



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

**Date approved:** August 2017

**Date of next review:** 2020

## RATIONALE

The primary object of this policy is to protect the health and safety of students, staff and community who are exposed to chemicals or substances that are hazardous in accordance with the OHS (Hazardous Substances) Regulations 1999.

## DEFINITIONS

Hazardous substances are substances that have the potential to harm human health. The health effects may be immediate or long-term. A hazardous substance can be identified from information on the manufacturer or importer's labels and Material Safety Data Sheets. Hazardous substances may be solids, liquids or gases. They may be pure substances or mixtures. They often generate vapours, fumes, dust and mists when used in the workplace.

## IMPLEMENTATION

In compliance with the OHS (Hazardous Substances) Regulations 1999, the College will implement the procedures below:

- Identify all hazardous substances in all areas of the school;
- Maintain a Register of Hazardous Substances in conjunction with a Dangerous Goods Register;
- Obtain and follow instructions provided by Material Safety Data Sheets for all identified and suspected Hazardous Substances and keep them in an accessible location with the register;
- Ensure appropriate labels are on all hazardous substances containers, including decanted products
- Conduct and document risk assessments on each hazardous substance and / or process in which they are used;
- Control the risk using the hierarchy of control:
  - elimination
  - substitution
  - isolation
  - engineering controls
  - administrative
  - personal protective equipment.
- Determine whether atmospheric monitoring or health surveillance is required;
- Provide funding to ensure the following are provided in relation to the use of hazardous substances:
  - appropriate storage facilities
  - personal protective equipment
  - correct disposal practices
  - appropriate spill containment, clean-up equipment, lighting and ventilation
  - a supply of suitable fire protection equipment which is regularly maintained
- Ensure staff and supervisors have received sufficient information, instruction and training to handle these substances competently;
- Evaluate competency of staff through the DET online assessment portal. Records of training will be kept centrally by DET through the online training system;
- Keep written records of any incidents associated with the storage and handling of hazardous substances and make reports to relevant regulatory and DET bodies as required; and
- Monitor and review the effectiveness of risk control procedures.