



Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Hazardous Chemicals Safety Management Procedures

Establishment: Vice-Chancellor, 28 August 2008

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Responsible Officer: Director, Human Resources

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1. Purpose

1.1 These Procedures outline the basic principles for managing health and safety risks associated with the use of hazardous chemicals at the University.

1.2 The overarching principle is to provide a systematic method for identifying and controlling potential risks associated with hazardous chemicals in order to minimize the risk of adverse health and safety effects to people, the environment or property.

2. Definitions

<i>Senior executives</i>	Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, Senior Vice-President, Vice-President, Executive Deans of Faculty
<i>ChemWatch</i>	The chemical database used by the University to assist with the management of hazardous chemicals.
<i>Hazardous chemical</i>	<p>A substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System, including a classification referred to in Schedule 6 of the WHS Regulations.¹</p> <p>Materials are classed as hazardous chemicals if they are a hazard due to either or both of the following:</p> <ul style="list-style-type: none">• Health hazards – short or long term health effects (eg nausea, skin corrosion, asthma, dermatitis or cancer)• Physicochemical hazards – physical or chemical properties of the substance that pose risks to people or property, other than health risks (eg flammable, corrosive, explosive, chemically reactive and oxidising chemicals) <p>For the purposes of these Procedures, hazardous chemicals also include dangerous substances, controlled substances (scheduled drugs and poisons), carcinogens and security sensitive ammonium nitrate or other security sensitive substances.²</p> <p>¹The existing Approved Criteria for Classifying Hazardous Substances are being phased out between 2012 and 2016 and will be replaced with the new Globally Harmonised System of Classification and Labelling of Chemicals (GHS).</p>

	² <i>Asbestos and Radiation are covered by separate University policies.</i>
<i>Dangerous substances³</i>	<p>Dangerous substances mean</p> <ul style="list-style-type: none"> • dangerous goods; or • any other substances or articles that are toxic, corrosive, flammable or otherwise dangerous and defined by the Dangerous Substances legislation to be dangerous. <p>Dangerous substances are classified on the basis of immediate physical or chemical effects that may impact on people, property or the environment - explosive, flammable, corrosive, chemically reactive, highly combustible, acutely toxic, radioactive or infectious.</p> <p>³<i>From 1 January 2015, dangerous substances will be regulated by Work Health and Safety Regulations, except for dangerous goods transport activities and gas fitting work which will continue to be regulated by existing dangerous goods legislation.</i></p>
<i>Controlled substances (or scheduled drugs and poisons)</i>	Substances which require licensing under the <i>Controlled Substances Act 1984 (SA)</i> , <i>Medicines, Poisons and Therapeutic Goods Act 2012 (NT)</i> or <i>Drugs, Poisons and Controlled Substances 1981 Act (Vic)</i> .
<i>Consumer product</i>	Substances that are primarily for household use or in an office and are packed in ways and quantities for household or office use.
<i>Hazardous Chemicals Register</i>	A list of the product names of all hazardous chemicals used, handled or stored at the workplace accompanied by the current SDS for each chemical listed.
<i>Manifest</i>	A written summary of specific types of hazardous chemicals with physicochemical hazards and acute toxicity that are used, handled or stored at a workplace, where the quantities of those hazardous chemicals exceed prescribed threshold amounts.
<i>Safe work method statement (SWMS) (formerly Safe operating procedure [SOP])</i>	Administrative control measure that provides step-by-step instructions for use of hazardous chemicals.
<i>Safety Data Sheet (SDS)</i>	Information sheets that provide technical information in relation to substances. These sheets are obtained directly from the manufacturer or through the University's ChemWatch SDS database.
<i>Current Safety Data Sheet (SDS)</i>	SDS that is no more than 5 years old from the date of issue.
<i>Security sensitive ammonium nitrate (SSAN)</i>	(a) ammonium nitrate; or (b) ammonium nitrate mixture at greater than 45% mass per mass mixed with any other substance, but not in solution.

<i>Student</i>	A person who has an active enrolment status in a course of study at the University in accordance with the University's Statutes and policies on enrolment.
<i>Workers</i>	University staff, contractors and sub-contractors and their employees, labour hire company employees, trainees, persons gaining work experience and volunteers.

