


<p>St Martin's College</p> 	<h1>Hazardous Substances</h1>
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Policy

All hazardous substances and dangerous goods will be handled appropriately and safely stored. These procedures are to conform with Workcover Hazardous Substances Code of practice.

Procedures

- 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.
- An annual audit should be undertaken of chemicals currently used to identify their hazardous properties.
- All out of date and/or no longer used chemicals shall be disposed of using approved methods of disposal.
- Current Material Data sheets (MSDS) should be held for all hazardous substances. MSDS's shall be readily available to all employees as well as being held in the Chemical Register. Employees are not to use any chemical until they have read the MSDS.
- Audit results and OHS information on each chemical shall be collated and recorded in the Chemical Register.
- Risk assessments should be conducted on each chemical used and a copy of the assessments shall be held in the Chemical Register.
- Appropriate risk control strategies for each chemical should be implemented in line with the MSDS, product labels and other sources of reliable information.
- 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.
- Work procedures should be written for all chemicals approved for use.
- 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.
- Safety instructions on the use of hazardous substances must be followed at all times.
- Personal protective equipment must be worn as instructed when using a chemical/hazardous substance.
- Summaries of MSDS's shall be displayed in cleaning cupboard in each cottage.



Initial Chemical Compliance Checklist
Incorporating: Hazardous Substances, Dangerous Goods and
Protection of the Environment

Version: 1.2
11 January 2004

Next Review:
January 2006

Facility Name & Description:

Inspection Carried Out By:

Date:

No.	Item	S or N/A	U	Comments
1	Register (or Inventory) kept for all hazardous substances			
2	Placard identifying major risks provided at entrance to site			
3	Manifest of major substance risks at facility made available to emergency services			
4	MSDS's readily available for all hazardous substances stored or used			
5	MSDSs readily available to all users of hazardous substances			
6	All substances and containers clearly labelled and complying with the Hazardous Substances Regulation			
7	Chemical compatibility in storage areas (ie separation into dangerous goods classes)			
8	Substances stored, decanted into and used in appropriate containers			
9	Appropriate protective equipment provided for handling hazardous substances			
10	Risk Assessment documentation for each substance, use or class of substance held			
11	Risk assessments are reviewed as required or at least every 5 years			
12	Atmospheric monitoring where required is conducted regularly and records kept			
13	SOPs and appropriate equipment readily available in the case of a chemical spill			
14	SOPs for specific chemical processes developed per risk assessments			
15	Medical surveillance required and managed for all Scheduled Substances			
16	Waste for disposal stored as per DG class and labelled correctly, including 'WASTE'			
17	Waste records kept for at least 5 years from last entry			
18	Records of induction training kept for at least 5 years from last entry			
19	Records of all on-going training in all SOPs and using MSDSs kept for at least 5 years from last entry			

General Comments:

