1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, recognises its obligation to manage risks to health and safety associated with using, handling, generating or storing hazardous chemical(s) at the workplace.

This Procedure aims to facilitate legislative compliance by making sure Council has:

- A systematic method for identifying hazards associated with hazardous chemicals, in order to eliminate or minimize (so far as is reasonably practicable) health and safety risks to workers and others, the environment or property.
- Mandated labelling of containers and pipework.
- Available current Safety Data Sheets (SDS).
- Provided access to relevant information, instruction and training on the nature of hazardous chemicals and the means of assessing and controlling hazardous chemical exposure.
- Systems for the purchase, storage, handling and use that meet regulatory requirements.
- Hazardous chemicals management integrated into site emergency plans.

Note:

1. The manufacture of hazardous chemicals is not a normal part of Council operations. In the event that any Council or Prescribed Body undertakes such activities, the relevant obligations of the WHS Act 2012 and WHS Regulations 2012 must be applied.
2. Activities involving or relating to asbestos are managed under separate Asbestos Management Procedure(s).
3. Transitional provisions as per the WHS Regulations 2012 are outlined in Appendix 1.

SIGNED	……	……
	Chief Executive Officer	Acting Chairperson, WHS Committee
	Date: 18 / 12 / 2014	Date: 18 / 12 / 2014

2. CORE COMPONENTS

The core components of our Hazardous Chemicals Procedure are:

- Hazardous chemicals used in the workplace are identified and included on a hazardous chemicals register
- A current SDS is provided for all hazardous chemicals.
- Risk assessments are conducted for hazardous chemicals.
- Appropriate risk controls are identified, implemented, and regularly reviewed.
- Records are maintained and are readily available to relevant stakeholders.
- Persons undertaking work on behalf of The Flinders Ranges Council are appropriately trained.
- Health monitoring requirements are identified and a monitoring program implemented.
- Airborne contaminant levels are identified and monitored.
- Emergency response provisions, including site emergency plans are in place.
- Where relevant, a manifest of chemicals is maintained.

For Dangerous Goods only until 31 December 2013:

- Required licences are obtained and maintained
- Appropriate signage is in place and maintained.

3. DEFINITIONS

Airborne contaminant	Means a contaminant in the form of a fume, mist, gas, vapour or dust, and includes micro-organisms. [as defined by the WHS Regulations 2012, Regulation 5, p27]
Asbestos	Means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) Actinolite asbestos. (b) Grunerite (or amosite) asbestos (brown). (c) Anthophyllite asbestos. (d) Chrysotile asbestos (white). (e) Crocidolite asbestos (blue). (f) Tremolite asbestos. (g) A mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f). [as defined by the WHS Regulations 2012, Regulation 5, p28]
Bulk	In relation to a hazardous chemical, means any quantity of a hazardous chemical that is— (a) In a container with a capacity exceeding 500 litres or net mass of more than 500 kilograms; or (b) If the hazardous chemical is a solid—an undivided quantity exceeding 500 kilograms. [as defined by the WHS Regulations 2012, Regulation 5, p.30]
Chemical identity	Means a name, in accordance with the nomenclature systems of the International Union of Pure and Applied Chemistry or the Chemical Abstracts Service, or a technical name, that gives a chemical a unique identity. [as defined by the WHS Regulations 2012, Regulation 5, p.30]
Competent person	A person who has acquired through training, qualification or experience and the knowledge and skills to carry out the task. [as defined by the WHS Regulations 2012, Regulation 5, p. 31-32].
Consumer product	Means a thing that— (a) Is packed or repacked primarily for use by a household consumer or for use in an office; and (b) If the thing is packed or repacked primarily for use by a household consumer—is packed in the way and quantity in which it is intended to be used by a household consumer; and (c) If the thing is packed or repacked primarily for use in an office—is packed in the way and quantity in which it is intended to be used for office work. [as defined by the WHS Regulations 2012, Regulation 5, p.32]
Consumer quantities	Means those hazardous chemicals purchased in quantities primarily for use by a household or office and where it is reasonably foreseeable that they will only be used in the work environment in: a. Quantities that are consistent with household use; or b. A way that is consistent with household use; and c. A way that is incidental to the nature of the work carried out by a worker using the hazardous chemical.
Container	In relation to a hazardous chemical, means anything in or by which a hazardous chemical is, or has been, wholly or partly covered, enclosed or packed, including anything necessary for the container to perform its function as a container. [as defined by the WHS Regulations 2012, Regulation 5, p.32]

Exposure standard	When related to Chemicals means an exposure standard as recorded in Appendix A of the Workplace Exposure Standard for Airborne Contaminants, which represents the airborne concentration of a particular substance or mixture that must not be exceeded. The exposure standard can be of three forms: a) 8-hour time-weighted average, b) Peak limitation, and c) Short term exposure limit.
Fire risk hazardous chemical	Means a hazardous chemical that burns readily or supports combustion and is a/an: (i) Flammable gas. (ii) Flammable liquid (hazard category 1 to 3). (iii) Flammable solid. (iv) Chemical liable to spontaneous combustion. (v) Chemical which, in contact with water, emits flammable gases. (vi) Oxidizing chemical. (vii) Organic peroxide; and (b) Burns readily or supports combustion. [as defined by the WHS Regulations 2012, Regulation 5, p.36]
GHS	Means the Globally Harmonised System of Classification and Labelling of Chemicals, Third revised edition, published by the United Nations as modified under Schedule 6. [as defined by the WHS Regulations 2012, Regulation 5, p.37]
Hazardous chemical/s	Means a substance, chemical, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6), but **does not** include a chemical, mixture or article that satisfies the criteria solely for one of the following hazard classes: (a) acute toxicity—oral—category 5; (b) acute toxicity—dermal—category 5; (c) acute toxicity—inhalation—category 5; (d) skin corrosion/irritation—category 3; (e) serious eye damage/eye irritation—category 2B; (f) aspiration hazard—category 2; (g) flammable gas—category 2; (h) acute hazard to the aquatic environment—category 1, 2 or 3; (i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4; (j) hazardous to the ozone layer; Note **-** The Schedule 6 tables in the WHS Regulations replace some tables in the GHS. [as defined by the WHS Regulations 2012, Regulation 5, p.38]
Hazardous chemicals that are consumer products	If a hazardous chemical is a consumer product and it is reasonably foreseeable that the hazardous chemical will be used at the workplace only in - (i) Quantities that are consistent with household use; or (ii) A way that is consistent with household use; and (iii) A way that is incidental to the nature of the work carried out by a worker using the hazardous chemical. Then a safety data sheet is not required, and subsequently the hazardous chemical does not need to be added to the Hazardous Chemical Register. [as defined by the WHS Regulations 2012, Regulations 344(4)(c) and 346(4)(b)].

Health monitoring	Of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain hazardous chemicals. [as defined by the WHS Regulations 2012, Regulation 5, p.38]
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing 1 or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk. (b) Isolating the hazard from any person exposed to it. (c) Implementing engineering controls. If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the Work Health and Safety Regulations 2012, Regulation 36]
Ignition source	Means a source of energy capable of igniting flammable or combustible hazardous chemicals. [as defined by the WHS Regulations 2012, Regulation 5, p.39]
Manifest	Means a written summary of the hazardous chemicals used, handled or stored at a workplace. Note - See Schedule 12 (Manifest requirements) of WHS Regulations for what a manifest should contain. [as defined by the WHS Regulations 2012, Regulation 5, p.42]
Manifest quantity	Means the manifest quantity referred to in the WHS Regulations Schedule 11, table 11.1, column 5 for that hazardous chemical. [as defined by the WHS Regulations 2012, Regulation 5, p.42]
Packaged hazardous chemicals	Means Schedule 11 hazardous chemicals in a container with— (a) A capacity not exceeding 500 litres; or (b) A net mass not exceeding 500 kilograms. [as defined by the WHS Regulations 2012, Regulation 5, p.43]

4. PROCEDURE

4.1. As a competent person the Works Coordinator is nominated to oversee the management of hazardous chemicals in the workplace.

4.1.1. The nominated person will:

- Make decisions about the use of hazardous chemicals purchased in consumer quantities in the workplace.
- Monitor and action any requirements for obtaining a SDS and inclusion on the hazardous chemicals register.
- Identify the quantity of hazardous chemicals, and
- Where quantities exceed threshold levels, under Schedule 11 of the WHS Regulations, prepare a manifest and display outer warning placards.

