



OM00041 – Chemicals and Dangerous Goods Policy

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AMENDMENT RECORD				ISSUE #: 1		
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		Section #	Para. #			
1						
2						
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1. Hazardous Chemicals and Dangerous Goods Policy

Objective: To ensure that hazards associated with the use, handling, generating, storage and disposal of hazardous chemicals and dangerous goods are identified, assessed and controlled as far as reasonable.

Scope: This policy applies to all workers who have roles and responsibilities concerning hazardous chemicals and dangerous goods that are acquired, generated, used, stored and disposed of at A2Z Services workplaces.

Policy: A2Z Services is committed to providing a safe environment for workers (including contractors and workers of contractors), visitors, members of the public and the environment about hazardous chemicals and dangerous goods and to comply with the relevant legislative requirements.

A2Z Services will ensure a systematic approach to managing health and safety risks associated with hazardous chemicals and dangerous goods. Consider the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions to the hazardous chemicals and dangerous goods.

A2Z Services will implement a system to manage all hazardous chemicals and dangerous goods to include:

- Register of hazardous chemicals and dangerous goods;
- Legislative requirements for quantities:
 - Manifest;
 - Placarding;
- Consultative approach to chemical risk assessments;
- Suitable storage facilities;
- Substitution with less hazardous chemicals and dangerous goods where possible;
- Access to Information:
 - Correct Labelling;
 - SDS (accessible and current – within 5-year issue date);
 - Safe Work Instructions;
 - Results of chemical risk assessments;
 - Training and Supervision;
- Responsible persons;
- Health surveillance and health monitoring where required;
- Suitable PPE;
- Regular audits of system;
- Chemical emergency response and procedures.

A2Z Services will review risk controls if there are amendments to SDS, changes to work practices with hazardous chemicals and dangerous goods or if health monitoring results indicate exposure, atmospheric monitoring reveals concentrations have exceeded the exposure standard for the chemicals.

2. Hazardous Chemicals and Dangerous Goods Procedure

Responsibilities:

At A2Z Services the PCBU is responsible for ensuring that there are safety systems and mechanisms in place to protect workers who may be exposed to Hazardous Chemicals or Dangerous Goods while undertaking tasks for A2Z Services, per the requirements of current WHS Legislation.

The WHS Manager is responsible:

- For implementing legislative requirements relating to hazardous chemicals and dangerous goods, and adopting appropriate support strategies, policies, procedures and tools according to the Manual, and these actions shall include the identification, assessment, elimination and control of risks arising from hazardous chemicals and dangerous goods;
- For developing procedures to control or combat an emergency situation or environmental threat involving Hazardous Chemicals or Dangerous Goods. When required seek additional advice from competent persons in the development of these emergency procedures.

In the case of an emergency involving Hazardous Chemicals or Dangerous Goods the WHS Manager:

- Assists Managers/Supervisors to assess the situation, determine and carry out the appropriate action required to ensure the immediate health and safety of all workers and visitors, including the evacuation of areas



considered to be dangerous or damaged by chemicals and overseeing administration of first aid to any casualties;

- Liaises with Emergency Services personnel;
- Notify the relevant and environmental authorities as required by legislation;
- Ensures PCBU has been notified;
- Coordinates the implementation of any corrective actions necessary to prevent any repeated or similar incident;
- Monitors and re-assesses the situation and maintains incident reports and associated documentation.

Individual **workers and others** in the workplace have a responsibility to co-operate with their Manager/Supervisor and A2Z Services policies and procedures concerning their tasks relating to:

- Chemical management systems and practical mechanisms;
- Chemical risk assessment processes and the development of safe work practices;
- Consultation about hazardous chemicals and dangerous goods;
- Training and Induction;
- Monitoring and health surveillance;
- Chemical emergency drills and chemical incident response procedures;
- Assistance with emergency evacuations and first aid administration if trained and competent;
- Incident notification.

Procedure:

- The acquisition of chemicals in the Purchasing Policy and procedure;
- All chemicals at the workplace are identified and listed on the Hazardous Chemicals/DG Register;
- Obtain a SDS for each chemical product or material and check for compliance with the relevant Code of Practice. SDS are easily accessible for workers and others as required;
- A Chemical Register is completed and maintained as current for all Dangerous Goods used;
- Chemical placards and signage is installed at the workplace, as required by the applicable legislation
- Chemical placards and signage meets Australian Standards;
- Chemical risk assessment, using Chemical Risk Assessment Form, is conducted for all chemicals (or materials) identified as being classified as a Hazardous Chemical or a Dangerous Good as per the relevant Code of Practice;
- Implement appropriate risk controls for the acquisition, use, generation, handling, storage and disposal of assessed chemicals;
- Obtaining licenses and permits required for restricted or regulated chemicals;
- Chemical storage is available at the workplace, taking into consideration such factors such as compatibility, quantities to be stored, ventilation, security etc.;
- Maintain documentation in respect of Hazardous Chemical and Dangerous Goods as required by legislation;
- Maintain incident reports, investigation reports and Workers Compensation documentation concerning matters related to hazardous chemicals and dangerous goods for a minimum period of thirty (30) years after the incident or injury date;
- Regularly monitor and review chemical management policies, procedures, mechanisms and incidents at A2Z Services.

FORMS AND REGISTERS

Document number	Document Name
OR0012	Hazardous chemical and Dangerous Goods Register
OF0005	Risk Assessment Form
OR0017	Risk Register