried out with the hazardous chemical;
  - (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; and
  - (e) The level of supervision required for the task.
- 4.10.2. If the risk assessment determines that all risks are eliminated or controlled in accordance with the SDS and labels, no further action is needed.
- 4.10.3. In all other cases, the risk assessment documentation will identify the controls required to eliminate risks so far as is reasonably practicable or, if that is not reasonably practicable, minimise the identified risk to as low as is reasonably practicable.

If risks cannot be eliminated, controls will be selected in descending order from the Hierarchy of Controls, as detailed in Appendix 4.

This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable and may include both short and long term control measures.

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Administrative controls and Personal Protective Equipment (PPE) should only be used:

- (a) when there are no other higher level control measures available (as a last resort);
- (b) as an interim measure until a more effective way of controlling the risk can be used;
- (c) to supplement higher level control measures (as a back-up).

The risk assessment should document why higher order controls have not been selected if only administration and/or PPE controls have been selected.

4.10.4. The department manager will:

- (a) Confirm the proposed controls taking into account any feedback received during the consultation process, in accordance with the Hazard Management Procedure;
- (b) Assign somebody to facilitate the implementation of the controls with a set timeframe; and
- (c) Check that outcomes from completed hazardous chemicals risk assessments are transferred onto the Hazard Register

4.10.5. Managers and supervisors will make sure that the outcomes of hazardous chemical risk assessments are included in risk assessments for tasks that involve the use of relevant hazardous chemicals and that the selected control measures are implemented when undertaking the task.

4.10.6. The department manager will make sure the WHS Coordinator has access to master copies of SDS and completed risk assessment documentation.

4.10.7. The WHS Coordinator will make the following information available to affected workers:

- (a) Hazardous chemical register
- (b) Completed risks assessments for relevant work groups;
- (c) A copy of the current SDS at the point of chemical use; and
- (d) Any other relevant information received relating to use of hazardous chemicals in the workplace.

4.10.8. The department manager will inform all relevant persons about the control measures selected and any corrective actions relating to hazardous chemical management. Department meeting minutes, toolbox minutes and/or safe work procedures should demonstrate that this has occurred.

4.11. Risk controls - specific

4.11.1. Controlling fire and explosion risks

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

4.11.2. Keeping hazardous chemicals stable

If a hazard associated with chemical stability has been identified:

- (a) Manufacturer's instructions or the SDS are to be followed;
- (b) If stability is dependent on the maintenance of the proportions of the ingredients of the hazardous chemical, the proportions are to be maintained as stated in the SDS for the chemical, or by the manufacturer of the hazardous chemical;

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- (c) If the hazardous chemical is known to become unstable above a particular temperature, the chemical will be stored within any required temperature range and kept dry; and
- (d) 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 or significantly increase the risk associated with the hazardous chemical.

4.11.3. Protecting hazardous chemicals from damage and theft during use, handling or storage

The 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;
- (d) Storage quantities of hazardous chemicals should be kept to a minimum;
- (e) Hazardous chemicals will be segregated and stored as designated by the SDS and other relevant legislation.;
- (f) Storage will include bunding when legislatively required or other spill containment methods appropriate to the volumes being stored;
- (g) Any licensed dangerous substances will be stored in approved storage facilities as prescribed by legislation;
- (h) When in storage, hazardous chemicals will be left in a state that does not create a hazard in the workplace; and
- (i) Security risks will be identified and managed, particularly if stock holdings include chemicals of concern (see [National Code of Practice: Chemicals of Security Concern](#)).

4.11.4. Spills and damage

The manager will make sure that:

- (a) There is a containment system to manage hazardous chemical 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) The spill containment system will be of a type necessary to contain the volume of hazardous chemicals stored inside the containment area;
- (d) Spill kits are clearly labelled and located in an easily accessible position for workers;
- (e) Workers have been provided with information and instruction in relation to the use of the spill kit, including how to use the spill kit in the case of an emergency;

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- (f) The risk assessment, SDS and relevant legislation will be referred to when hazardous chemicals require disposal or are to be cleaned up in the event of a spill;
- (g) When indicated on the SDS, hazardous chemicals will be removed or cleaned up by a licensed operator;
- (h) Workers authorised to dispose of hazardous chemicals will inform the WHS Coordinator if the removal of a chemical from the organisation's premises requires the hazardous chemicals register to be updated; and
- (i) Spill kits will be restocked following use and the contents checked on a regular basis.