4.1.2. When required, the nominated person will consult with managers, and workers or their representatives.

4.2. Hazardous Chemicals Register

4.2.1. The WHS Coordinator should make sure that a hazardous chemicals register:

- Is developed and maintained to ensure the information in the register is up to date.
- Includes hazardous chemicals used, handled or stored at the workplace
- Exclude those that are consumer products.
- Includes type, location and quantity of each hazardous chemical.
- Includes a current SDS for each hazardous chemical listed (no more than 5 years old)

4.2.2. The hazardous chemicals register must be readily accessible in a central location to workers involved in using, handling or storing a hazardous chemical to anyone else who is likely to be affected by a hazardous chemical at the workplace:

a. Each worksite should have ready access to the part of the hazardous chemicals register relevant to the hazardous chemicals held at that workplace.
b. If access cannot be made available via the intranet, then current hard copies of the hazardous chemicals register should be made available and maintained.

4.2.3. Managers are required to notify the *WHS Coordinator* when hazardous chemicals are introduced or disposed of and the hazardous chemicals register should be updated by the *WHS Coordinator* to reflect the changes made.

4.3. Manifest of Hazardous Chemicals as contained within Schedule 11 of the WHS Regulations

4.3.1. The *WHS Coordinator* must make sure that when required:

- A manifest of Schedule 11 Hazardous Chemicals is prepared in compliance with the requirements of Schedule 12 of the WHS Regulations and
- Any placarding required by Schedule 11 of WHS Regulations is prominently displayed.

4.3.2. The *Works Coordinator* should make sure that the manifest is amended as soon as practicable if:

- The type or quantity of a hazardous chemical listed on the manifest changes.
- There is a significant change in the information to be recorded on the manifest.

4.3.3. The *WHS Coordinator* must make sure that the manifest is kept:

a. In a place determined in agreement with the State Emergency Service; and
b. Is available for inspection under the Act; and
c. Is readily accessible to the State Emergency Service.

4.4. Emergency Plan

4.4.1. The *WHS Coordinator* should make sure that when a manifest is developed, an emergency plan is prepared and :

a. A copy is given to the State Emergency Service.
b. Any revisions of the emergency plan are undertaken when recommended by the State Emergency Service.

4.5. Regulator must be notified if manifest quantities to be exceeded

4.5.1. The *WHS Coordinator* must notify the Senior Leadership Team and SafeWork SA if the manifest quantities of a Schedule 11 hazardous chemical exceed the manifest quantity:

a. Immediately after the nominated person knows that the hazardous chemical is first to be used, handled or stored at the workplace or at least 14 days before that first use handling or storage (whichever is earlier).
b. Immediately after the nominated person knows that there will be a significant change in the risk of using, handling or storing the hazardous chemical at the workplace or at least 14 days before that change (whichever is earlier).
c. The notice to SafeWork SA is to include:
    1. The name and ABN of Council or other person conducting the business or undertaking.
    2. The type of business or undertaking conducted.
    3. The workplace was previously occupied by someone else—the name of the most recent previous occupier, if known.
    4. The activities of the business or undertaking that involve using, handling or storing hazardous chemicals.
    5. The manifest prepared by the person conducting the business or undertaking under regulation 347.
    6. If there will be a significant change in the risk, details of the change to the manifest.

4.5.2. The *WHS Coordinator* must notify the Senior Leadership Team and SafeWork SA in writing if as soon as practicable after the hazardous chemical ceases to be used, handled or stored at the workplace if it is not likely to be used, handled or stored at the workplace in the future. The written notice to SafeWork SA is to include:

- The name and ABN of Council or other person conducting the business or undertaking.
- The type of business or undertaking conducted.
- The activities of the business or undertaking that involve using, handling or storing hazardous chemicals.

4.6. Safety Data Sheets

4.6.1. Safety data sheets for a hazardous chemical must not be changed or altered.

4.6.2. If a safety data sheet needs changing because it becomes apparent that the information in not correct or current then obtain a current copy from the hazardous chemical supplier.

4.7. Licences

4.7.1. A Council or prescribed body should not keep any prescribed dangerous chemical (eg LP Gas and any class 3, 6 & 8 hazardous chemicals) in a quantity greater than that permitted to be kept without a licence as prescribed by the Dangerous Substances Regulations 2002 (eg see Regulations 19, 41 and 58). (Note this applies per site).

4.7.2. A licence may be required to transport dangerous goods above prescribed quantities.

4.7.3. An application for the issue, variation or renewal of a licence to keep or transport a prescribed dangerous chemical should be made to SafeWork SA.

4.7.4. All licences should be kept current.

4.7.5. Dangerous substances will continue to be regulated under the Dangerous Substances Act 1979 and associated regulations until 1 January 2014. This means that current dangerous substance licences will continue to operate and new licences will continue to be issued as required. From 1 January 2014 Chapter 7 of the WHS Regulations will operate.

4.8. Pre-purchase review

4.8.1. Prior to the purchase of any hazardous chemical, give consideration to eliminating the need to use these hazardous chemicals. When that is not reasonably practicable, purchase the chemical with the lowest risk (see Appendix 2).

4.8.2. If the purchase of a hazardous chemical is required, the purchaser should review the hazardous chemicals register.

a. If the hazardous chemicals register does not contain the hazardous chemical, then a risk assessment needs to be completed prior to purchase.
   - If there is any doubt as to whether the hazardous chemical is to be used in a manner that is consistent with consumer or office use, the purchaser should contact the nominated person for direction, as a pre-purchase risk assessment is not required in this situation.

b. If the hazardous chemicals register indicates that the available :
   - SDS is more than 5 years old, a current SDS should be obtained and the risk assessment reviewed.
   - Risk assessment date was undertaken more than 5 years ago or is no longer valid a new risk assessment should be undertaken.

4.9. Risk assessment.

4.9.1. A risk assessment is to be undertaken in the following circumstances:
- If the SDS classifies the chemical as hazardous and the chemical is to be used in a manner that is inconsistent with consumer or office use.
- If an existing risk assessment is out of date or no longer valid.

4.9.2. The manager should form a team to undertake a risk assessment (see Appendix 4 and the WHS Hazard Management Procedure):

a. The team should consist of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a HSR (where one exists), the manager or supervisor and other stakeholders or experts, where relevant.

b. The Hazardous Chemical Risk Assessment form (or similar) should be used (see Appendix 3).

c. Hazardous Chemical Risk Assessments should be signed by the parties who participated in the risk assessment process.

4.9.3. Where a hazardous chemical is being used in similar situations and these situations have been assessed as identical in characteristics, properties, potential hazards and risks, then a generic assessment can made of the activities that involve the use of the chemical being assessed.
A generic assessment should not be undertaken for very high risk chemicals such as carcinogens.

4.9.4. The purchaser should complete the purchase documentation in accordance with the procurement guidelines. Any specific requirements identified during the risk assessment process should be documented in the purchase order.

4.10. Purchase

4.10.1. A purchase of a hazardous chemical can proceed if:

a. The hazardous chemical register lists the required hazardous chemical, a risk assessment was completed less than 5 years ago and is still valid, and the SDS is less than 5 years old, or

b. If the hazardous chemical is to be used in a manner that is consistent with consumer or office use.

4.10.2. If an SDS is not available for review or is out of date, the purchaser should request the supplier to provide a current and approved SDS in order to make the decision for purchase.

a. A hazardous chemical cannot be used at the workplace if:
   - An SDS cannot be supplied, or
   - If an SDS does not conform to the requirements of the WHS Regulations 2012 Schedule 7, Clause 1 (this obligation extends to SDS' from overseas).

b. An SDS should be kept current and reviewed at least every 5 years from the date of issue. It is the responsibility of both the persons purchasing and those using hazardous chemicals to check that a current SDS exists, when required.

c. If a current and approved SDS is supplied and the chemical is not a hazardous chemical, the purchase can proceed.

4.11. Risk control

4.11.1. If the risk assessment determines that all risks can be, or are already, eliminated or controlled in accordance with the SDS and labels, no further action is needed. A relevant notation should be made in the hazardous chemical register to indicate that the risk assessment has been completed.

