

 <p>St Martin's College</p> <p>Building hope and faith</p>	<p>HAZARDOUS SUBSTANCES</p> <p><i>Date Approved by Board: 1st December 2006</i></p> <p><i>Updated: 2nd September 2016</i></p>
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Policy

All hazardous substances and dangerous goods will be handled appropriately and safely stored. These procedures are to conform with Safe Work Australia "Managing Risks of Hazardous Chemicals in the Workplace" Code of Practice.

Procedures

1. New staff who use hazardous chemicals should undergo an orientation as to their safe use in order to eliminate or reduce the risks to health posed by the use of chemicals.
2. An annual audit should be undertaken of chemicals currently used to identify their hazardous properties.
3. All out of date and/or no longer used chemicals shall be disposed of using approved methods of disposal.
4. Current Safety Data sheets (SDS) should be held for all hazardous substances. SDS's shall be readily available to all employees in the staff room and storage shed as well as being held in the Chemical Register. Employees are not to use any chemical until they have read the SDS.
5. Audit results and OHS information on each chemical shall be collated and recorded in the Chemical Register.
6. Risk assessments should be conducted on each chemical used and a copy of the assessments shall be held in the Chemical Register.
7. Appropriate risk control strategies for each chemical should be implemented in line with the SDS, product labels and other sources of reliable information.
8. All chemicals should be correctly labelled. Never transfer chemicals into food or drink containers. If a chemical is not correctly labelled it must not be used.
9. Work procedures should be written for all chemicals approved for use.
10. Employees should be trained in the work procedures, including their selection, use and storage and the use and maintenance of personal protective clothing and equipment.
11. Safety instructions on the use of hazardous substances must be followed at all times.
12. Personal protective equipment must be worn as instructed when using a chemical/hazardous substance.
13. Hazardous spills clean-up kit is to be kept in storage shed for any cleaning chemical spills.