#### 4.11.5. Emergency plans and safety equipment

- (a) The management team 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 and conditions in which they are used, handled, generated or stored at the workplace having regard to the:
    - fire load of the hazardous chemicals;
    - fire load from other sources; and
    - 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 becomes unserviceable or inoperative then:
    - the implications of the equipment being unserviceable or inoperative are assessed;
    - relevant workers are informed of the actions being taken to rectify the issues;
    - 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 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 is provided to neighbouring sites if any such work site uses, stores or handles large quantities of hazardous chemicals; and

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- x. 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 an emergency plan is prepared in accordance with the Emergency Management Procedure and associated hazardous work procedures and includes:
  - i. A site map indicating where hazardous chemicals are stored;
  - ii. Roles of on-site emergency response teams (including First Aid Officers, Emergency Wardens) and training in their roles and in the response procedures;
  - iii. Procedures that prevent hazardous chemicals or contaminated material of any kind entering drains or waterways;
  - iv. Containment of any spillage;
  - v. Procedures for the disconnection of power supplies and other energy sources, if an emergency involves hazardous chemicals with ignition risks; and
  - vi. Provision of relevant information and assistance to the emergency services authority, both in anticipation of emergencies and when they occur.

#### 4.11.6. Safety signs

If a [safety sign](#) is required to warn of 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 is clearly visible to a person approaching the hazard, when required to:

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

For example:



Note: a placard is not a safety sign.

#### 4.11.7. Health monitoring

- (a) Health monitoring will be 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 WHS Regulation 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 worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in WHS 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

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the hazardous chemical has resulted in the biological exposure standard (published by Safe Work Australia) being exceeded.

- (b) The management team 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 WHS Regulations Schedule 14, table 14.1, column 2;
  - ii. Each worker is informed about health monitoring requirements before commencing 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;
    - 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:

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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 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 (40 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.

#### 4.11.8. Personal Protective Equipment (PPE)

- (a) If PPE has been selected as a control measure then it is to be:
  - i. Suitable for the nature of the work and any hazard associated with the work and offer a level of protection equal to or greater than the PPE recommended for use by the SDS (unless a documented risk assessment has deemed different PPE is acceptable e.g. there are higher level controls in place that reduce the level of exposure to the worker);
  - ii. Of a suitable size and fit and reasonably comfortable for the worker;
  - iii. Compliant with any relevant Australian/New Zealand Standard;
  - iv. Maintained (e.g. clean, hygienic and in good working order), repaired or replaced, when required; and
  - v. 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) Workers should undertake fit testing for all respirators and dust masks, as outlined in AS/NZS1715. All workers should be instructed in fit checking for all relevant PPE (e.g. goggles, respirators, dust masks, etc.) before use.
- (d) Managers and supervisors will provide reasonable instruction to workers as to the hazards and risks involved in the performance of their duties and in the use of any safety equipment or protective clothing provided for their use.

#### 4.12. Hazardous chemical use

##### 4.12.1. Decanting hazardous chemicals

- (a) 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.
- (b) 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 safe work procedure), the container does not require a label.