4.11.2. In all other cases, the action plan in the Hazardous Chemicals Risk Assessment form should be completed and controls selected to eliminate risks so far as is reasonably practicable and if that is not reasonably practicable, minimise the identified risk to as low as is reasonably practicable.

a. If risks cannot be eliminated, select controls in descending order from the Hierarchy of Controls, as detailed in Appendix 5. A combination of control measures may be required to effectively manage any hazard. Depending on the outcomes of the specific risk assessment, this may include both short and long term control measures.

4.11.3. In managing risks regard must be had to the following:
- The hazardous properties of the hazardous chemical.
- Any potentially hazardous chemical or physical reaction between the hazardous chemical and another substance or mixture, including a substance that may be generated by the reaction.
- The nature of the work to be carried out with the hazardous chemical.
- Any structure, plant or system of work that is used in the use, handling, generation or storage of the hazardous chemical or that could interact with the hazardous chemical at the workplace.

4.11.4. Specific control – PPE

a. If personal protective equipment has been selected as a control measure then it is to be:
   - Suitable to the nature of the work and any hazard associated with the work.
   - Of a suitable size and fit and be reasonably comfortable for the worker.
   - Maintained (eg clean, hygienic and in good working order), repaired or replaced when required.
   - Used or worn by the worker, so far as is reasonably practicable.

b. PPE must be provided by the person directing the carrying out of work, unless it has been provided by another person (eg another PCBU with a shared duty for the work).

c. If PPE is selected as:
   - A primary control measure, then workers should undergo fit testing for all relevant PPE and be instructed in fit checking before use.
   - A supplementary control measure, then workers should be instructed in fit checking before use.

4.11.5. Specific control – safety signs

a. if a safety sign is required to control an identified risk in relation to using, handling, generating or storing hazardous chemicals at a workplace the department manager should make sure relevant signage is displayed next to the hazard and clearly visible to a person approaching the hazard, when required to:
   - Warn of a particular hazard associated with the hazardous chemicals; or
   - State the responsibilities of a particular person in relation to the hazardous chemicals.

Note: a placard is not a safety sign.

4.11.6. Specific control - fire and explosion risks

a. If the risk assessment process identifies possibility of fire or explosion in a hazardous area being caused by an ignition source being introduced into the area, ensure that the ignition source is not introduced into the area (from outside or within the space).
b. Relevant Council procedures may need to be integrated into selected control measures, e.g. hot work and confined space procedures etc.

4.11.7. Specific control - keeping hazardous chemicals stable

a. If a hazard associated with chemical stability has been identified during the risk assessment process:
   - Manufacturer's instructions or instructions on the SDS are to be followed, including if stability is dependent on the maintenance of the proportions of the ingredients of the hazardous chemical that the proportions are maintained as stated in the safety data sheet for the chemical, or by the manufacturer of the hazardous chemical.
   - If the hazardous chemical is known to become unstable above a particular temperature, hazardous chemicals are stored within any required temperature range and kept dry.
   - Other control measures may be required to ensure the hazardous chemical used, handled or stored at the workplace does not become unstable, decompose or change so as to create a hazard that is different from the hazard originally created by the hazardous chemical or significantly increase the risk associated with any hazard in relation to the hazardous chemical.

4.11.8. Specific control – spills and damage

a. The department manager should make sure that:
   - There is a containment system to manage hazardous chemicals spills or leaks and systems including appropriate personal protective equipment are in place for clean-up and disposal. The spill containment system must not create a hazard by bringing together different hazardous chemicals that are not compatible.
   - Spill kits are clearly labelled and located in an easily accessible position for workers.
   - Workers are aware of the spill kit and know how to use the spill kit in case of an emergency.
   - Spill kits are restocked following use and the contents are checked on a regular basis.
   - Containers, associated pipework or attachments are protected against damage caused by impact or excessive loads.

4.11.9. Specific control – health monitoring

a. health monitoring is provided to a worker carrying out work for Council's business or undertaking if:
   i. The worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical referred to in Schedule 14, table 14.1, column 2.

ii. The person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in Schedule 14, table 14.1) and either valid techniques are available to detect the effect on the worker's health or a valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

b. The *Senior Leadership Team* should make sure that:

- The department manager, in consultation with the *WHS Coordinator*, coordinates health monitoring for any worker exposed to a hazardous chemical referred to in Schedule 14, table 14.1, column 2 of the WHS Regulations.
- Workers are informed about health monitoring requirements before the worker commences work using, handling, generating or storing a hazardous chemical.
- Prospective workers likely to be engaged to carry out work using, handling, generating or storing a hazardous chemical are informed about health monitoring requirements.
- Health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring.
- Workers are consulted in relation to the selection of the registered medical practitioner.
- All expenses relating to health monitoring are paid by Council.
- The following information about a worker is provided to the registered medical practitioner:
  (a) The name and address of Council.
  (b) The name and date of birth of the worker.
  (c) The work that the worker is, or will be, carrying out that has triggered the requirement for health monitoring.
  (d) The worker has started that work, how long the worker has been carrying out that work.
- All reasonable steps are taken to obtain a health monitoring report from the registered medical practitioner who carried out or supervised the monitoring as soon as practicable after the monitoring has been carried out. The report should include:
  (a) The name and date of birth of the worker.
  (b) The name and registration number of the registered medical practitioner.
  (c) The name and address of the person conducting the business or undertaking who commissioned the health monitoring.
  (d) The date of the health monitoring.
  (e) Any test results that indicate whether or not the worker has been exposed to a hazardous chemical.
  (f) Any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work that triggered the requirement for health monitoring.
  (g) Any recommendation that the person conducting the business or undertaking take remedial measures, including whether the worker can continue to carry out the type of work that triggered the requirement for health monitoring.
  (h) Whether medical counselling is required for the worker in relation to the work that triggered the requirement for health monitoring.

- A copy of the report is provided to the worker as soon as practicable after the report is obtained.
- A copy of the report is provided to SafeWork SA as soon as practicable after obtaining the report If the report contains:
  (a) Advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring.
  (b) Any recommendation that the person conducting the business or undertaking take remedial measures, including whether the worker can continue to carry out the work using, handling, generating or storing hazardous chemicals that triggered the requirement for health monitoring.
- The report is provided to any other PCBU when duties overlap as soon as practicable after obtaining the report.
- Reports are kept as confidential records for at least 30 years after the record is made (40 years for reports relating to asbestos exposure) and is identified as a record in relation to the worker.
- The report is not disclosed to anyone without the worker's written consent unless required under the WHS Regulations.

4.11.10. Specific control – air monitoring

a. If workers could be exposed to chemicals or mixtures in airborne concentrations that could exceed the exposure standard for the chemical or mixture then air monitoring is to be carried out.
   - The department manager, in consultation with the *WHS Coordinator*, should coordinate the undertaking of air monitoring by an industrial hygienist.
   - Results of air monitoring are recorded, kept for 30 years after the date the record is made and are made readily accessible to workers who may be exposed to the chemical or mixture.

4.11.11. Specific control – emergency plans and safety plans

a. The *Senior Leadership Team* should make sure that:
   - Appropriate fire protection and fire-fighting equipment that is designed and built for the types of hazardous chemicals at the workplace in the quantities in which they are used, handled, generated or stored at the workplace, and the conditions under which they are used, handled, generated or stored, having regard to the fire load of the hazardous chemicals, the fire load from other sources and the compatibility of the hazardous chemicals with other substances and mixtures at the workplace.
   - The fire protection and fire-fighting equipment provided, properly installed, tested and maintained.
   - A dated record is kept of the latest testing results, along with maintenance logs until the next test is conducted.
   - If part of the fire protection and fire-fighting equipment provided becomes unserviceable or inoperative then the implications of the equipment being unserviceable or inoperative are assessed and for risks that were controlled by the equipment when functioning fully, alternative measures are taken to manage the risks. The fire protection and fire-fighting equipment is to be returned to full operation as soon as practicable.
   - The Council emergency plan includes the first aid and response procedures for when incidents arise from the use, storage, generation or handling of hazardous chemicals.

