CHEMICAL SAFETY
(MINIMUM STANDARDS AND GUIDELINES)

Commencement Date: 01 August 2010

1. Exceptions

1.1 Asbestos, biological and radioactive agents.
1.2 Areas outside W.A.

2. Definitions

Chem Alert
Internet based chemical safety application providing Material Safety Data Sheets, chemical labels, safety information and the University’s chemical register.

Dangerous Goods
Dangerous goods are substances or articles that pose a risk to people, property or the environment, due to their chemical or physical properties. (*Dangerous Goods safety Act (WA) 2004.*)

Hazard
In relation to a person or the environment, anything that may result in:
- Injury to the person; or
- Harm to the health of the person; or
- Harm the environment.

Hazardous Substance
For the purposes of this guideline, chemicals and other substances that have the potential to harm the health of persons and/or the environment. NB – Asbestos, Biological and Radioactive agents are covered under different guidelines.

Material Safety Data Sheet (MSDS)
A document prepared by the manufacturer of a substance that provides safety, health and environmental protection information. This should contain the information as required by the *National Code of Practice for the Preparation of Material Safety Data Sheets [NOHSC: 2011]*.

Poison Schedule
Refers to any substance that is included in the Schedules of the *Poisons Act (WA) 1964.* (This information is also included in the MSDS).

Risk
In relation to any injury or harm, the probability of that injury or harm occurring.

3. Minimum Standards

*These minimum standards are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements are met. Section 4 shall be treated as a guide to assist with meeting these standards.*

3.1 All chemicals present in the workplace must be correctly labelled in accordance with the *National Code of Practice for the Labelling of Workplace Substances [NOHSC 2012]*.

3.2 A Material Safety Data Sheet (MSDS) must be available for all hazardous substances and dangerous goods.
3.3 A register of all hazardous substances and dangerous goods present in the workplace must be maintained, including their storage locations.

3.4 An assessment of the risk of injury or harm must be completed for each hazardous substance to ensure, so far as is practicable that employees are not exposed to harm.

3.5 If as a result of the risk assessment process it is deemed that there is a need for workplace exposure monitoring, arrangements must be put in place for the appropriate sampling and analysis to be done so that a quantitative estimate of exposure is obtained.

3.6 If as a result of the risk assessment process it is deemed that there is a need for health surveillance, arrangements must be put in place for the appropriate tests to be made.

3.7 All chemicals must be safely stored in accordance with the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007, the Storage and Handling of Workplace Dangerous Goods (NOHSC: 1015(2001)) and associated codes.

3.8 The required poison permit must be obtained when purchasing poisons in schedules 2, 3, 4, 7, and 8.

3.9 Certain carcinogenic substances are prohibited by regulations.

3.10 All staff and students must be provided with adequate information and training relevant to the risks of the hazardous substances to which they are exposed.

3.11 Hazardous waste must be appropriately treated in accordance with the information given on the Material Safety Data Sheet and disposed of according to The Environment Protection (Controlled Waste) Regulations 2004.
4. **Guidelines**

Detailed information covering the requirements for effectively managing chemical safety in the workplace and meeting the minimum standards described herein is available from the [Health & Safety](#) website.

Table 4.1 **Guidelines for managers, staff and others for the implementation of the ‘minimum standards’**