##### 4.12.2. Mixing of hazardous chemicals

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- (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.
- (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.
  - i. 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

#### 4.12.3. Hazardous chemicals generated or released in the workplace

- (a) Some processes will produce hazardous chemicals as by-products or waste. Examples include:
  - i. Diesel fumes generated from plant exhaust systems;
  - ii. Use of welding rods may liberate toxic fumes and vapours;
  - iii. Grinding metals release toxic metal dust or fumes;
  - iv. Rubble raising and brick cutting may present health risks from silica; and
  - v. Removal of paints or rust inhibitors may present health risks e.g. exposure to lead or other toxic substances.
- (b) Any physical and chemical hazards associated with the production or generation of hazardous chemicals as by-products or waste will be identified and managed in accordance with the requirements of this procedure **if** the hazardous chemicals that have been generated or released are used, handled or stored. This includes:
  - i. Listing the hazardous chemicals on the hazardous chemicals register
  - ii. Providing an SDS for the hazardous chemical; and
  - iii. Ensuring risk assessments are undertaken.
- (c) Any health hazards associated with the generation or release of hazardous chemicals will be identified in accordance with step 4.9.1 of this procedure and any potential worker exposure will be managed.
- (d) Some information on by-products may be available in a SDS. Where there is doubt about the hazardous nature of by-products or waste, the manager or supervisor should contact the WHS Coordinator. Expert advice may be required from an occupational hygienist.

#### 4.13. Maintaining control measures

- 4.13.1. 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, generation and handling systems are implemented; and
  - (d) Ensuring that controls remain effective (e.g. by undertaking periodic air monitoring and other testing when relevant).

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4.13.2. 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.

4.14. Incidents involving hazardous chemicals

4.14.1. If an 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 Deputy CEO as follows:

(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.

4.14.3. 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):

- (a) In the case of a death resulting from the incident - immediately by telephone
- (b) In the case of a person requiring medical assistance resulting from the incident - within one working day of the incident
- (c) In any other case that involves electricity - within ten working days of the incident
- (d) Gas incidents resulting in damage to property of \$5,000 or more – within ten working days of the incident
- (e) 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.
- (f) In the case of Water or Sewerage system incidents;
  - i. For Priority type 1 incidents – Verbal notification immediately and written notification within 24 hours
  - ii. For Type 1 incidents - Verbal notification within 3 hours and written notification within 24 hours
  - iii. For Type 2 incidents - Verbal notification not required and written notification within 10 working days.  
Further guidance can be found [here](#) (Dept. of State development: Water and Sewerage Infrastructure Incident Notification and Communication Protocol V3 – July 2015).

4.14.4. Whenever any statutory reports have been made, the Deputy CEO should ensure that the LGAWCS has been notified.

4.14.5. Any claim for worker's compensation should be reported in accordance with the Workplace Return to Work Procedure.

4.14.6. 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. Monitoring and evaluation

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

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- (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.

4.15.2. The Health and Safety Committee (**HSC**) should monitor the hazardous chemical register and Corrective Action Register during its meetings.

4.15.3. A report will be provided by WHS Coordinator to the management team listing outstanding items requiring direction or enforcement.

The following information should be considered for inclusion in the report:

- (a) Status of hazardous chemical training;
- (b) Number of hazardous chemical risk assessments that have been completed versus the number outstanding;
- (c) The number of hazardous chemical risk assessments where controls have been incorporated into task risk assessments;
- (d) The estimated timeframe for completion of outstanding risk assessments and progress updates;
- (e) The number of GHS compliant SDS in relation to the number of hazardous chemicals in the hazardous chemicals register
- (f) The need for air monitoring and any results;
- (g) The need for and/or conduct of any health monitoring and any redial measures required;
- (h) Defects in any control measures that require management team direction; and
- (i) A review of any incidents that have occurred involving hazardous chemicals.

4.15.4. The 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 District Council of Mount Remarkable's Training Needs Analysis ("TNA") will identify the training needs for those persons required to purchase, use, handle, or store hazardous chemicals.