- Prior arrangements have been made with emergency services to make sure that they are able to respond to Council hazardous chemical emergencies, as relevant and the fire protection and fire-fighting equipment used by Council is compatible with fire-fighting equipment used by the primary emergency service organisation.
- At each worksite that uses, handles, generates or stores hazardous chemicals equipment is available at the workplace for use in an emergency.
- A copy of the site emergency plan and response procedures are provided to neighbouring sites, if any Council worksite uses, stores or handles large quantities of hazardous chemicals.
- If Schedule 11 hazardous chemicals are used, handled, generated or stored at a workplace exceeds the manifest quantity for that hazardous chemical, copy of an emergency plan prepared in relation to the workplace is given to the primary emergency service organisation and the plan is revised if the emergency service organisation gives a written recommendation about the content or effectiveness of the emergency plan.
- If safety equipment is required to control an identified risk in relation to using, handling, generating or storing hazardous chemicals at a workplace the safety equipment is provided, maintained and readily accessible to persons at the workplace.

b. The *Emergency Planning Committee* should make sure that the emergency plan is prepared in accordance with the Emergency Management Policy and associated Procedures and includes:
   - A site map that indicates where hazardous chemicals are stored.
   - Roles of on-site emergency response teams (including First Aid Officers, Emergency Wardens).
   - Procedures that prevent hazardous chemicals or contaminated material of any kind entering drains or waterways.
   - Procedures for the disconnection of power supplies and other energy sources, if an emergency involves hazardous chemicals with ignition risks.
   - Provision of relevant information and assistance to the emergency services authority, both in anticipation of emergencies and when they occur.

4.11.12. The department manager should check that outcomes from completed Hazardous Chemicals Risk Assessment Action Plans are transferred onto the CAPA register.

4.11.13. The department manager should make sure the *WHS Coordinator* has access to master copies of SDS and completed risk assessment documentation.

4.11.14. The *WHS Coordinator* should make the relevant notations in the hazardous chemical register and make available the following information:
a. The hazardous chemical register.
b. Completed risks assessments for relevant work groups.
c. A copy of relevant SDS' at the point of chemical use.

4.11.15. The department manager should make sure that any relevant information, instruction, training and supervision is provided to any worker who could be exposed to hazardous chemicals in the workplace. (See Section 5 Training of this Procedure for more details).

4.12. Hazardous chemical use

4.12.1. Labelling

a. Containers and enclosed systems such as pipes or vessels containing hazardous chemicals used, handled or stored at Council workplaces are labelled in accordance with the requirements outlined in Appendix 6.
b. Decanting hazardous chemicals
   - If a hazardous chemical is decanted and is not used immediately, the container into which the chemical has been decanted should be labelled in accordance with Appendix 6. The container should remain correctly labelled until it has been cleaned so that it no longer contains the chemical that was placed in it.
   - If a hazardous chemical is decanted and used immediately, and the container into which the chemical has been decanted is cleaned so that it no longer contains the chemical (in accordance with the relevant SWI), the container does not require a label.
c. A worker must not remove, deface, modify or alter any such label.
d. If a container is found without a label and its contents:
   - Are known, the container should have the product name attached to it until it can be relabelled.
   - Are unknown, the container should be labelled *'Caution do not use: unknown chemical'* and removed from use until its contents can be identified and it can be properly labelled or a decision is made for disposal.
e. When a container is found without a label, the incident should be reported and investigated in accordance with the Incident Reporting and Investigation Procedure.

4.12.2. Outer warning placards – requirement to display

a. An outer warning placard must be prominently displayed at the workplace if the total quantity of a Schedule 11 hazardous chemical(s) used, handled or stored at the workplace exceeds the placard quantity for that hazardous chemical.
b. The placard must comply with requirements under Schedule 13 of the WHS Regulations.

4.12.3. Mixing of hazardous chemicals

a. If the mixing of hazardous chemicals for work activities occurs, undertake a risk assessment and put in place control measures.
b. Any person mixing hazardous chemicals is to be a competent person.
c. An SDS is not required for hazardous chemicals generated as part of the work process (eg mixing Garlon and Diesel), so long as that chemical is not going to be supplied to any other party or stored for any period.
   The SDS of the individual hazardous chemicals mixed should be available at all times.
d. The competent person should ensure appropriate safety information (i.e. hazards, risks and controls to be used) is documented and available to any work group working with this chemical.

4.12.4. Storage

a. Storage quantities of hazardous chemicals should be kept to a minimum.
b. Hazardous chemicals should be segregated and stored as designated by the SDS and other relevant legislation.
c. Storage should include bunding when legislatively required or other spill containment methods appropriate the volumes being stored.
d. Any licensed dangerous substances should be stored in approved storage facilities as prescribed by legislation.
e. When in storage, hazardous chemicals should be left in a state that does not create a hazard in the workplace.

4.12.5. Transportation

a. Hazardous and dangerous hazardous chemicals that are transported outside of The Flinders Ranges Council premises should comply with the requirements of the Australian Code for the Transport of Dangerous Goods by Road and Rail and the loads should be secured.

4.12.6. Spills and Disposal

a. The risk assessment, SDS and relevant environmental protection and dangerous hazardous chemicals legislation should be referred to when hazardous chemicals require disposal or are to be cleaned up in case of a spill.
b. When indicated on the SDS, hazardous chemicals are required to be removed or cleaned up from work premises by a licensed operator.
c. The department manager should inform the *WHS Coordinator* if the removal of a chemical from Council premises requires the hazardous chemicals register to be updated.

4.13. Accidents or incidents involving hazardous chemicals

4.13.1. If an accident or incident involving hazardous chemicals occurs, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek any first aid or emergency assistance. This may include following the control measures documented in relevant SDS and or Council emergency plan.

4.13.2. If a notifiable incident occurs, namely

- The death or a person; or
- A serious injury or illness of a person; or
- A dangerous incident

a report must be made by the *WHS Coordinator* to SafeWork SA in the following manner:

- Reporting by the fastest available means. The report can be made by phone or in writing (such as by fax, email or other electronic means).
- If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.
- The 24 hour Emergency Telephone number is 1800 777 209.

4.13.3. The Incident Reporting And Investigation Procedure should be complied with, including the requirement that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

4.14. Maintaining controls measures

4.14.1. The department manager should make sure control measures are maintained, including:

a. Making sure workplace inspections include a review of hazardous chemical management
b. Providing adequate supervision to ensure workers are using the control measures properly.
c. Undertaking preventative maintenance and testing programs for chemical storage and handling systems.
d. Undertaking periodic air monitoring and other testing when relevant, to ensure that engineering and administrative controls remain effective.

4.14.2. Workers who identify defective control measures should report hazards through the hazard and incident reporting system, as soon as they are identified, so that prompt remedial action can be taken.

4.15. Monitoring and evaluation

4.15.1. Department managers should review and revise any existing risk control measures related to hazardous chemicals, using the same methods as the initial hazard identification process:

a. When the control measure does not minimise the risk so far as is reasonably practicable.
b. Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
c. If a new hazard or risk is identified.
d. If the results of consultation indicate that a review is necessary.
e. If a health and safety representative requests a review in accordance with the WHS Hazard Management procedure.
f. If an SDS or the hazardous chemicals register is changed.
g. If a health monitoring report for a worker contains abnormal test results or recommendations for remedial measures.
h. If atmospheric monitoring indicates that exposure standards have been exceeded.
i. At least once every 5 years.

4.15.2. The WHS Committee should monitor the hazardous chemical register and CAPA register during its meetings. A report should be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.

4.15.3. The manager should inform all relevant persons about the control measures selected or any corrective actions relating to hazardous chemical management. Department meeting minutes, toolbox minutes and / or JSAs (where relevant) should demonstrate that this has occurred.

4.15.4. The Senior Leadership Team should review hazard and incident statistics related to hazardous chemical management, audit results, legislative changes and other relevant information and direct action when required. Outcomes of discussion and actions undertaken should be documented.

4.15.5. The hazardous chemical process should be subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

4.15.6. The Senior Leadership Team should set, monitor and review objectives, targets and performance indicators for any hazardous chemical program as relevant.

5. TRAINING

5.1. The Flinders Ranges Council training needs analysis should identify the training needs for those persons required to use, handle or store hazardous chemicals.

5.2. Workers and others likely to be required to use, handle or store hazardous chemicals should have the hazardous chemical procedure explained to them during the induction process.

5.3. Workers who are required to undertake any task involving hazardous chemicals should receive training specific to the task and chemical used and appropriate supervision. Other target groups requiring training include:

5.3.1. Supervisors and managers of workers who supervise hazardous chemicals use.
5.3.2. Persons required to participate in the risk assessment process.
5.3.3. Council and other workers who may be likely to be affected by the use of hazardous chemicals
5.3.4. Workers with roles in emergency response and first aid.