3. Responsibilities

Senior executives	<p>Responsible for ensuring that</p> <ul style="list-style-type: none"> • systems and procedures for hazardous chemicals management are implemented, monitored and reviewed in their Faculty/Portfolio; and • there are adequate resources for effective hazardous chemicals management in their Faculty/Portfolio, including the appointment of one or more Hazardous Chemicals Managers for the Faculty/Portfolio.
Managers / Supervisors of areas	<p>Responsible for ensuring that</p> <ul style="list-style-type: none"> • their area has a planned programme of purchasing, identification, assessment, control and monitoring of hazardous chemicals to meet legislative and University policy and procedures requirements; • as far as is reasonably practicable, there is consultation with workers and with health & safety representatives in matters that may affect the work group regarding hazardous chemicals.
Hazardous Chemicals Managers	Responsible for coordinating the management of hazardous chemicals within their designated area.
Supervisors (including supervisors of students)	<p>Supervisors of workers and students who are handling hazardous chemicals must ensure that these people are fully instructed and trained in risk management principles, SDSs, control measures, safe work practices and any other measure to minimize risk.</p> <p>Supervisors must also ensure that</p> <ul style="list-style-type: none"> • the local Hazardous Chemicals Register and SDSs are readily available to any worker/student who may be exposed to any locally used hazardous chemical during their work or study; and • appropriate risk assessments are conducted, and controls implemented, for any task requiring the use of a hazardous chemical.
Workers and others in the workplace (including students)	Responsible for

	<ul style="list-style-type: none">• complying with these Procedures and following all instructions and directions relating to the acquisition, use, handling, storage and disposal of hazardous chemicals;• reporting any inappropriate use of hazardous chemicals to their line manager, supervisor, health & safety representative and/or the WHS Unit; and• reporting immediately any incident involving hazardous chemicals to their line manager, supervisor and/or the WHS Unit.
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4. Scope

4.1 These Procedures apply to all University operations where hazardous chemicals⁴ are stored, used or produced, and to all workers, students and visitors at all Flinders University workplaces including University controlled entities.

4.2 These Procedures apply to the following products only if their use is related to a work activity:

- food and beverages
- therapeutic goods
- cosmetics and toiletries
- tobacco and tobacco products

⁴Note that whilst asbestos is classified as a hazardous chemical, asbestos safety is covered by a separate University policy.

5. Legislative and policy framework

Appendix A sets out the relevant legislation, policies and standards.

6. Consumer products

Consumer products which are hazardous chemicals (eg household cleaners, dishwashing liquids, whiteboard cleaners) that are used in the workplace only in ways and quantities consistent with household use and in a way that is incidental to the work carried out by a worker:

- do not require SDSs or risk assessments; and
- do not need to be listed in a hazardous chemicals register.

However, safety information on labels must be followed and sufficient information about safe use, handling and storage of the hazardous chemical must be available to workers and emergency services workers.

Where domestic chemicals are used in a manner or quantity different to normal household use, these Procedures must be followed, including obtaining SDSs to determine the level of risk to workers and the appropriate controls that need to be implemented.

7. Hazardous Chemicals Safety Duties

The University must manage the risks to health and safety associated with using, handling, generating and storing hazardous chemicals at the workplace. This includes:

- correct labelling of containers, pipework and waste
- maintaining a Register and where relevant, a manifest, of hazardous chemicals and notifying the regulator of manifest quantities (see [Appendix D of Code of Practice](#)) if required
- identifying risk of physical or chemical reaction of hazardous chemicals and ensuring the stability of hazardous chemicals
- ensuring that where exposure standards are set, they are not exceeded
- provision of health monitoring to workers where relevant
- provision of information, training, instruction and supervision
- provision of spill containment and clean up systems
- accessing current Safety Data Sheets (SDSs) from ChemWatch or obtaining them from the manufacturer, importer or supplier of the chemical
- controlling ignition sources and accumulation of flammable and combustible substances
- provision of emergency and safety equipment
- preparing an emergency plan if the quantity of a hazardous chemical exceeds the manifest quantity as specified in [Appendix D of Code of Practice](#)
- stability and support of containers for bulk hazardous chemicals
- obtaining appropriate licensing where required (see clause 13).

8. Hazardous Chemicals Risk Management

8.1 Risks to health and safety associated with hazardous chemicals must be managed by:

- identifying reasonably foreseeable hazards that could give rise to the risk;
- eliminating the risk as far as is reasonably practicable;
- if it is not reasonably practicable to eliminate the risk, minimising the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of risk control;
- maintaining the implemented control measure(s) to ensure that it remains effective; and
- reviewing, and if necessary revising, risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

8.2 Hazard identification, risk assessment and implementation of control measures must be done and recorded

- for any process (including storage, transport and disposal) using a hazardous chemical before the start of the process; and
- for the facility/location used to store the hazardous chemicals (eg chemical store, workshop or laboratory).