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- 5.2. Workers and others likely to be required to purchase, use, handle, generate, store or supervise the use of hazardous chemicals will have the Hazardous Chemical Procedure explained to them during the induction process.
- 5.3. The level of training provided to the managers and supervisors, in addition to that provided to workers, should provide the skills and knowledge to enable the effective implementation of this procedure.
- 5.4. Workers who are required to undertake any task involving hazardous chemicals will receive training specific to the task and chemical used (or generated) and appropriate supervision. Information, training and instruction will include the proper fit, use, wearing, storage and maintenance of required PPE.
- 5.5. Other target groups requiring training include:
  - 5.5.1. Persons required to use ChemAlert or other hazardous chemical inventory management systems used;
  - 5.5.2. Persons required to manage site licence and manifest requirements;
  - 5.5.3. Persons required to participate in the risk assessment process;
  - 5.5.4. All workers and other persons who may be affected by the use of hazardous chemicals;
  - 5.5.5. Workers with roles in emergency response and first aid; and
  - 5.5.6. Workers who undertake safety inspections that includes the review of hazardous chemical management.
- 5.6. Information, training and instruction related to hazardous chemicals will be provided taking into account:
  - 5.6.1. The nature of the hazardous chemicals involved and the risks to the worker;
  - 5.6.2. The control measures implemented and how to use and maintain them correctly;
  - 5.6.3. The arrangements in place to deal with emergencies, including evacuation procedures, containing and cleaning up spills and first aid instructions;
  - 5.6.4. The selection, required fit, use, maintenance and storage of any required PPE;
  - 5.6.5. Any health monitoring which may be required and the worker's rights and obligations;
  - 5.6.6. The labelling of containers of hazardous chemicals, the information that each part of the label provides and why the information is being provided;
  - 5.6.7. The availability of SDS for all hazardous chemicals, how to access the SDS and the information that each part of the SDS provides; and
  - 5.6.8. The work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous chemicals.
- 5.7. Contractors will be made aware of those sections of the Hazardous Chemical Procedure relevant to the work they are undertaking and any relevant information relating to site hazardous chemicals that may affect their work during contractor tendering/contractor induction. Contractors may be required to demonstrate that they have had relevant training related to hazardous chemicals.

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## 6. Records

The following records will be maintained:

- 6.1. Hazardous chemicals register
- 6.2. Hazardous chemicals manifest
- 6.3. Hazardous chemical risk assessments
- 6.4. Safety Data Sheets (“SDS”)
- 6.5. Safe work procedures
- 6.6. Training records
- 6.7. Relevant licences (individual and organisational)
- 6.8. Emergency response plan and procedures
- 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 (“GDS20”).

## 7. Responsibilities

### 7.1. The management team is accountable for:

- 7.1.1. Checking that the organisation manages hazardous chemicals in accordance with legislative requirements;
- 7.1.2. Approving reasonably practicable budgetary expenditure necessary to implement this procedure;
- 7.1.3. Nominating a competent person to oversee the management of hazardous chemicals;
- 7.1.4. Making sure that required training for hazardous chemicals is identified, implemented, managed and monitored;
- 7.1.5. Setting objectives, targets and performance indicators for hazardous chemical program(s), as relevant;
- 7.1.6. Making sure statutory records related to hazardous chemicals are maintained;
- 7.1.7. Making sure health monitoring records are obtained and kept confidential;
- 7.1.8. Making sure an emergency plan is in place, which includes response procedures to be followed in an emergency relating to hazardous chemicals and that regular testing of those procedures occurs;
- 7.1.9. Monitoring the Hazard Register & Corrective Action Register, Hazardous chemicals register, incident and hazard reports; enforcing close out of items and directing action as required; and
- 7.1.10. Reviewing the effectiveness of the Hazardous Chemical Procedure within the management review process.

### 7.2. Managers and supervisors are accountable for:

- 7.2.1. Making sure the hazardous chemicals register contains all hazardous chemicals handled, used and/or stored in the work areas under their control;
- 7.2.2. Making sure hazardous chemicals are purchased in accordance with this procedure and procurement guidelines;

