

QUICK GUIDE

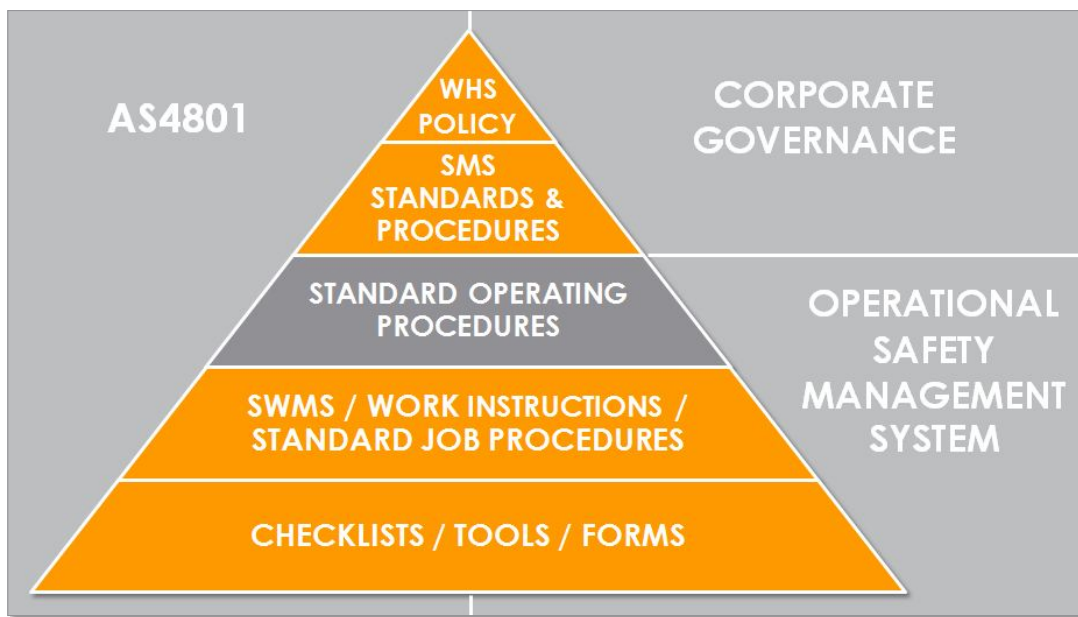
SAFETY Everyone. Everywhere. Every day

HAZARDOUS CHEMICALS

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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for the management of hazardous chemicals at each QUU controlled worksite are in place, effective and meet QUU's safety management system requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- *WHS Hazard and Risk Management Standard (STD136)*
- *WHS Hazard and Risk Management Procedure (PRO363)*
- *Hazardous Chemicals Standard Operating Procedure (PRO377)*
- *Emergency Response and Preparedness Procedure (PRO365)*
- Hazardous Chemical Register (FOR258)
- Hazardous Chemical Risk Assessment Form (FOR288)
- ChemAlert Database

4. FURTHER INFORMATION

For further information, contact your Fire Safety Adviser, Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. PROCUREMENT OF HAZARDOUS CHEMICALS	
(a) Obtain and review the SDS and conduct a risk assessment utilising ChemAlert.	Sections 7.2, 7.6 & Appendix B, G & H (PRO377)
(b) Determine whether a less hazardous chemical is available.	Sections 7.2 & 7.6 (PRO377)
(c) If the procurement is for bulk quantities of hazardous chemicals, conduct an assessment for placarding or manifest requirements.	Sections 7.2, 7.4, 7.5 & Appendix A (PRO377)
(d) Upon procurement of any new hazardous chemical, obtain the SDS from the manufacturer or supplier and get ChemAlert to review.	Sections 7.2, 7.3 & Appendix B (PRO377)
2. HAZARDOUS CHEMICALS REGISTER AND MANIFEST	
(a) Site has established and maintained a Chemical Register for all chemicals handled or stored on site.	Section 7.3 (PRO377)
(b) The register includes a list of hazardous chemicals used, handled or stored at the workplace and a current (<5yrs) SDS for each hazardous chemical listed.	Sections 7.3, Appendix B (PRO377)
(c) A printed copy of the register is maintained at the site office.	Sections 7.3 (PRO377)
(d) All SDS meet the requirements of the <i>Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals 2011</i> .	Sections 7.3, Appendix B (PRO377)
(e) The location of the register is communicated to all staff and any other persons who use or could be potentially exposed to these substances.	Sections 7.3 (PRO377)
(f) Where quantities of Dangerous Goods exceed the 'Manifest Quantity' outlined in manifest quantities of hazardous chemicals, as specified in the WHS Regulations (Schedule 11), a manifest has been prepared and maintained (i.e. amended if the type or quantity of hazardous chemicals listed in the manifest changes or there is a significant change to the information required to be recorded in the manifest).	Sections 7.4 & Appendix A (PRO377)
(g) The manifest and plan complies with Schedule 12 of the WHS Regulations.	
(h) The manifest is kept in a place determined in agreement with the primary emergency service organisation and is readily accessible to the emergency services organisation.	
3. LABELLING AND PLACARDS	
(a) All hazardous chemicals are correctly labelled and labels are in good condition and easy to read.	Sections 7.5 & Appendix C (PRO377)
(b) Containers that are labelled for holding a hazardous chemical are only for the use, handling or storage of the hazardous chemical.	
(c) Hazardous chemicals in pipework are identified by a label, sign or another way on or near the pipework	
(d) Labels for hazardous wastes include as much hazard information as reasonably practicable based on what is known about the identity and any suspected hazards.	
(e) Total quantities of hazardous chemicals are compared against the threshold limits in Schedule 11 of the WHS Regulations to determine placarding requirements.	Sections 7.5 & Appendix A (PRO377)
(f) Where placard quantity hazardous chemicals are used, handled or stored at a workplace, an outer warning placard, displaying the word 'HAZCHEM', is located at each entrance where an emergency service authority may enter the workplace.	