8.3 Identification of hazards associated with hazardous chemicals, risk assessments and control of the risks must be undertaken in accordance with relevant legislation, Codes of Practice and the University WHS Risk Management Policy and in consultation with workers who use, or are likely to use, the hazardous chemicals, and if requested, their health and safety representative(s).

8.4 The highest level possible control measures must be used. When a decision is made to use lower level control options, reasons for not using higher levels of control must be documented and retained with the risk assessment.

8.5 Completed hazardous chemical risk assessments, including proposed hazard control measures, must be authorised by the manager, supervisor (or delegate) of the person doing the risk assessment confirming

that he/she is satisfied that, so far as is reasonably practicable, all reasonably foreseeable hazards associated with the hazardous chemicals have been identified and risks eliminated or minimised.

9. Safe work method statements

Following risk assessments of chemical procedures, processes or equipment that use chemicals, safe work method statements (SWMSs) must be developed for the relevant laboratories/studios/workshops or incorporated into laboratory procedures or safety manuals.

10. Hazardous Chemicals Register

10.1 Each local area (eg a laboratory, workshop, store, etc) must prepare and keep up-to-date a register of hazardous chemicals which lists each hazardous chemical and dangerous substance used, handled or stored in the area.

10.2 Where controlled substances are stored, produced or in use, they must be included in the area's Hazardous Chemicals Register, recording the quantity of each drug/poison received, produced, used or destroyed.

10.3 Where security sensitive ammonium nitrate (SSAN) is stored, produced or in use, a separate Register must be maintained.

10.4 Where chemicals of security concern (other than SSAN) are stored, produced or in use they must be included in the area's Hazardous Chemicals Register.

10.5 The area must have access to a current SDS (one that is not more than five years old from the issue date) for each chemical listed on the Register.

10.6 The Hazardous Chemicals Register must be readily accessible by workers involved in using, handling or storing hazardous chemicals or controlled substances and to anyone else (eg students) who is likely to be affected by a hazardous chemical in the workplace.

10.7 Contractors who use hazardous chemicals must keep on site at a convenient location a copy of their register of the hazardous chemicals being used on site.

11. Placard and Manifest Quantities of Hazardous Chemicals

11.1 Any area which has [manifest quantities](#) of hazardous chemicals as specified in Schedule D of the Code of Practice must prepare and maintain a manifest of such hazardous chemicals.

11.2 The manifest must include information for emergency services organisations, including information on the quantity, classification and location of such hazardous chemicals at the workplace, and must include site plans and emergency contact details.

11.3 Any area which has [placard quantities](#) of hazardous chemicals as specified in Schedule D of the Code of Practice must display and maintain relevant placards which comply with the WHS regulations.

12. Emergency Services Register

12.1 Each building must have a separate Emergency Services Register which states the maximum quantity, type and location of hazardous chemicals and dangerous substances (including SSAN) located in the building to enable emergency services to respond appropriately if called to an emergency.

12.2 Emergency Services Registers should be stored in a secure location readily accessible to emergency services and protected from fire or interference (eg EWIS board).

13. Permits and licences

13.1 Storage licence

The University holds a licence for the storage of Class 3, 6 and 8 Dangerous Substances on the Bedford Park site. Local areas must notify the WHS Unit if there is any change to the storage location or a significant change in the quantities of these goods.

13.2 Prohibited and restricted carcinogens and restricted hazardous chemicals

WHS Regulations prohibit or restrict the use of certain chemicals including a number of carcinogens that are prohibited or restricted except for genuine research. These are listed in [Appendix C](#) of the Code of Practice.

These chemicals and carcinogens require authorisation and a permit issued by the relevant Regulator⁵ before they can be purchased, used, handled or stored.

Appendix E sets out the procedure for applying for such a permit.

13.3 Controlled Substances (Scheduled Drugs and Poisons)

Scheduled drugs and poisons require special permits for possession and use. Appendix C sets out the requirements.

13.4 Chemicals of Security Concern

Where areas have any of the 11 chemicals identified by the Australian Government as chemicals of security concern they must address the security and other requirements contained in the [National Code of Practice for Chemicals of Security Concern](#).