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- 7.2.3. Complying with legislatively prescribed notification requirements and licensing and approval requirements;
- 7.2.4. 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;
- 7.2.5. Implementing controls, when elimination is not reasonably practicable, in accordance with the Hierarchy of Controls so as to minimise any risks to worker health and safety;
- 7.2.6. Maintaining the currency of SDS and risk assessments in accordance with legislative requirements;
- 7.2.7. Providing workers with the necessary information, instruction, training and supervision to apply the organisation's hazardous chemicals procedure;
- 7.2.8. Making sure processes are in place to ensure workers are competent to undertake their tasks safely;
- 7.2.9. Making sure adequate supervision is provided to workers as indicated by the risk assessment process or SWI;
- 7.2.10. Making sure hazardous chemical containers and pipe work are labelled in accordance with legislative requirements (see Appendix 5: Labelling);
- 7.2.11. Displaying and maintaining placards and signage when and as required by legislation and the risk assessment process;
- 7.2.12. Maintaining hazardous chemical storage and generation areas so as to limit any physicochemical risks;
- 7.2.13. Coordinating air monitoring and health monitoring activities with the WHS Coordinator when required;
- 7.2.14. Monitoring hazardous chemical use in accordance with risk assessment findings and any legislative requirements;
- 7.2.15. Conducting regular stocktakes of hazardous chemical inventories and ensuring the hazardous chemicals register is updated as a consequence of the stocktake;
- 7.2.16. Documenting, investigating and controlling hazards reported or incidents that occur in accordance with site procedures;
- 7.2.17. Identifying and implementing corrective or preventative actions to ensure the continual improvement of the management of hazardous and/or dangerous hazardous chemicals; and
- 7.2.18. Consulting with other PCBUs, so far as is reasonably practicable, if there is an overlapping duty of care.

**7.3. The WHS Coordinator is accountable for:**

- 7.3.1. Coordinating the ongoing management of hazardous chemicals across the organisation;
- 7.3.2. Maintaining the currency of the hazardous chemicals register
- 7.3.3. Monitoring and advising management on legislative change and hazardous chemical compliance requirements;
- 7.3.4. Coordinating the provision of information and training to workers on the safe use and management of hazardous chemicals;
- 7.3.5. Coordinating any health monitoring or air monitoring, in conjunction with the relevant manager, when required;
- 7.3.6. Maintaining legislative currency of procedures and systems in relation to hazardous chemicals;
- 7.3.7. Providing the management team with regular reports on the status of the hazardous chemical system; and

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7.3.8. Initiating audits and other hazardous chemical review activities and providing reports and information to the management team and HSC, as required.

**7.4. Any worker required to work with hazardous chemicals is accountable for:**

7.4.1. Participating in consultation related to hazardous chemical purchases, as required;

7.4.2. Participating in the risk assessment process, as required;

7.4.3. Complying with the requirements of the risk assessment and any safe work instruction and all relevant WHS policies and procedures whilst undertaking their tasks;

7.4.4. 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) Practising a high standard of personal hygiene and making proper use of the facilities provided for washing, showering or bathing and for eating and drinking;

7.4.5. Seeking assistance to manage any identified hazards, when required;

7.4.6. Promptly reporting any hazards associated with any control measure, label or item of PPE; and

7.4.7. Participating in any health monitoring, as required.

**7.5. The HSC is accountable for:**

7.5.1. Facilitating consultation between department managers and workers in matters relating to hazardous chemicals;

7.5.2. Assisting in the development and review of WHS documentation (including risk assessments and safe work procedures); and

7.5.3. Monitoring the hazardous chemicals register and the Hazard Register & Corrective Action Register and referring issues that require management direction or enforcement to the management team.

**7.6. Health and safety representatives may:**

7.6.1. Facilitate consultation between department managers and workers in relation to hazardous chemicals that affect the workgroup they represent; and

7.6.2. 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 management team, in consultation with workers or their representatives, every four years 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.

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## 9. References

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

[Dangerous Substances Act 1979](#)

[Dangerous Substances \(General\) Regulations 2017](#)

[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](#)

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

[Hazardous Chemical Information System \(HCIS\)](#)

[Health Monitoring for Exposure to Hazardous Chemicals - Guide for persons conducting a business or undertaking](#)

[Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers](#)

[National Code of Practice: Chemicals of Security Concern](#)

AS 1940:2017: The storage and handling of flammable and combustible liquids

AS/NZS1596:2014: The storage and handling of LP Gas

AS/NZS1715:2009: Selection, use and maintenance of respiratory protective equipment

## 10. Related documents

WHS Hazard Management Procedure

Emergency Management Procedure

Hot Work Procedure

Confined Space Procedure

Workplace Inspection Procedure

Incident Investigation and Reporting Procedure

Corrective and Preventative Action Procedure

Workplace Inspection Procedure

Procurement Procedure(s)

Contractor Management Procedure

SIGNED: .....

