



# OCCUPATIONAL HEALTH AND SAFETY POLICY: CHEMICAL MANAGEMENT

Policy number	GEN120	Version	V1.0
Drafted by	Secretary	Approved by Board on	18 April 2023
Responsible person	House Manager	Scheduled review date	April 2024

## INTRODUCTION

Goonawarra NH recognises that the health and safety of its employees are a priority and that proper management and storage of chemicals are critical to risk minimisation.

Goonawarra NH understands the dangers of improper management of chemicals and the risks to our staff, volunteers and clients.

## PROCEDURE

To ensure that all risks associated with the storage, use and disposal of chemicals within Goonawarra NH are controlled and managed appropriately.

## RESPONSIBILITIES

The House Manager, in conjunction with The Committee of Management for Goonawarra NH, is responsible for:

- Provision of a Chemical Register that lists all chemicals stored on-site.
- Requirement of Safety Data Sheets (SDS) for all chemicals stored and used on-site.
- Ensuring a risk assessment process is implemented for storing, handling and disposing of all chemicals on-site.
- Provision of any Personal Protective Equipment (PPE) to be worn when handling chemicals.
- Provision of any training to its employees concerning this procedure.
- Conducting (at least) annual inspections to check what chemicals are stored on-site and arranging appropriate disposal of chemicals, as required.
- They are being consulted during risk assessments.

Employees are responsible for:

- Reading relevant sections of safety data sheets for chemicals they handle.
- Using Personal Protective Equipment (PPE) appropriately, as required.
- Reporting all incidents in line with Goonawarra NH's incident reporting policy.
- Being consulted during risk assessments.
- Complying with this procedure.

## **PROCEDURE**

### **CHEMICAL REGISTER**

The House Manager is responsible for ensuring that all chemicals stored and/or used at Goonawarra NH are entered into a Chemical Register and that chemicals classified as dangerous goods and hazardous substances are identified in the register. Chemicals can be found in many areas of Goonawarra Neighbourhood House, including storage areas, cleaners' cupboards, maintenance/garden sheds, and kitchen areas.

### **SAFETY DATA SHEETS (SDS)**

The House Manager is responsible for ensuring that all chemicals stored and used at Goonawarra NH have a Safety Data Sheet (SDS) available; this document provides critical safety information and can be obtained directly from the manufacturer or supplier. All SDSs must be stored at the point of use with a copy kept on record and within five years from its issue date.

### **PROCUREMENT OF CHEMICALS**

To limit the purchase, use and storage of dangerous goods and hazardous substances at Goonawarra NH, all chemicals purchased must be approved by The House Manager and added to the approved list. The House Manager will review the chemical's SDS and conduct a risk assessment before providing approval.

### **CHEMICAL RISK ASSESSMENTS**

To ensure chemicals are used safely, The House Manager will conduct a chemical risk assessment to identify the hazards associated with each chemical and identify suitable risk controls to ensure each chemical is used, stored and disposed of safely in line with the Safety Data Sheet.

All chemicals, regardless of location, must be risk-assessed and will be reviewed every three years. Risk assessments should be reviewed sooner if a new supplier/manufacturer is used or if there are any changes in how a chemical is used or stored.

### **LABELLING OF CHEMICALS**

All chemical storage containers must be clearly labelled and appropriate for use (refer to the SDS for more information). Labels should identify the chemical name, quantity, hazard statement(s), signal word(s), hazard pictogram, manufacturer/supplier and expiry date (if applicable).

When decanting chemicals, it is essential to ensure that the container used is suitable for the chemical contents and is of a type the manufacturer or supplier recommends. Decanted chemicals should also be labelled with the product identifier and hazard pictograms or hazard statements, as a minimum. Decanting Chemicals should only occur if necessary to use the chemical (i.e., a spray bottle); decanting should never be used for storage purposes. Chemicals should remain stored in the container provided by the manufacturer/supplier unless explicitly stated by the manufacturer/supplier in the SDS.

## **STORAGE AND DISPOSAL**

The House Manager and staff must ensure that quantities of chemicals stored at Goonawarra NH meet the organisation's needs and that excessive quantities of chemicals are not being purchased or stored. It is vital that staff refer to the safety data sheet when considering the storage of the chemical and that any incompatible chemicals are appropriately segregated. Any chemicals stored that exceed minor storage quantities of dangerous goods must have placards provided as a visual warning.

It is best practice for The House Manager to conduct an annual building-wide collection and disposal of chemicals by a licensed chemical disposal company. To arrange for the collection and disposal of chemicals, contact one of the EPA-approved chemical companies via the EPA-prescribed industrial waste. When disposing of chemicals, care must be taken to ensure they are adequately packaged, labelled, and stored in a suitable designated area whilst awaiting collection. Staff must wear the appropriate PPE per the SDS and appropriately label chemicals.

## **HEALTH SURVEILLANCE**

In conjunction with The Committee of Management, the House Manager will conduct health surveillance, where necessary, to ensure that its employees are not exposed to concentrations of a substance that are above the exposure standard (if any) for that substance. Any health surveillance that must be conducted will be conducted at a frequency recommended by the SDS, WorkSafe Victoria or another relevant authority.

## **EMERGENCY PROCEDURES**

The House Manager will ensure that appropriate emergency provisions are in place in a chemical emergency and that staff are aware of those provisions. These may include:

- Spill kits or containment equipment
- Safe Work Procedures for spills or release of chemicals
- Fire blankets/extinguishers
- First Aid Kits
- Eye wash stations/eye wash kits/emergency showers
- Emergency shutdown procedures for equipment
- Appropriate numbers of trained emergency wardens and first aiders
- Appropriately displayed emergency contact details
- Personal Protective Equipment

## AUTHORISATION



Lockie Flenley

Secretary

Goonawarra Neighbourhood House Inc.



Andrew Gould

Chairperson

Goonawarra Neighbourhood House Inc.