13.5 Export and import of chemicals

Areas which import or export chemicals (including nano materials) may be required to obtain a licence and must check with the [National Industrial Chemical Notification and Assessment Scheme \(NICNAS\)](#).

13.6 Register of permits and licences

Where permits or licences are required for particular types of hazardous chemicals, controlled substances or explosive materials, the WHS Unit must maintain an up-to-date register of such permits, detailing the permit number, expiry date and staff approved to use the substance(s) concerned.

⁵SafeWorkSA (in S Australia)
NT WorkSafe (Northern Territory)
WorkSafe Victoria (Victoria)

14. Safety Data Sheets (SDSs)

14.1 A current SDS must be obtained either from the supplier or the ChemWatch database system and be accessible for each hazardous chemical purchased, stored or used in the workplace.

14.2 Where it is not reasonably practicable to comply with WHS Regulations to prepare an SDS for a chemical that is a research chemical, waste product or sample for analysis because the hazard properties are not fully known, then an acceptable SDS which complies with Appendix F must be prepared.

14.3 Current SDSs must be readily accessible to workers and where relevant, students who use the hazardous chemicals and to emergency services workers or anyone else who may be exposed to the hazardous chemicals.

14.4 Where an electronic database is used to maintain SDSs, workers and where relevant, students must know how to use it and a backup means of providing the SDSs must be available in the event of a computer, server or power failure.

14.5 SDSs must meet the needs of workers, students or others with language or literacy difficulties.

14.6 Where hard copies of SDSs are kept, they must be current.

14.7 Contracts for the supply of hazardous chemicals to the University must include provision for the supplier to provide the appropriate SDS and to notify the University of any changes in the formulation of the product.

15. Labelling

15.1 All hazardous chemicals, including those produced either directly or as a by-product within the University, must be classified and labelled in accordance with the Code of Practice [Labelling of Workplace Hazardous Chemicals](#).

15.2 From 1 January 2017, all classification and labelling must also be in accordance with the [Globally Harmonised System of Classification and Labelling of Chemicals \(GHS\)](#). Appendix B sets out the transitional arrangements for classification and labelling of hazardous chemicals.

15.3 When a hazardous chemical is transferred or decanted from a supplier's container and is not used immediately, the container must be labelled in accordance with the Code of Practice [Labelling of workplace hazardous chemicals](#).

15.4 Hazardous chemicals contained in an enclosed system (such as a pipe or piping system) must be identified by a label, sign or markings on the pipework in accordance with *AS 1345-1995 Identification of the contents of pipes, conduits and ducts*.

16. Storage

16.1 All hazardous chemicals must be stored in accordance with [legislative requirements](#), as listed on the SDSs and relevant Australian Standards.

16.2 Quantities of hazardous chemicals in storage should be kept to a minimum and hazardous chemicals no longer required should be disposed of promptly.

16.3 All out-of-date hazardous chemicals must be disposed of periodically to reduce the overall risk potential.

16.4 Adequate and secure storage facilities must be provided for all hazardous chemicals.

16.5 Controlled substances must be stored in accordance with the University's controlled substances permit(s). See Appendix C.

16.6 Each area using SSAN or energetic materials must have written protocols to ensure that the SSAN or energetic materials are kept in a secure manner and used only for specified research or educational purposes. See also Appendix D.

16.7 All reasonable steps must be taken to ensure that hazardous chemicals do not contaminate food, food packaging or personal use products (eg towels, cosmetics).

17. Waste and Disposal

17.1 Chemical waste must be labeled and stored as appropriate for the hazard, including hazard warnings on labels and segregation.

17.2 Chemical waste must be removed by an operator licensed by the relevant authority⁶. The licensed operator must be provided with a waste manifest.

17.3 The licensed operator will provide the University with a waste transport certificate (WTC) and a copy must be forwarded to the EPA where required. The local area must retain a copy for 30 years.

⁶Environmental Protection Authority SA
NT Environmental Protection Authority
EPA Victoria

18. Emergency Preparedness

18.1 Emergency and safety equipment

18.1.1 Emergency and safety equipment must be available and signed for use in an emergency, including for containing and cleaning up spills.

18.1.2 Equipment must be located so that it is readily accessible for all workers if an emergency arises.

18.1.3 Equipment must be inspected and maintained in accordance with the manufacturer's instructions and relevant Australian Standards.

18.2 Emergency plan

18.2.1 An emergency plan must be prepared and provided to the emergency services where the quantity of hazardous chemicals used, handled or stored exceeds the manifest quantity.