Chief Executive Officer

Date:.....

.....

Chairperson, Health and Safety Committee

Date: .....

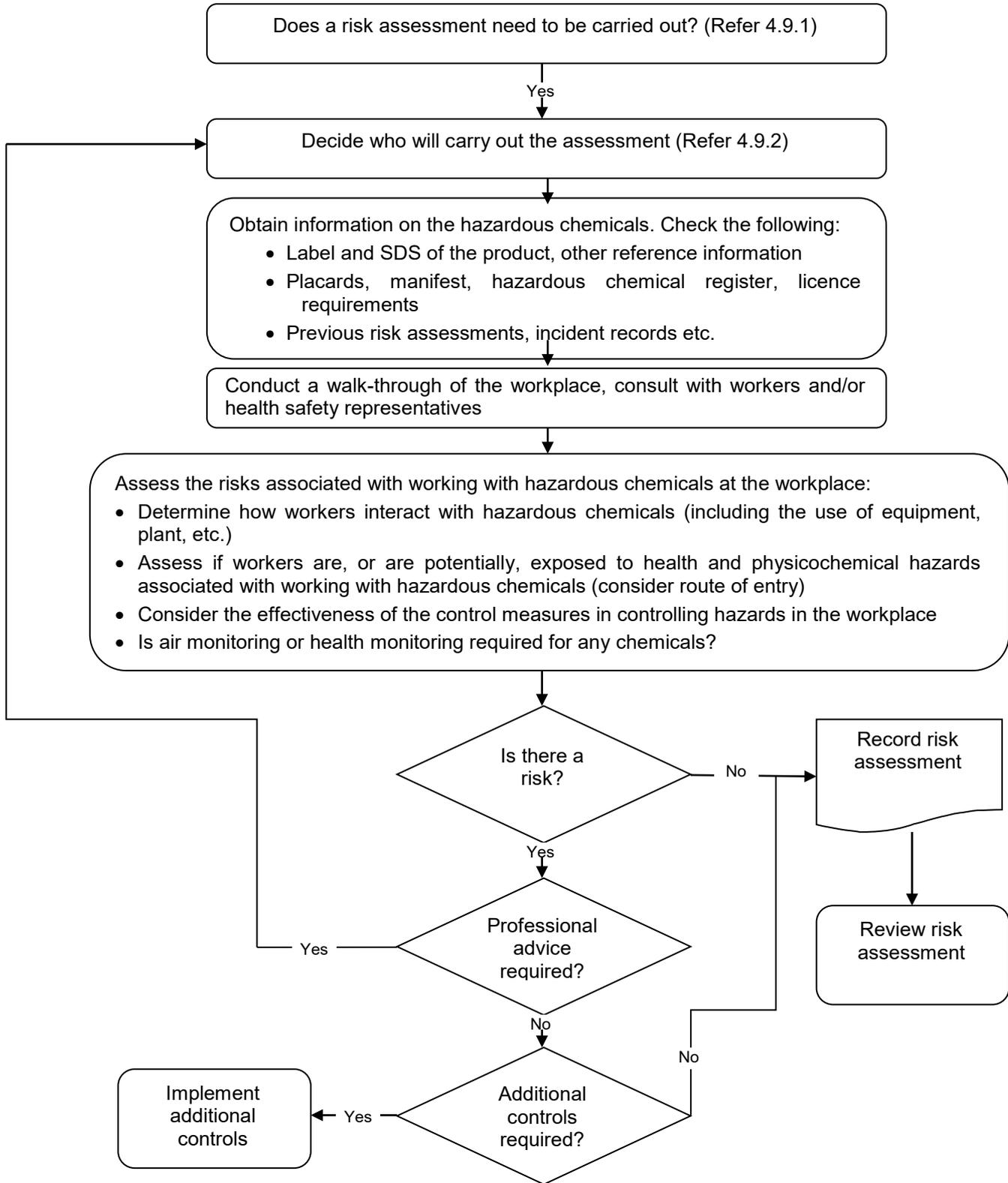
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Document History:	Version No:	Issue Date:	Description of Change:
	LGAWCS 1.0	Dec 2009	New Document.
	LGAWCS 2.0 = V1.02	08/07/13	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; Title change 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.
	LGAWCS 3.0 = V1.03	15/12/16	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
	LGAWCS 4.0 = V1.04	18/04/2019	Revised structure, flow and added content to the procedure. Changed will to are in section 1 Note 2; made adjustments to core components (a, b, c, d, e, l, j and m) and added new components (f, g, h, i) in 2; added definitions for dangerous substance, placard quantity; removed definition of asbestos; adjusted definitions of Hierarchy of Control; manifest quantity in 3 ; added licences to 4.1.1.(c); added d-f; added NOTE in 4.2.1; added 4.2.3; added workers instead of managers in 4.2.4; added 4.2.5; deleted information in old 4.2.5 as procedure does not cover transport; changed 4.3.2; added 4.3.4 and 4.3.5, updated 4.4.1 and added 4.4.11.1(b); deleted information related to regulator notification in old 4.5; added placarding information in 4.5; added 4.6.1 and 4.6.3; revised content of 4.8; revised and added content to 4.9; revised 4.10; revised 4.11.4 - merged content from old 4.12.5 and 4.13.6; added second point in 4.11.5iv; added pictures of safety signs in 4.11.6; revised 4.11.8; added 4.11.3(i); 4.12.3 and <b>Error! Reference source not found.</b> ; deleted old 4.13.5; revised 5; revised 7.2.3, 7.2.11, 7.2.13 and added 7.2.8, 7.2.9, 7.2.12 and 7.2.15; added 7.3.7. Removed Appendix 1 transitional provisions, updated new Appendix 1 content. Updated references, hyperlinks, headers and footers, logos. Made minor adjustments to language as required.  Legal review: minor grammatical and content changes
	LGAWCS 4.1= V1.04	18/04/2019	Removed reference to 1(c) in document history box for version 4 as change not made in final document.  Removed reference to 1.1.1(b) from document history box, as should just have been 4.4.1(b).

