



College council will review this policy every three years or as directed by DET

Date approved: March 2017

Date of next review: 2020

RATIONALE

The primary object of this policy is to promote the health and safety of students, staff, community and property in relation to the storage, handling and use of dangerous goods at the College in accordance with current Dangerous Goods (Storage & Handling) Regulations.

DEFINITIONS

Dangerous goods are classified on the basis of immediate physical or chemical risk. The hazard presented may be because of properties such as flammability, toxicity or chemical reactivity. All dangerous goods should be identifiable by a coloured diamond symbol indicating the dangerous Goods class and primary hazard type.

At the College dangerous goods may be found in areas such as Science, Technology, Art, Food Technology, Cleaner's Cupboard, First Aid, Grounds Maintenance & Workshops.

GUIDELINES

In compliance with the Dangerous Goods, Storage and Handling Regulations 2012, the College will implement the procedures below:

- Identify all Dangerous Goods stored on the premises;
- Maintain a Register of Dangerous Goods in conjunction with a Hazardous Substances Register;
- Obtain and follow instructions provided by Material Safety Data Sheets for all Dangerous Goods and keep them in an accessible location with the register;
- Ensure appropriate labels are on all Dangerous Goods containers, including decanted products;
- Implement Hazchem signage as required;
- Identify hazards associated with storage and handling processes;
- Conduct and document risk assessments on these processes;
- Implement risk control methods required for safe handling and storage of Dangerous Goods, namely:
 - Elimination
 - Substitution
 - Isolation
 - Engineering controls
 - Administrative
 - Personal protective equipment;
- Ensure the following are provided in relation to the use of Dangerous Goods:
 - Appropriate storage facilities;
 - Personal protective equipment;
 - Correct disposal practices;
 - Appropriate spill containment, clean-up equipment, lighting and ventilation; and
 - A supply of suitable fire protection equipment which is regularly maintained.

- Provide access to training in the hazards of Dangerous Goods, the control measures, emergency plans and procedures, the use of fire extinguishers and the use / maintenance of personal protective equipment;
- Keep records of training and demonstrated competency;
- Provide information, instruction and training to visitors to the premises, including contractors as required;
- Keep written records of any incidents associated with the storage and handling of Dangerous Goods and make reports to relevant regulatory and DET bodies as required; and
- Monitor and review the effectiveness of risk control procedures.