5.4. Information, training and instruction related to hazardous chemicals should be provided taking into account:

5.4.1. The nature of the hazardous chemicals involved and the risks to the worker
5.4.2. The control measures implemented, how to use and maintain them correctly

5.4.3. The arrangements in place to deal with emergencies, including evacuation procedures, containing and cleaning up spills and first aid instructions
5.4.4. The selection, required fit, use, maintenance and storage of any required personal protective equipment (PPE)
5.4.5. Any health monitoring which may be required and the worker's rights and obligations
5.4.6. The labelling of containers of hazardous chemicals, the information that each part of the label provides and why the information is being provided
5.4.7. The availability of SDS for all hazardous chemicals, how to access the SDS, and the information that each part of the SDS provides
5.4.8. The work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous chemicals.

5.5. Contractors should be made aware of the Hazardous Chemical Procedure during the contractor tendering process and should be required to demonstrate that they have had relevant training related to hazardous chemicals when relevant.
5.6. The department manager should provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE.

6. RECORDS

Hazardous chemical records should be maintained. The list includes, but is not limited to:

6.1. Hazardous chemicals register
6.2. Hazardous chemicals manifest
6.3. Hazardous chemical risk assessments
6.4. Safety Data Sheets (SDS)
6.5. SWIs or SOPs
6.6. Training records
6.7. Relevant licences (individual and organisational)
6.8. Emergency response plan
6.9. Health monitoring records
6.10. Air monitoring records
6.11. Any other records relating to legislative compliance.
6.12. Statutory notifications.

All records should be retained in accordance with the current version of GDS20.

7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:
7.1.1. Approving capital expenditure for items required to manage hazardous chemicals.
7.1.2. Maintaining legislative compliance.
7.1.3. Nominating the competent person to oversee the management of hazardous chemicals.
7.1.4. Making sure that required training for hazardous chemicals is identified, implemented, managed and monitored.
7.1.5. Setting objectives, targets and performance indicators for hazardous chemical program, as relevant.
7.1.6. Making sure statutory records related to hazardous chemicals are maintained.
7.1.7. Making sure health monitoring records are obtained and kept confidential.
7.1.8. Making sure a Council emergency plan is in place which includes the first aid and response procedures to be followed in an emergency relating to hazardous chemicals and that the regular testing of those procedures occurs.
7.1.9. Monitoring the hazard/risk/CAR register, hazardous chemicals register, incident and accident reports; enforcing close out of items when required and directing action as required.

7.1.10. Reviewing the effectiveness of the hazardous chemical procedure within the management review process.

7.2. The *department manager* is accountable for :

7.2.1. Making sure the hazardous chemicals register contains all hazardous chemicals handled, used, stored or generated in the work areas under their control.
7.2.2. Making sure hazardous chemicals are purchased in accordance with this Procedure and procurement guidelines.
7.2.3. Complying with legislatively prescribed licensing and approval requirements.
7.2.4. Making sure a risk assessment that includes emergency response is developed and documented for any hazardous chemical.
7.2.5. Implementing controls when elimination is not reasonably practicable, in accordance with the Hierarchy of Controls, so as to minimise any risks to worker health.
7.2.6. Maintaining the currency of SDS and risk assessments.
7.2.7. Making sure training is provided and attended.
7.2.8. Providing relevant information, training and instruction related to hazardous chemicals to any person who works with hazardous chemicals, prior to the work being undertaken.
7.2.9. Providing adequate supervision for workers working with hazardous chemicals.
7.2.10. Making sure hazardous chemical containers are labelled in accordance with legislative requirements.
7.2.11. Displaying signage when and as required by legislation or the risk assessment process.
7.2.12. Coordinating health monitoring activities with the *WHS Coordinator* when required.
7.2.13. Monitoring hazardous chemical use in accordance with risk assessment findings and any legislative requirements.
7.2.14. Documenting, investigating and controlling hazards reported or incidents that occur, in accordance with site procedures.
7.2.15. Identifying and implementing corrective or preventative actions to ensure the continual improvement of the management of hazardous and or dangerous hazardous chemicals.
7.2.16. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.3. The *WHS Coordinator* is accountable for:

7.3.1. Coordinating the ongoing management of hazardous chemicals in the Council.
7.3.2. Maintaining the currency of the hazardous chemicals register.
7.3.3. Monitoring and advising management on legislative change and hazardous chemical compliance requirements.
7.3.4. Coordinating the provision of information and training to workers on the safe use and management of hazardous and or dangerous hazardous chemicals.
7.3.5. Coordinating any health monitoring or air monitoring, when required.
7.3.6. Maintaining legislative currency of procedures and systems in relation to hazardous chemicals.
7.3.7. Initiating audit and other hazardous chemicals review activities as required and providing reports and information to the management team and WHS committee as required.

7.4. *Any worker* required to work with hazardous chemicals is accountable for:

7.4.1. Participating in consultation related to hazardous chemical purchases, as required.
7.4.2. Participating in the risk assessment process, as required.

7.4.3. Complying with the requirements of the risk assessment and all relevant WHS policies and procedures whilst undertaking their tasks.
7.4.4. Using the control measures provided for hazardous chemicals, plant and processes including:
a. Wearing, using, maintaining and storing in a proper manner, any personal protective equipment and safety equipment provided.
b. Practicing a high standard of personal hygiene, and make proper use of the facilities provided for washing, showering or bathing and for eating and drinking.
7.4.5. Seeking assistance to manage any identified hazards when required.
7.4.6. Reporting promptly any hazards associated with any control measure, label or item of personal protective equipment.
7.4.7. Participating in any health monitoring, as required.

7.5. The *WHS Committee* is accountable for:
7.5.1. Facilitating co-operation between management and workers in matters relating to hazardous chemicals.
7.5.2. Monitoring the hazardous chemicals register and the hazard/risk/CAR register and referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.

7.6. *Health and safety representatives* may:
7.6.1. Facilitate consultation between department managers and workers in relation to any hazardous chemicals that affects the workgroup they represent.
7.6.2. Request and assist in the review and revision, where necessary, of risk control measures related to hazardous chemicals.

8. REVIEW

8.1. The Hazardous Chemical Procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or The Flinders Ranges Council needs change. The review may include a review of:
8.1.1. Legislative compliance issues.
8.1.2. Audit findings relating to hazardous and or dangerous hazardous chemicals.
8.1.3. Incident and hazard reports, claims costs and trends.
8.1.4. Feedback from managers, workers or other stakeholders.
8.1.5. Other relevant information.
8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

Work Health Safety and Welfare Act 2012
Work Health Safety and Welfare Regulations 2012
Dangerous Substances Act 1979
Dangerous Substances Regulations 2002
Dangerous Substances (Dangerous Goods Transport) Regulations 2008
Australian Code for the Transport of Dangerous Goods by Road and Rail
General Disposal Schedule 20 for Local Government
WorkCover*SA* Performance Standards for Self-Insurers
Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace, July 2012
Code of Practice: Labelling of Workplace Hazardous Chemicals, December 2011
Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, December 2011

WHS Regulations 2012, Regulation 736: *Until 31 December 2016, if a provision of the WHS Regulations 2012 imposes an obligation or duty on a person to classify or label a hazardous chemical under or in accordance with the GHS, the person will be taken to have complied with the obligation or duty if he or she classifies or labels the chemical under or in accordance with:*
(a) The ADG Code; or
(b) The *Approved Criteria for Classifying Hazardous Substances* [NOHSC:1008 (2004)]; or
(c) The *Labelling of Workplace Hazardous Chemicals Code of Practice* published by Safe Work Australia in December 2011.

The Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, December 2011 provides reference to further information as follows:

Further Hazard Classification
- Australian Inventory of Chemical Substances (AICS) (NICNAS) http://www.nicnas.gov.au/Industry/AICS/Search.asp
- Chemical Assessment Reports (NICNAS) http://www.nicnas.gov.au/Publications/CAR.asp
- Exposure Standards (*Workplace Exposure Standards for Airborne Contaminants*)
- Globally Harmonized System of Classification and Labelling of Chemicals (GHS) (United Nations) http://www.unece.org/trans/danger/publi/ghs/ghs_welcome_e.html
- Global Portal to Information on Chemical Substances http://webnet3.oecd.org/echemportal/
- HSIS database www.safeworkaustralia.gov.au
- Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) http://echa.europa.eu/reach_en.asp

Standards, applicable to all, or several, classes of hazardous substances
AS 1319:1994: Safety Signs for the Occupational Environment
AS 1345:1995: Rules for the identification of piping, conduits and ducts
AS/NZS 3833:2007: The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers
AS 4745:2004 Code of practice for handling combustible dusts
AS 4897:2008 The design, installation and operation of underground petroleum storage systems
AS 4976:2008 The removal and disposal of underground petroleum storage tanks
AS 4977:2008 Petroleum products – Pipeline, road tanker compartment and underground tank identification
AS/NZS 60079.10.1:2009 Classification of areas – Explosive gas atmospheres (IEC 6007-10-1, Ed. 1.1 (2008) MOD)
AS/NZS 61241.10:2005 Electrical apparatus for use in the presence of combustible dust - Classification of areas where combustible dusts are or may be present
HB 76:201 Dangerous goods – Initial emergency response guide
Other relevant reference information can be found in the Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals, December 2011, Appendix E and Code of Practice: Labelling of Workplace Hazardous Chemicals, December 2011, Appendix I.

10. RELATED DOCUMENTS

Hazard Management Procedure
Emergency Management Procedure
Hot Work Procedure
Confined Space Procedure
Incident Investigation & Reporting Procedure
WHS Corrective & Preventative Action Procedure
Workplace Inspection Procedure
Council Procurement Procedures

11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0	Unknown	Adopted
2.0	June 1999	Hazardous / Dangerous Substances Policy and Procedures
3.0	Unknown	Unknown
4.0	March 2003	Hazardous / Dangerous Substances Policy and Procedures
5.0	Unknown	Unknown
6.0	May 2007	Changed to 'Management of Workplace Substances'
7.0	June 2010	Changed to 'Hazardous and Dangerous Substances Procedure' One System format
8.0	XX 2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; Title change from Hazardous and dangerous substances procedure to Hazardous Chemicals procedure, OHS to WHS and employee to worker where appropriate. Expansion of Risk control section (4.11) to include specific controls from Legislative framework and COP. Provision of 5 new appendices to assist Council in Chemical management.

12. APPENDICES

Appendix 1: Transitional Provisions
Appendix 2: Pre Purchase Risk Assessment
Appendix 3: Hazardous Chemical Risk Assessment Form
Appendix 4: Overview of Risk Assessment Process
Appendix 5: Hierarchy of Control
Appendix 6: Labelling

APPENDIX 1: TRANSITIONAL PROVISIONS

WHS Regulation	Transitional date	Reference
Regulation 340	1 January 2014	Supply of prohibited and restricted carcinogens
Regulations 347 and 348	1 January 2014	Manifest of Hazardous Chemicals Regulator to be notified if manifest quantities to be exceeded
Regulation 361	1 January 2014	Emergency plans (in relation to Hazardous Chemicals)
Regulation 376	1 January 2014	Duty to give health monitoring report to regulator
Regulations 380 to 382 (inclusive)	1 January 2014	Use handling and storing prohibited carcinogens Use handling and storing restricted carcinogens Use handling and storing restricted hazardous chemicals
Regulations 390 and 391	1 January 2014	Pipeline builders duties Management of risks to health and safety by pipeline operator
Regulations 402 to 418 (inclusive)	1 January 2014	Health monitoring (Lead)
Regulations 431 to 434 (inclusive).	1 January 2014	Management of naturally occurring asbestos
Regulations 429 and 430	1 July 2014	Asbestos management plan Review of asbestos management plan
Regulation 488	1 January 2015	Recognition of asbestos removal licences

WHS Regulations 2012, Regulation 736: *Until 31 December 2016, if a provision of the WHS Regulations 2012 imposes an obligation or duty on a person to classify or label a hazardous chemical under or in accordance with the GHS, the person will be taken to have complied with the obligation or duty if he or she classifies or labels the chemical under or in accordance with:*

(a) The ADG Code; or

(b) The *Approved Criteria for Classifying Hazardous Substances* [NOHSC:1008 (2004)]; or

(c) The *Labelling of Workplace Hazardous Chemicals Code of Practice* published by Safe Work Australia in December 2011.

APPENDIX 2: PRE PURCHASE RISK ASSESSMENT

HAZARDOUS CHEMICAL	Further information	Yes	No	N/A	If action required, transfer findings to CAPA Register
Is a Safety Data Sheet (SDS) available from the supplier?	It is the supplier's responsibility to provide SDS. Always request an SDS from the supplier or manufacturer when first ordering a chemical.				
Is a current risk assessment available?	Check the Hazardous Chemical register. If risk assessment is less than 5 years old and still valid for the task, a new risk assessment is not required.				
Is a new risk assessment required?	Use the SDS to inform any new risk assessment. Establish risk assessment team and undertake a risk assessment.				
Is appropriate storage for this chemical available?	There are limits on quantities of certain hazardous chemicals that can be kept.				
What training is required for the safe use of this chemical?	Training must be provided on safe use of hazardous chemicals.				
Has safe disposal of waste been addressed?	Take into account the quantity of material that will be disposed of. Determine how you intend to dispose of waste and the associated costs.				
Will dust extraction or local exhaust ventilation be required to prevent exposure?	Base on advice from risk assessment.				
Is appropriate spill response equipment available?	Base on advice from risk assessment.				
Is specialised first aid required?	Base on advice from risk assessment.				
Is specialised fire protection/ emergency response required?	Base on advice from risk assessment.				
Is substance a prohibited or restricted carcinogen as scheduled in the SA Work Health and Safety Regulations?	These scheduled carcinogens can only be used with approval from SafeWork SA. Schedule 10 of the WHS Regulations lists these.				
Are you importing an ozone depleting substance as defined by the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989?	Refer to licensing and reporting requirements at the government environment website.				

Is the substance radioactive according to the SA Radiation Protection and Control Act 1982?	The management team must approve the use of radioactive substances.				
Is the substance scheduled in the SA Controlled Substances (Pesticides) Regulations 2003?	The pesticides which are controlled are defined in Regulation 3 of the SA Controlled Substances (Pesticides) Regulations 2003				
Any other regulatory constraints associated with the hazardous chemical being purchased?	List and use as basis for purchase decision and or risk assessment				

APPENDIX 3: Hazardous Chemical Risk Assessment Form

The Flinders Ranges Council	HAZARDOUS CHEMICAL RISK ASSESSMENT FORM	Version No	8.0
		Issued	18th Dec 2014
		Next Review	Dec 2017
		GDS	12.63.1.1

PART A – Assessment Summary *[NOTE: If hazardous chemicals are purchased in quantities, used and applied in manner consistent with consumer use, then a risk assessment is not required. Refer Hazardous Chemicals procedure]*

Risk Assessment Number:	**Assessment Date:**
Assessment Title (Chemical & Activity Description):	
☐ **Initial Assessment** ☐ **Revised Assessment**	

Site:
Department:
Location:
Chemical Name:
SDS No:
SDS Issue Date:
How & Where is This Chemical Used?
Incident History (Incident Numbers):

RISK ASSESSMENT TEAM

POSITION	NAME	SIGNED	DATE

DEPARTMENT MANAGER:
Name:
Proposed Verification Date(s):
Signed: **Date:**
WHS REPRESENTATIVE (HSR):
Name:
Signed: **Date:**

The Department Manager and HSR /risk assessment team agree the final risk conclusion is:

Conclusion 1	☐
Conclusion 2	☐
Conclusion 3	☐
Conclusion 4	☐

INSERT PHOTO / DIAGRAM

PART B – Hazard Identification

Risk Assessment Number: _____

What is the physical state of the chemical? **SOLID** ☐ **LIQUID** ☐ **GAS** ☐

Has the SDS been obtained and read? Yes ☐ No ☐

Is the chemical classified as a Hazardous Chemical? Yes ☐ No ☐

If "Yes**",** list the **Risk Phrases:**

Is the chemical classified as a Dangerous Good? Yes ☐ No ☐

If "Yes**",** list the **DG Class and subsidiary risk:**

When are workers or others exposed?		Exposure Level		Frequency		Duration	
Normal operation		**1 person**		**Constantly**		**<10mins exposure**	
Breakage or faults		**5 persons**		**Hourly**		**10mins – 30mins exposure**	
Cleaning		**10+ persons**		**Several times/day**		**30mins – 1hr exposure**	
Storage or transport				**Weekly**		**1hr – 4hr exposure**	
Maintenance				**Monthly**		**>4hr exposure**	
Other:				**Yearly or more**			
Comments:							