18.2.2 The emergency plan must be developed in consultation with workers, the emergency services organisation and if relevant, neighbouring premises.

18.3 Local emergency procedures

Areas which use hazardous chemicals must develop local emergency procedures to be followed in the event of a spill or leak of a hazardous chemical, fire, explosion or other emergency situation.

19. Consultation

19.1 Throughout the risk management process managers and supervisors must consult, so far as is reasonably practicable, workers who use, or are likely to use the hazardous chemical(s) and their health and safety representatives, and where relevant, students and other persons (eg University controlled entities, tenants, co-tenants, landlords).

19.2 Consultation, cooperation and coordination must also occur with other businesses or organisations involved with hazardous chemicals at a University workplace (for example, those who carry out deliveries, cleaning) or who share the workplace with the University (for example, in joint research or teaching facilities).

20. Health monitoring

20.1 Health monitoring must be provided to a worker or student carrying out ongoing work using, handling or storing hazardous chemicals and there is a significant risk to the worker's or student's health because of exposure to the following hazardous chemicals:

• Acrylonitrile	• Creosote	• Organophosphate pesticides
• Arsenic (inorganic)	• Crystalline silica	• Pentachlorophenol (PCP)
• Asbestos	• Isocyanates	• Thallium
• Benzene	• Lead (inorganic)	• Vinyl chloride
• Cadmium	• Mercury (inorganic)	
• Chromium (inorganic)	• 4,4'-Methylene bis (2-chloroaniline) (MOCA)	

20.2 Health monitoring is also required for other hazardous chemicals not listed in 20.1, where there is significant risk to health and appropriate and valid test methods are available.

20.3 The University must determine whether there is a significant risk to the health of a worker or student taking account factors including:

- the level of toxicity
- the likely level of exposure during work activities
- the types of processes used to handle the chemicals at work
- the control measures in place.

20.4 Health monitoring must be performed by, or under the supervision of, a registered medical practitioner with experience in health monitoring. The University selects the authorised medical practitioner, in consultation with the worker concerned.

20.5 A copy of the health monitoring report must be provided to the worker and the relevant regulator if the report contains adverse test results or recommendations that remedial measures should be taken.

20.6 Health monitoring reports must be kept as confidential records for at least 30 years after the record is made (40 years for reports relating to asbestos exposure).

20.7 Except as required by legislation, health monitoring reports must not be disclosed to anyone without the written consent of the worker.

20.8 Faculties/Portfolios are responsible for the costs relating to the health monitoring of a worker or student in their area.

21. Review of risk assessments and control measures

21.1 Control measures must be reviewed in accordance with the Code of Practice⁷ and, as necessary, revised to ensure that they are effective.

21.2 Risk assessments must be reviewed, and revised if necessary, at least once every 5 years or when there have been any changes to processes or procedures.

⁷Code of Practice *Managing Risks of Hazardous Chemicals in the Workplace*

22. Induction, training and supervision

22.1 Induction, information, training and, as necessary, supervision must be provided to workers, students and visitors to enable them to work competently and safely with hazardous chemicals.

22.2 Information, training and instruction should include the following:

- the nature of the hazardous chemicals;
- the control measures and how to use and maintain them;
- how to deal with emergencies, including evacuation procedures, spills and first aid;
- use of personal protective equipment (PPE) and its limitations;
- health monitoring which may be required and the worker's rights and obligations;
- labelling of containers of hazardous chemicals and the information the labels provide;
- how to access Safety Data Sheets and what information they provide; and
- the work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous chemicals.

22.3 The local area must keep detailed training records for 30 years after training is undertaken.

23. Record keeping

The following records must be maintained and kept up-to-date for work with hazardous chemicals:

- Hazardous Chemicals Register and SDSs
- SSAN Register and energetic materials (where relevant) and SDSs
- Manifest of hazardous chemicals and emergency plan (where manifest quantities exceeded)
- Emergency Services Register (for each building)

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- Register of permits (where relevant)
 - Risk Assessments
 - Safe Work Method Statements
 - Local emergency procedures
 - Training records
 - Health monitoring records (where monitoring required)
 - Inspection and testing records for controls

24. Review

These Procedures will be reviewed at least every 4 years to ensure they remain effective, relevant and appropriate to the University, and reflect current legislative requirements.