<table>
<thead>
<tr>
<th>Minimum Standard</th>
<th>Managers</th>
<th>All Staff and Others</th>
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<tbody>
<tr>
<td>3.1 All chemicals in the workplace must be correctly labelled…</td>
<td>Ensure all chemicals in the workplace are labelled in accordance with the requirements of the <em>National Code of Practice for the Labelling of Workplace Substances</em> [NOHSC 2012] as summarised in the Guidance Note available from the <a href="#">Health &amp; Safety</a> website.</td>
<td>Generate legally compliant labels from Chem Alert as required.</td>
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<td>Ensure labelling compliance is regularly checked through formalised workplace inspections.</td>
<td>Follow instructions provided by management.</td>
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<tr>
<td>3.2 A Material Safety Data Sheet (MSDS) must be available…</td>
<td>Ensure an MSDS is obtained on or before the first occasion that all hazardous substances are obtained</td>
<td>MSDSs for can be obtained from:</td>
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<tr>
<td></td>
<td>Ensure MSDSs are readily available to any employee or student who could be exposed to hazardous substances</td>
<td></td>
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<tr>
<td></td>
<td>Ensure directions on MSDS are adhered to.</td>
<td>o Manufacturer of the substance.</td>
</tr>
<tr>
<td>3.3 A register of all hazardous substances and dangerous goods…</td>
<td>Ensure that hazardous substances registers and dangerous goods manifests are kept and maintained.</td>
<td>Maintain registers as directed in accordance with the regulations.</td>
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<td>Registers must be available to all persons at the workplace, including emergency personnel.</td>
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<tr>
<td>3.4 An assessment of the risk of injury or harm must be completed for each hazardous substance</td>
<td>Ensure the chemical risk assessment available from Health &amp; Safety website is undertaken for all hazardous substances on or before the first occasion it is used and retained appropriately.</td>
<td>The risk assessment document should be completed and a record of the risk assessment must be maintained with the register.</td>
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<tr>
<td>3.5 If workplace monitoring is required…</td>
<td>Ensure that appropriate and valid measurements are made and recorded.</td>
<td>Follow instructions provided by management.</td>
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<td>All records of the monitoring process are to be kept and retained for 30 years.</td>
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<tr>
<td>3.6 If health surveillance is</td>
<td>Ensure that the required health surveillance is undertaken by a registered medical practitioner at no cost to the</td>
<td>Participate in the health surveillance program in consultation with the medical practitioner.</td>
</tr>
</tbody>
</table>
| Required… | Employee.  
|---|---|---|---|---|---|
| | • Special attention must be taken for the substances listed in schedule 5.3 of the *Occupational Safety and Health Regulations 1996*.  
| | • Health surveillance results must be retained for at least 30 years and remain confidential.  
| 3.7 All chemicals must be appropriately stored… | | | | | | | |  
| | • Ensure the storage principles detailed on the Health & Safety website are adhered to, with particular focus on segregation of incompatible substances.  
| | • Ensure chemical storage is regularly checked through formalised workplace inspections  
| | • Ensure that equipment and procedures are in place to manage any spills.  
| | | | | Follow instructions provided by management.  
| 3.8 The required poison permit must be obtained… | | | | | | | |  
| | • Ensure the required poison permit is obtained prior to purchasing poisons in schedules 2, 3, 4, 7 or 8.  
| | Applications are made through The Western Australian Department of Health.  
| | • Comply with the conditions required on the permit.  
| | | | | Follow instructions provided by management.  
| 3.9 Certain carcinogenic substances are prohibited…. | | | | | | | |  
| | • Ensure that the carcinogenic substances outlined in regulation 5.28 of the *Occupational Safety and Health Regulations 1996*.  
| | • Schedules 5.4, 5.5 and 5.6 are not to be used unless an exemption is granted by the commissioner.  
| | | | | Follow instructions provided by management.  
| 3.10 All staff and students must be provided with adequate information and training… | | | | | | | |  
| | • All staff, students and/ or contractors working with hazardous substances must be provided with information and training relevant to their area of work. As a minimum, this must cover:  
| | • The minimum standards that must be met;  
| | • How information such as MSDSs and registers can be accessed;  
| | • Specific hazards of the goods and processes they are working with;  
| | • Safe Working Procedures that are in place;  
| | | | | Participate in information and/ or training sessions as required.  

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o Correct use and maintenance of personal protective equipment;
o Procedures that should be followed during an emergency, including spill management.
o First aid procedures.

- Ensure training records are maintained.

3.11 Hazardous waste must be appropriately disposed of:

- Ensure all generated waste is appropriately planned for and dealt with as detailed on the MSDS.
- Budget for waste disposal as part of project planning.
- Refer to the University’s disposal guidelines. (Available from the Health & Safety website).
- Spills must be disposed of appropriately.

- Follow instructions provided by management.

**REVISION HISTORY:**

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<th>Revision Ref. No.</th>
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