Code	A. Chemical Exposure	Yes	No	N/A
A1	**An inhalation hazard?**			
A2	**A skin contact / absorption hazard?**			
A3	**An ingestion hazard?**			
A4	**An eye contact hazard?**			
Code	**B. Fire/Explosion**	**Yes**	**No**	**N/A**
B1	**Flammable or explosive vapours emitted?**			
B2	**Ignition sources in the area?**			
B3	**Static electricity discharge generated?**			
B4	**Chemical self-reaction/decomposition?**			
B5	**Chemical incompatibility?**			
B6	**Dust explosion?**			
B7	**Over-pressurisation?**			
B8	**Emergency provisions* **available**			
Code	**C. Chemical Storage**	**Yes**	**No**	**N/A**
C1	**Suitable containers? Correctly labelled?**			
C2	**Spill containment provided (e.g. bunding)?**			
C3	**Stored with compatible chemicals following SDS instructions?**			
C4	**Storage area segregated from work activities?**			
C5	**Access/egress available to/from area?**			
C6	**Emergency provisions* **available in storage area?**			

***Emergency provisions include a site emergency plan, emergency procedures, spill kits, fire extinguisher, eye wash, safety shower, first aid kit, etc.**
****An emergency plan must be provided to the State Emergency Service if the quantity of Schedule 11 hazardous chemicals used, handled or stored exceed the manifest quantity for that hazardous chemical**

Code	D. Using the Chemical	Yes	No	N/A
D1	**Procedure available for using the chemical?**			
D2	**Training provided for using the chemical?**			
D3	**Suitable PPE used as recommended in the MSDS?**			
D4	**PPE maintained in good condition?**			
D5	**Ventilation appropriate for usage?**			
D6	**Usage area protected from work activities?**			
D7	**Spills containment provided?**			
D8	**Emergency provisions* **available in work area?**			
Code	**E. Chemical Transport Through the Site**	**Yes**	**No**	**N/A**
E1	**Chemicals secured?**			
E2	**Suitable PPE worn?**			
E3	**Suitable path through site (traffic, pedestrians, etc.)?**			
E4	**Transported with compatible chemicals?**			
E5	**Spills containment provided?**			
E6	**Emergency provisions* **available?**			
Code	**F. Disposing of the Chemical**	**Yes**	**No**	**N/A**
F1	**Waste disposed of correctly?**			
F2	**Procedure available for disposal of waste?**			
Code	**G. Other Hazards**	**Yes**	**No**	**N/A**
G1	**Are any persons at increased risk (e.g. pregnant women, young persons, new starters, physically incapacitated)?**			
G2	**Reported adverse health effects?**			
G3	**Is health monitoring required?**			
G4	**Is air monitoring required?**			
G5	**Other…**			

PART C – Risk Rating & Action Plan

Can the chemical be eliminated? YES ☐ NO ☐ Risk Assessment number

Code	Task	Exposure Routes	Current Controls	Risk to Health	Current controls adequate? Yes / No / Not Sure	Risk Rating	Proposed Additional Controls	Residual Risk Rating
						E H M L	Person responsible: Due date:	E H M L
						E H M L	Person responsible: Due date:	E H M L
						E H M L	Person responsible: Due date:	E H M L
						E H M L	Person responsible: Due date:	E H M L

PART D – RISK CONCLUSION

Taking into consideration all of the risk factors indicated above, and regarding the range of safety controls and procedures that are already in place in your work location, select the risk conclusion for the safe completion of this task. If your risk conclusion is 1 or 2, follow the required actions and approval and implement any risk control measures identified. If you select 3 or 4, the chemical/chemical activity **MUST NOT** be used or undertaken until the risk can be reduced to conclusion 1 or 2. If the risk/s cannot be reduced, then you must cease the activity and change your procedure or find an alternative chemical that is appropriate for the task.

Overall Risk Level Conclusion			Action Required / Approval
Conclusion 1	☐	**Risks are not significant now, and not likely to increase in the future (i.e. risks are low).**	☑ Comply with all requirements of the label and current SDS. ☑ Comply with the standard operating procedure for the substance(s). ☑ Document outcomes of action plan into hazard/risk/CAR register.
Select 1 if you are using a concentration less than which is considered hazardous or no precautions are required and it is unlikely that the use of the chemical(s) will adversely affect the health of persons at the workplace and the risk is not likely to increase in the future e.g. you are using concentrations that are too small to constitute a risk, even if controls fail; or the operation strictly conforms to the information on the label and in the SDS.			
Conclusion 2	☐	**Risks are significant but effectively controlled, and could increase in the future (i.e. medium to high risk).**	☑ Comply with all requirements of the label and current SDS. ☑ Comply with the standard operating procedure for the substance(s). ☑ Implement the identified controls to minimise the chances of higher exposure occurring. ☑ Determine and implement additional measures for regaining control if a high risk event occurs despite the precautions already taken. ☑ Document outcomes of action plan into hazard/risk/CAR register ☑ The manager or supervisor is to review and approve the risk assessment.
Select 2 if you are satisfied that adequate controls are in place. Select where serious health effects could result if the control measures fail or deteriorate. This usually results from the use of toxic hazardous chemicals or where the potential exposure is high. Risks, while presently adequately controlled, could increase in the future.			
Conclusion 3	☐	**Risks significant now and not effectively controlled (extreme risk).**	☑ **The activity must not proceed**. Alternatives to undertaking the activity must be found. ☑ Obtain additional information or expert advice to reach a conclusion of 1 or 2. ☑ Comply with all requirements of the current SDS. ☑ Comply with the standard operating procedure for the substance(s). ☑ Implement all mandated controls to ensure the safe use of the chemical. ☑ Document outcomes of action plan into hazard/risk/CAR register. ☑ The manager or supervisor is required to review and approve the revised risk assessment prior to conducting this activity.
Select 3 to indicate that the use of a chemical is likely to constitute a significant risk & further investigation may be necessary (e.g. there are persistent or widespread complaints of illness, discomfort, irritation or excessive odour, hazardous chemicals are splashed, control measures are broken, defective or badly maintained, for example a poorly maintained extraction system which no longer draws a hazardous chemical away from the work area, recognised safe work practices are not being observed)			
Conclusion 4	☐	**Uncertain about risks.** There is not enough information, or there is uncertainty about degree or extent of exposure. **DO NOT PROCEED.**	☑ **The activity must not proceed**. Alternatives to undertaking the activity must be found. ☑ Obtain additional information or expert advice to reach a conclusion of 1 or 2. ☑ Document outcomes of action plan into hazard/risk/CAR register. ☑ In the meantime, implement work practices to ensure safety.
Select 4 if no SDS is available, if labelling is inadequate, if the level of exposure cannot be estimated with confidence or further investigation is necessary. Obtain additional information from other sources, such as suppliers, occupational health and safety consultants and industry or trade associations. Meanwhile, implement good work practices to minimise exposure.			

