Workplace Substances Management Process for EHLT

Background
Under the Occupational Health, Safety and Welfare Regulations 1995 (Reg: 4.4.11) the University must keep a register of hazardous substances used in each section/department. The register must also include Material Safety Data Sheets (MSDSs) and must be accessible by all staff and students using chemicals in that area. The list of hazardous substances [ChemWatch ‘manifest’] and the MSDSs are in folders, marked by a poster, close to the area in which they are used.

The Faculty Workplace Substances Manager (WSM) is responsible for managing this process and ensuring that the ChemWatch database stores are kept up-to-date on a regular basis.

So that the WSM can effectively maintain the EHLT ChemWatch Database to fulfill University, WorkCover and State OHS legislation requirements, an accurate record of the storing, purchase and disposal of chemicals must be kept.

Each operating area will have a folder issued containing:

A. The University Workplace Substances Management Procedures.
B. The MSDSs of the substances used in the area; usually by dangerous goods order (supplied by WSM)
C. A dated manifest; usually in dangerous goods order.
D. A manifest update form for further additions of substances newly procured.

All of the folder documents are located on <V:\Restricted\EHLT_OH-S\3-Hazardous Substances\Policy & Procedures>

Procedure

1. Each school or area must appoint a contact person to carry out tasks and liaise with the Faculty WSM.

2. A MSDS folder must be placed in an accessible location, where chemicals are present, for all staff or students who have contact with the substances. A highly visible sign must accompany the placement of this folder.

3. Each supervisor or contact person will ensure staff members are aware of the Register and its contents.

4. When new chemicals are brought into an area, the contact person will complete the Hazardous Substances and Chemical Notification form (attached) and forward to the WSM.

5. The WSM will inform the contact person if a Risk Assessment needs to be completed. New purchases should first be considered from the recommended “shopping” list on EHLT OHS website, as they have been selected as being minimal risk, and the Risk Assessments have been completed.

6. The contact person must refer to the Disposal Plan and inform the WSM if they discard any chemical and the substance is not reordered. The same Hazardous Substances & Chemical Notification form is to be completed and forwarded to the WSM.

7. The WSM will enter chemical information into Chemwatch. An updated store manifest (and MSDS if applicable) will be generated and emailed to the contact person and EHLT Faculty office.

8. The contact person is responsible for printing and updating MSDS folders. The updated information for the fireboard control panel will be efficiently passed onto the Chief Warden for that building.

9. The WSM, on a quarterly basis, will conduct a walk through to check that MSDS folders contain up-to-date manifests and corresponding MSDS’s information.

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EDUCATION, HUMANITIES, LAW & THEOLOGY

HAZARDOUS SUBSTANCES & CHEMICALS
NOTIFICATION FORM

This form must be completed when either purchasing or removing chemicals from your area/store. Please email to:

John MacFarlane
Workplace Substances Manager
Email: John.macfarlane@flinders.edu.au

NAME: 

CONTACT NO: 

PURCHASED CHEMICAL
Please include the following chemical(s) to our school manifest:

Chemical Name: 
Manufacturer: 
Product Size: Quantity Purchased: 
Section: Location: 
Can be found on your manifest in your MSDS folder.

Chemical Name: 
Manufacturer: 
Product Size: Quantity Purchased: 
Section: Location: 
Can be found on your manifest in your MSDS folder.

REMOVE CHEMICAL
Please remove the following chemical(s) from our school manifest.

Chemical Name: 
Manufacturer: 
Product Size: Quantity: 
Section: Location: 
Can be found on your manifest in your MSDS folder.