Appendix A

Legal & Policy Framework

South Australia

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [Controlled Substances Act 1984](#)
- [Controlled Substances \(Controlled Drugs, Precursors and Plants\) Regulations 2000](#)
- [Controlled Substances \(Poisons\) Regulations 2011](#)
- [Explosives Act 1936](#)
- [Explosives \(Security Sensitive Substances\) Regulations 2006](#)
- [Code of Practice: Managing risks of hazardous chemicals in the workplace](#)
- [Code of Practice: Labelling of workplace hazardous chemicals](#)
- [National Code of Practice for Chemicals of Security Concern](#)

Northern Territory

- [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)
- [Work Health and Safety \(National Uniform Legislation\) Regulations](#)
- [Medicines, Poisons and Therapeutic Goods Act 2012](#)
- [Dangerous Goods Act](#)
- [Dangerous Goods Regulations](#)
- [Transport of Dangerous Goods by Road and Rail \(National Uniform Legislation\) Act](#)
- [Transport of Dangerous Goods by Road and Rail \(National Uniform Legislation\) Regulations incorporating the Australian Dangerous Goods Code 7th edition](#)
- [Code of Practice: Managing risks of hazardous chemicals in the workplace](#)
- [Code of Practice: Labelling of workplace hazardous chemicals](#)
- [National Code of Practice for Chemicals of Security Concern](#)

Victoria

- [Occupational Health and Safety Act 2004](#)
- [Occupational Health and Safety Regulations 2007](#)
- [Dangerous Goods Act 1985](#)
- [Dangerous Goods \(Explosives\) Regulations 2011](#)
- [Dangerous Goods \(HCDG\) Regulations 2005](#)
- [Dangerous Goods \(Storage and Handling\) Interim Regulations 2011](#)
- [Dangerous Goods \(Transport by Road or Rail\) Regulations 2008](#)

- [Drugs, Poisons and Controlled Substances Act 1981](#)
- [Drugs, Poisons and Controlled Substances Regulations 2006](#)
- [Code of Practice: Hazardous Substances](#)
- [Code of Practice: Dangerous Goods Storage and Handling](#)
- [National Code of Practice for Chemicals of Security Concern.](#)

Australian Standards

AS/NZS 2243.1:2005

[Safety in Laboratories – Planning and operational aspects](#)

AS/NZS 2243.2:2006

[Safety in laboratories - Chemical aspects](#)

AS/NZS 2243.3:2010

[Safety in laboratories – Microbiological safety and containment](#)

AS/NZS 2243.6:2010

[Safety in laboratories – Plant and equipment aspects](#)

AS/NZS 2243.8:2014

[Safety in laboratories – Fume cupboards](#)

AS/NZS 2243.9:2009

[Safety in laboratories – Recirculating fume cabinets](#)

AS/NZS 2243.10:2004

[Safety in laboratories – Storage of chemicals](#)

AS/NZS 2982.2010

[Laboratory design and construction](#)

AS 4332: 2004

[Storage and handling of gases in cylinders](#)

AS 4332: 2004/Amdt 1-2005

[Storage and handling of gases in cylinders](#)

AS 1894:1997

[Storage and handling of non-flammable cryogenic & refrigerated liquids](#)

AS 1894:1997/Amdt no1 -1999

[Storage and handling of non-flammable cryogenic & refrigerated liquids](#)

AS 1940:2004

[Storage and handling of flammable and combustible liquids](#)

AS 1940:2004/Amdt 1 -2004

[Storage and handling of flammable and combustible liquids](#)

AS 1940:2004/Amdt 2 -2006

[Storage and handling of flammable and combustible liquids](#)

AS 4326:2008

[Storage and handling of oxidizing agents](#)

AS 2714:2008

[The storage and handling of organic peroxides](#)

AS 4452:1997

[The storage and handling of toxic substances](#)

AS 3780:2008

[The storage and handling of corrosive substances](#)

AS 3780:2008/Amdt 1 – 2009

[The storage and handling of corrosive substances](#)

AS 1216:2006

[Class labels for dangerous goods](#)

AS 1216: 2006/Amdt 1 – 2006

[Class labels for dangerous goods](#)

AS 2187.1:1998

[Explosives – Storage, transport & use – Storage](#)

AS 2187.1;1998/Amdt 1 -2000

[Explosives – storage, transport and use - storage](#)

AS 2187.2:2006

[Explosives – Storage and use – Use of explosives](#)

AS 1319 :1994

[Safety signs for the occupational environment](#)