### Appendix 1: Pre-purchase Checklist

Name of Chemical:		Description/function:	
Supplier:			
<input type="checkbox"/> Replacement <input type="checkbox"/> Substitution			
<b>1. Consultation has occurred with:</b>			
Line Manager <input type="checkbox"/> Yes <input type="checkbox"/> No	HSR <input type="checkbox"/> Yes <input type="checkbox"/> No	Supplier/ Installer/ Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	
WHS <input type="checkbox"/> Yes <input type="checkbox"/> No	Operator/s <input type="checkbox"/> Yes <input type="checkbox"/> No	Other/s (please specify) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>2. The following must be considered prior to purchasing:</b>			
Pre-Purchase check	Obtained /considered	Comments	
Is the Safety Data Sheet (SDS) available?	Y / N		
Review SDS- is it hazardous, a dangerous good or a poison?	Y / N		
Is there a less hazardous alternative available?	Y / N		
Existing risk assessment? (If no a risk assessment must be undertaken)	Y / N		
Is the area where the chemical is to be stored appropriate?	Y / N		
Does this chemical require storage in a separate segregated storage area and if yes, is one available	Y / N		
Is there any air monitoring or health surveillance required?	Y / N		
Is there any training required for using/handling the chemical	Y / N		
Is dust extraction or exhaust ventilation required?	Y / N		
Is personal protective equipment (PPE) required?	Y / N		
Has safe disposal of waste been considered?	Y / N		
Is appropriate spill response equipment available?	Y / N		
Other to be considered (e.g. First aid; emergency response):			
<b>3. Any other requirements / further information?</b>			
Operator/s name/s:			
Comments / Feedback:			
I declare that I am satisfied that a reasonable effort has been made to consider the WHS implications of introducing this item to the Council workplace.			
<b>Name:</b>		<b>Signature:</b>	<b>Date:</b>