<p>(g) Where a placard quantity hazardous chemical is stored:</p> <ul style="list-style-type: none"> • in a container or outside storage area, a placard is displayed next to the container or outside storage area; and/or • contained within a building, the placard is located as close as is reasonably practicable to the main entrance of the building and located at the entrance to each room or walled section of the building in which the hazardous chemical is used, handled or stored. 	
<p>(h) Placards are clearly legible and separate from any other signs or writing that contradicts, qualifies or distracts attention from the placard.</p>	
<p>4. RISK ASSESSMENT</p>	
<p>(a) All the foreseeable hazards relating to hazardous chemicals in the work place been identified and the risks considered.</p>	<p>Sections 7.6, Appendix G & H (PRO377)</p>
<p>(b) Where possible, risks have been eliminated or minimised so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of controls.</p>	
<p>(c) Where required, a formal chemical risk assessment has been completed using the ChemAlert database or the Hazardous Chemical Risk Assessment Form (FOR288).</p>	
<p>(d) The risk assessment (including measures implemented to control risks) must be reviewed, and if necessary revised.</p>	
<p>(e) Exposure standard information is considered as part of the risk assessment.</p>	
<p>(f) The chemical risk assessment must be kept in a location (hard or soft copy) where users of the chemical can readily access the information.</p>	
<p>5. CONSULTATION AND TRAINING</p>	
<p>(a) Workers are consulted on chemical issues which may affect their health and safety or the surrounding natural environment (i.e. stormwater drain, nearby waterways).</p>	<p>Section 7.7 (PRO377)</p>
<p>(b) Health and safety representatives have access to relevant information on matters that can affect the health and safety of workers.</p>	
<p>(c) All QUU workers receive hazardous chemicals training during local area inductions and participate in refresher training every two years.</p>	<p>Section 7.8 (PRO377)</p>
<p>(d) Workers required handle or store hazardous chemicals receive adequate training relative to the level of risk encountered when handling or storing the substance.</p>	<p>Sections 7.6, 7.8, Appendix G & H (PRO377)</p>
<p>(e) Records of any training conducted is documented and maintained.</p>	<p>Section 7.8 (PRO377)</p>
<p>6. STORAGE AND HANDLING</p>	
<p>(a) Adequate storage facilities are provided for all chemicals (including appropriate storage and segregation of gas cylinders).</p>	<p>Section 7.9 (PRO377)</p>
<p>(b) Gas cylinders are securely stored upright in well-ventilated areas away from ignition sources, combustible or waste materials and protected from excessive temperature or physical impact.</p>	
<p>(c) Prior to and after use gas cylinders are checked to confirm valves are in good working condition, within date and free from leaks.</p>	
<p>(d) The quantities of hazardous chemicals are kept to a minimum, commensurate with efficient site operations, their usage and shelf life.</p>	
<p>(e) Chemical storage cabinets or chemical storage rooms are used for the storage of designated hazardous chemicals.</p>	
<p>(f) If there is a risk of spillage during the decanting process, consideration is given to containment controls such as bunding, for larger quantities, or suitable trays for smaller quantities.</p>	<p>Sections 7.6, 7.9, Appendix G & H (PRO377)</p>

(g) Managers ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the relevant exposure standard for the substance or mixture.	Section 7.9 (PRO377)
(h) Health surveillance is provided for any worker who carries out ongoing work using, handling or storing hazardous chemicals referred to in Schedule 14 of the WHS Regulation.	Section 7.9 & Appendix D (PRO377)
(i) The results of any atmospheric monitoring and health surveillance are provided to any employee who has been, or who may have been exposed to the hazardous chemical that is the subject of the monitoring or surveillance.	
(j) PPE, such as impervious gloves and goggles, is available for any worker who is working with a chemical that requires PPE.	Section 7.9 (PRO377)
(k) When a spill, leak or accidental release of hazardous chemicals occurs, appropriate spill containment systems are available to contain the hazardous chemicals within the workplace and the event reported as per QUU WHS and environmental reporting requirements.	
(l) Workers are cognisant of the spill containment systems, the location of chemical spill kits and reporting requirements.	
(m) Unwanted or unused chemicals are disposed in a safe manner that does not adversely affect other people or the environment.	
(g) Spill events are reported in QPulse, investigated with controls implemented to prevent recurrence as per the QUU incident reporting and hazard/risk management process.	Section 7.9 (PRO377), STD136, PRO363, STD137, PRO364.
(h) Environmental damage caused by a chemical leak, spill or uncontrolled release is reported to the Environmental Management Team via telephone within 24 hours. Minor events are reported via the Environmental Harm Notification Form (FOR395) .	
7. EMERGENCY MANAGEMENT	
(a) The emergency management plan includes specific information to assist in the management and reporting of a leak, spill or uncontrolled release of a hazardous chemical.	Section 7.10 (PRO377)
(b) The emergency management plan is communicated to all workers and relevant workers are appropriately trained.	
(c) A 'manifest' emergency plan has been prepared and a copy given to the primary emergency service organisation where the quantity of hazardous chemicals used, handled or stored at a workplace exceeds the manifest quantity for that hazardous chemical.	Section 7.4, 7.10 & Appendix A (PRO377)
(d) Emergency plans and environmental emergency procedures are readily available in hard copy form at all times and the plan is easily located by all workers.	Section 7.10 (PRO377)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- There is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.