AS 1345:1995

[Identification of the contents of pipes, conduits and ducts](#)

University policies and procedures

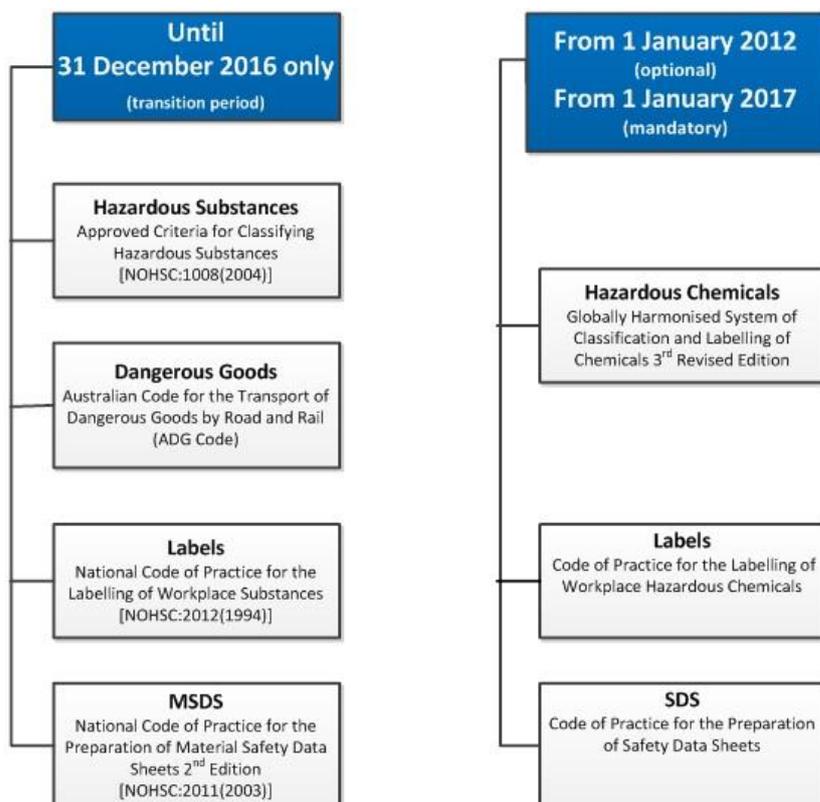
All University policies and procedures apply regardless of location. The following are particularly relevant to hazardous chemicals:

- [Work Health and Safety Policy \(PDF\)](#)
- [Work Health and Safety Risk Management Policy](#)
- [Asbestos Safety Management Policy](#)

Appendix B: Transitional arrangements for classification and labelling of hazardous chemicals

A new system of classification and hazard communication for labels and SDS came into effect on 1 January 2012, with a transition period of 5 years.

Hazardous chemicals do not need to be re-classified or re-labelled immediately. However from 1 January 2017, all hazardous chemicals must be classified according to the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) and labels and SDSs must be in accordance with the GHS.



Appendix C Controlled Substances (Scheduled Drugs and Poisons)

Legislation controlling scheduled drugs and poisons recognises that many of these substances may be needed for teaching students, training staff or for research purposes. The legislation allows Department of Health (South Australia), Department of Health and Families (Northern Territory) or Department of Health (Victoria) to issue permits for these purposes. The University is not permitted to manufacture, produce, possess or use Scheduled drugs and poisons without such permits.

1. Permits

1.1 Research Instruction or Training Permit

The University has a *Research Instruction, Training or Analysis Permit* which allows the University to manufacture, produce, possess and use Schedule 2, 3, 4, and 7 substances.

The permit requires the University to comply with the following conditions:

- The poisons must not be re-sold or supplied to any other person;
- The University holder shall store these poisons, when not in use, in suitable containers, appropriately labelled, in a locked receptacle or enclosure;
- The poisons shall not be kept elsewhere than at the premises specified;
- Access to the poisons shall be restricted to persons under the direction of the University;
- The poisons shall be used in accordance with guidelines prepared by or under the direction of the University;
- A record indicating the quantity of each poison manufactured, produced, received, used or destroyed during the currency of this permit must be kept by the University; and
- The University must comply with the Department of Health *Suspected Theft or Loss of Drugs or Substances from Licence or Permit Holders*

Staff using these substances must comply with these conditions. To breach the conditions of the University's licence is an unlawful act, which would result in a loss of licence and the University's ability to purchase and hold these types of substances.