**Appendix 3: Overview of Risk Assessment Process**



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

### 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"> <li>• Using a physical process rather than a chemical process to clean an object, for example, use of ultra-sound</li> <li>• Using clips, clamps or bolts instead of an adhesive</li> <li>• 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</li> <li>• Purchasing supplies of a material in a ready-cut and sized form rather than carrying out dust-producing cutting processes on site</li> <li>• Adopting an alternative product or production method.</li> </ul>
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"> <li>• Using the chemical in a paste or pellet form rather than a dusty powder in order to reduce exposure to airborne dust</li> <li>• Substituting a less volatile material to control a vapour hazard may cost less than the installation and maintenance of a mechanical ventilation system</li> <li>• Replacing a chlorinated degreasing solvent with a detergent</li> <li>• Using diluted acids and alkalis rather than concentrates</li> <li>• Using a water-based paint in place of an organic solvent-based paint</li> <li>• Brush application of paint rather than aerosol application.</li> </ul>
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"> <li>• The remote operation of a process</li> <li>• Physically separate hazardous chemicals from any chemicals or other things that may be incompatible.</li> </ul>
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"> <li>• Enclosure or partial enclosure e.g. ventilated booths</li> <li>• Using intrinsically safe electrical equipment in hazardous areas</li> <li>• Local exhaust ventilation e.g. extraction systems attached to grinding machines</li> <li>• Automation of processes</li> <li>• Spillage control such as trip trays or raised edges around work benches and bunding</li> <li>• Controls or valves that include fail-safe switches</li> <li>• Process designs that minimise the quantities of hazardous chemicals used or the generation of dusts, fumes or vapours.</li> </ul>

<b>Administrative</b>	<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"> <li>• Written policies and work procedures e.g. safe work method statements</li> <li>• Reducing the number of workers exposed to the chemical or restricting worker access to certain areas</li> <li>• Reducing the duration and/or frequency of workers' exposure through specific work procedures e.g. job rotation</li> <li>• Reducing quantities of hazardous chemicals through inventory reduction</li> <li>• Use of warning signs and indicating by appropriate signage the necessary PPE for those entering</li> <li>• Regular cleaning and removing accumulations of waste</li> <li>• Providing means for safe storage and disposal of hazardous chemicals</li> <li>• Prohibiting eating, drinking and smoking in contaminated areas</li> <li>• Keeping lids on containers when not in use</li> <li>• Providing and using facilities for effective decontamination of work clothing before leaving a designated area</li> </ul>
<b>Personal protective equipment</b>	<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"> <li>• End use products where no other controls are practicable e.g. the use of pesticides in the field</li> <li>• 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</li> <li>• 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</li> <li>• During routine maintenance operations where the infrequency and small number of people involved may make other control measures impracticable.</li> </ul> <p>Where PPE is to be used, the organisation should ensure that the following are carried out:</p> <ul style="list-style-type: none"> <li>• The PPE is properly selected for the individual and task in accordance with the relevant Australian Standards</li> <li>• Users are informed of any limitations of the PPE and trained in its use and fit testing is undertaken, when required</li> <li>• PPE is maintained by appropriately trained workers in accordance with a PPE maintenance and servicing process</li> <li>• Items of PPE are readily available and/or replaced as frequently as necessary and are stored in a place provided for the purpose</li> <li>• The areas where PPE should be used are clearly identified</li> </ul>

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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, 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, Regulation 335, Part 3 of Schedule 9)

### Consumer products

A hazardous chemical does not need to meet the labelling requirements under the WHS Regulations 2012 if the chemical is a consumer product with the original label on its container.

In all other instances legislative requirements must 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, 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, 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, Regulation 335, Part 3 of Schedule 9).

Further guidance:

WHS Regulations 2012

COP: Labelling of Workplace Hazardous Chemicals, December 2011