

Procedure: Hazardous Substances and Chemical Use

1. Purpose

Ensure the safe management of chemicals used within GSCC worksites.

2. Scope

The storage, use, handling and disposal of hazardous substances, dangerous goods and other chemicals used within all GSCC worksites.

3. Required Actions

- Identify and review chemicals used by workers
- Recording of chemicals in chemical register
- Provide safety information and control measures for chemicals.

4. Definitions

DANGEROUS GOODS - Chemicals and materials which are classified on the MSDS as dangerous goods

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

HAZARDOUS SUBSTANCES - Chemicals and materials which are classified on the MSDS as a "hazardous substance" and can present a health hazard.

MSDS – Material Safety Data Sheet

PPE - Personal protective equipment.

WORKERS - Employees, Contractors, Volunteers and any person performing duties.

5. Responsibility and Authority

Directors

Delegate responsibilities for chemical purchases, usage and recording.

Managers/Supervisors and Contractors

- Ensure risk assessments are conducted on all hazardous and dangerous chemicals within GSCC worksites.
- Ensure MSDS's for chemicals used are available to all workers at point of use and are current
- Determine supervisory or training requirements associated with chemical handling and transportation.
- Conduct Site Inspections to ensure materials are stored as per regulations.

Store Person/Responsible Employees

- Ensure all chemicals are stored in accordance with the manufacturer's recommendations and/or MSDS
- Ensure chemicals are recorded in GSCC's Chemical Register

Workers

- Ensure all materials are stored, handled and transported as instructed
- Report any chemical hazards identified
- Wear appropriate PPE as instructed.

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6. Procedure

Risk Assessments

An assessment of chemicals purchased, used or stored in work sites is to be undertaken and documented.

The assessment of chemicals within the workplace should be completed and documented to assess the:

- The safe use requirements of the chemicals
- The safe storage requirements
- The Personnel Protective Equipment requirements

And where possible means of:

- Reducing hazardous chemical use
- Reducing the amount of chemicals used and stored
- Increasing dilution rates
- Sourcing and using Bio degradable chemicals.

Refer

- M10/113738: Chemical Risk Assessment
- M11/104459 Pre Purchase Checklist

Chemical Recording

GSCC RO's must ensure chemicals are recorded in GSCC's Chemical Register including chemicals which are either in use, in storage for intended use or used previously and in storage within any work site.

Workers required to use hazardous substances or dangerous goods must be trained in the correct use and storage.

Material Safety Data Sheets (MSDS's)

- GSCC RO shall be accountable for obtaining a current copy of the applicable MSDS
- All chemicals must have a current MSDS supplied with it before use. **NO MSDS = NO USE**
- A current copy of MSDS's for all chemicals stored or in use at any work place (included plant) is to be available at all times at point of use and/or where chemical is measured, diluted, opened for use, applied or in any way taken from its original container
- MSDS's may be stored electronically providing that all employees can gain access to the MSDS in that format, but a physical copy must be maintained at point of use.

Storage and Use

- Appropriate training for substance use by workers must be provided
- Workers must be trained in safe handling techniques, use of PPE and MSDS's.
- All chemicals must be kept in the original packaging when stored
- Only reproductions of labels approved by the manufacturer are to be used
- All hazardous and dangerous goods must have designated storage areas
- All storage areas containing Hazardous substances or Dangerous goods must display all legislatively required signage

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- Hazardous materials storage areas must ensure product stability and segregation from any potentially reactive materials
- Emergency procedures must be displayed in the designated storage area and appropriate firefighting equipment, PPE must be accessible

Any containers

- That hold un-identifiable substances
- Are unlabelled
- Where the label is un readable

Are required to be immediately and appropriately disposed of.

7. References

- *Victorian Occupational Health and Safety Act 2004 (Victoria)*
- *Occupational Health & Safety Dangerous Goods Act 1985*
- *Occupational Health & Safety Dangerous Goods - (Storage & Handling Regulations) 2021*
- *Victorian Occupational Health and Safety Regulations 2017 (Hazardous Substances) Code of Practice July 2020 - Preparation of safety data sheets for hazardous chemicals*
- *Dangerous Goods Compliance Code 2010*

8. Related Documents

- M10/113738: Chemical Risk Assessment (Attachment 1)
- M10/109364: P.P.E Supply & Management
- M11/1422: Workplace health and safety hazard identification checklist comprehensive
- M10/115497: Site Risk Assessment Form
- M11/104459 Pre Purchase Checklist

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Risk Assessment for Hazardous Substances

Date: _____

Risk Assessment Team: _____

Job undertaken: _____

Work areas: _____

Person (s) exposed to substance: _____

Chemical Name		
Is the chemical classified as a hazardous substance on the MSDS		
Task/Description of use	PROCEDURE FOR HANDLING:	
Exposure What degree of exposure is expected?		
Existing control measures		

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