1.2 Permit to Possess

The University also has a Permit to Possess poisons at its Rural Clinical Schools at Renmark and Mt Gambier and at other South Australian Health Services where simulation sessions are being conducted.

The Permit requires the University to comply with the following conditions:

- the drugs are to be stored in a locked storage facility and are only to be accessible to University staff for the purposes of simulation training;
- when in transit to external healthcare facilities for training, the drugs are to be locked within the vehicle concealed from sight and not left unattended;
- a register which shows the amount of substances received, used, discarded or destroyed shall be kept. Such records must be available for inspection by authorised persons; and
- the substances shall be used for training and instruction purposes only.

1.3 Individual Permits for Schedule 8 Substances

Schedule 8 Substances require separate individual permits. A permit issued to a person is not transferrable. Permit conditions must be followed.

Applications for these permits must be approved by the University. Any staff member requiring these Substances for research purposes should contact the University's WHS Unit in the first instance.

Applications for such permits must be made through the relevant Senior Executive and require the approval of the Senior Vice-President.

2. Responsibility

The Senior Executive in whose Faculty/Portfolio the Scheduled Drugs and Poisons are manufactured, produced, possessed or used is responsible for ensuring that the Licence requirements and the University's Hazardous Chemicals Safety Management Procedures are implemented and complied with.

Appendix D Security Sensitive Ammonium Nitrate (SSAN)

The University is exempt from the requirements of the Explosives (Security Sensitive Substances) Regulations 2006 subject to the University complying with the following conditions:

1. The Executive Officer of each institution notifying in writing to the Manager, Dangerous Substances, SafeWork SA, by 22 December 2006 that the institution holds, either continuously or from time to time, quantities of Security Sensitive Ammonium Nitrate.
2. All purchase of procurements of Security Sensitive Ammonium Nitrate being recorded in an auditable format.
3. Each use or disposal of Security Sensitive Ammonium Nitrate being recorded in an auditable format.
4. Each record being kept for a period of at least five years.
5. All records being made available to a gazetted Inspector of Explosives on request within 14 days.
6. Any loss or theft of Security Sensitive Ammonium Nitrate reported immediately to the Manager, Dangerous Substances, SafeWork SA and the South Australian Police Department.
7. Written protocols being introduced by 22 December 2006 to ensure that all quantities of Security Sensitive Ammonium Nitrate are kept in a secure manner and only used for specified research or educational purposes.
8. No more than 3kg of Security Sensitive Ammonium Nitrate being kept in any laboratory or other area of use at any time.

Any staff member who is intending to use SSAN for research or educational purposes must contact the WHS Unit, prior to purchase of SSAN, for further information.

Appendix E Prohibited and restricted carcinogens

1. Every staff member or research higher degree student wishing to use a prohibited or restricted carcinogen must complete a [Prohibited or Restricted Carcinogen Worker Registration Form \(DOC 124KB\)](#). This form requires each applicant to specify amounts, location, provide reference to risk management procedures including Risk Assessment and a Safe Work Method Statement. This form must be signed by the Supervisor who oversees this work involving the prohibited or restricted carcinogen.
2. The form must be submitted to the relevant Dean of School or delegate for signature as a competent person, confirming that risk management processes are in place. *Note – steps 1 & 2 need to occur for every staff member or student who will be working with a prohibited or restricted carcinogen.*
3. The form must be submitted to the WHS unit who will collate the information and maintain a register of those who receive potential exposure.
4. The Manager, WHS must sign the completed SafeWork SA (for S Aust), NT WorkSafe (for Northern Territory) or WorkSafe Victoria (for Victoria) application form for each identified Prohibited or Restricted Carcinogen used per building, prior to submitting the application form to SafeWork SA.

APPENDIX F Safety Data Sheets – Research chemicals, waste products or samples for analysis

Where it is not reasonably practicable to comply with WHS Regulations to prepare a standard SDS for a chemical that is a research chemical, waste product or sample for analysis because the hazard properties are not fully known, then an SDS which complies with the following must be prepared:

- is written in English;
- states the name, Australian address and business telephone number of the manufacturer or importer;
- states that full identification or hazard information is not available for the chemical, and in the absence of such information a precautionary approach must be taken to handling or storing the chemical;
- states the chemical identity or structure of the chemical, or chemical composition, as far as is reasonably practicable;
- states any known or suspected hazards; and
- states any precautions that must be taken in using, handling or storing the chemical, to the extent such precautions have been identified.