RISK RATING MATRIX

Step 1. Estimate the potential consequences, i.e. how severe the harm could be, if the event did occur, using the following classification table:

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on- site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Step 2: Estimate the likelihood of harm occurring using the classification table listed below

Level	Descriptor	Description
A	Certain to occur	Is expected to occur in most circumstances
B	Very Likely	Will probably occur in most circumstances
C	Possible	Might occur occasionally
D	Unlikely	Could happen at some time
E	Rare	May happen only in exceptional circumstances

Step 3: Identify the level of risk by locating where the selected measures for likelihood and consequence (harm) meet in the following table:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Certain to occur)	H (High)	H	E (Extreme)	E	E
B (Very likely)	M (Medium)	H	H	E	E
C (Possible)	L (Low)	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

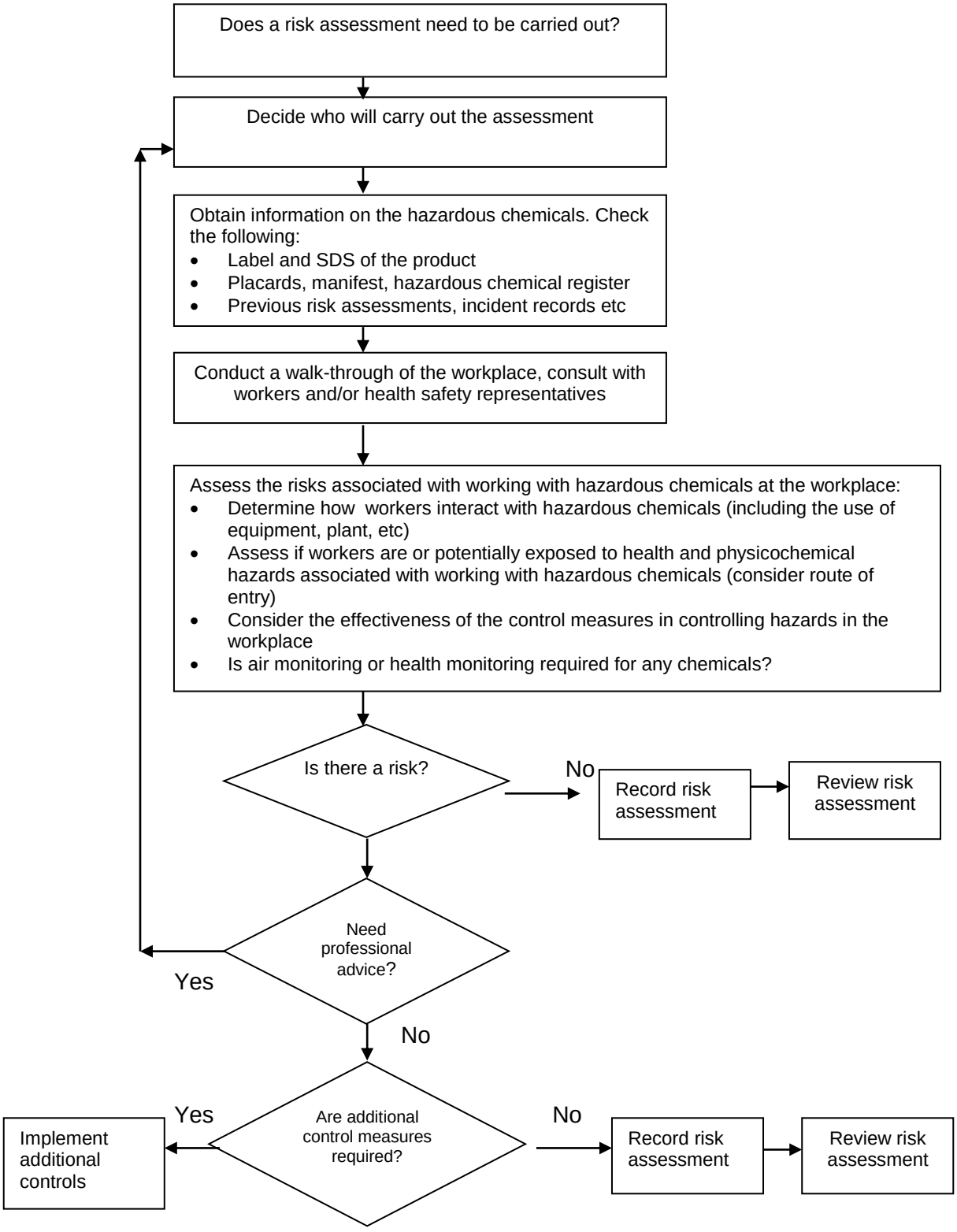
Step 4: Determine the risk rating and priority for action

E: extreme risk:	Operation of item or activity should not be allowed to continue until the risk level has been reduced ▪ Will commonly be an unacceptable level of risk ▪ May include both short term and long term control measures
H: high risk:	Reduce the risk rating ALARP (if possible) ▪ Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences
M: medium risk:	Reduce the risk rating ALARP (if possible) ▪ May be an acceptable level of risk
L: low risk:	Reduce the risk rating ALARP (if possible) ▪ Commonly is an acceptable level of risk

Step 5: Select controls in descending order from the Hierarchy of Control

1. **Eliminate:** remove the hazard completely
2. **Substitute:** replace a hazardous process/substance with one which is less hazardous
3. **Isolation:** remove the person from the hazardous environment or the hazardous environment form the person
4. **Engineering:** provide a physical barrier or other engineered modifications to manage the hazard
5. **Administrative:** establish policies, procedures & work practices, provide training
6. **Personal Protective Equipment:** use equipment that provides protection to all individual persons against the hazard

APPENDIX 4: OVERVIEW OF RISK ASSESSMENT PROCESS



Source: COP: Managing the Risks of Hazardous Chemicals in the Workplace July 2012, p.64

APPENDIX 5: HIERARCHY OF CONTROL

Elimination	Where a work activity involves the use of a hazardous chemical that is not essential, the hazardous chemical should be eliminated wherever practicable. Examples of elimination include the following: • Using a physical process rather than a chemical process to clean an object, for example, use of ultra-sound • Using clips, clamps or bolts instead of an adhesive • Eliminating a handling activity and potential worker exposure by purchasing pre-mixed or diluted chemicals instead of manually mixing or diluting chemicals at the workplace • Purchasing supplies of a material in a ready-cut and sized form rather than carrying out dust-producing cutting processes on site • Adopting an alternative product or production method.
Substitution	Substitution includes using a less hazardous chemical, the same chemical in a less hazardous form, or the same chemical in a less hazardous process. Examples of substitution include: • Using the chemical in a paste or pellet form rather than a dusty powder, in order to reduce exposure to airborne dust • Substituting a less volatile material to control a vapour hazard may cost less than the installation and maintenance of a mechanical ventilation system • Replacing a chlorinated degreasing solvent with a detergent • Using diluted acids and alkalis rather than concentrates • Using a water-based paint in place of an organic solvent-based paint • Brush application of paint rather than aerosol application.
Isolation	Isolation involves separation of the process from people by distance or the use of barriers, to prevent exposure and contamination of the working environment. Examples are: • The remote operation of a process • Physically separate hazardous chemicals from any chemicals or other things that may be incompatible.
Engineering	Engineering controls are plant or processes that minimise the generation of hazardous chemicals; suppress or contain hazardous chemicals or limit the area of contamination in the event of spills or leaks. Types of engineering controls include the following: • Enclosure or partial enclosure e.g.: ventilated booths • Using intrinsically safe electrical equipment in hazardous areas • Local exhaust ventilation e.g.: extraction systems attached to grinding machines • Automation of processes • Spillage control such as trip trays or raised edges around work benches and bunding • Controls or valves that include fail-safe switches • Process designs that minimise the quantities of hazardous chemicals used, or the generation of dusts, fumes or vapours.

Administrative	Administrative means are safe work practices that require people to work in safer ways. Examples of safe work practices include: • Written policies and work procedures (for example safe work method statements) • Reducing the number of workers exposed to the chemical or by restricting worker access to certain areas • Reducing the duration and/or frequency of workers' exposure through specific work procedures (for example, job rotation) • Reducing quantities of hazardous chemicals through inventory reduction • Use of warning signs and indicating by appropriate signage the necessary PPE for those entering • Regular cleaning and removing accumulations of waste • Providing means for safe storage and disposal of hazardous chemicals • Prohibiting eating, drinking and smoking in contaminated areas • Keeping lids on containers when not in use • Providing and using facilities for effective decontamination of work clothing before leaving a designated area
Personal protective equipment	The use of personal protective equipment as the only control measure should be limited to situations where other control measures (listed above) are not reasonably practicable. Personal protective equipment may be used in conjunction with other control measures to increase protection. Situations include: • End use products where no other controls are practicable – for example the use of pesticides in the field • Where it is not technically feasible to achieve adequate control by other measures – in these cases, exposure should be reduced as far as practicable by other measures, and then in addition, suitable personal protective equipment should be used to secure adequate control • Where personal protective equipment is necessary to safeguard health until such time as adequate control is achieved by other means, such as where urgent action is required because of plant failure • During routine maintenance operations where the infrequency and small number of people involved may make other control measures impracticable. Where personal protective equipment is to be used Council should ensure that the following are carried out: • The PPE is properly selected for the individual and task in accordance with the relevant Australian Standards • Users are informed of any limitations of the PPE and trained in its use and fit testing undertaken when required • PPE is be maintained by appropriately trained workers in accordance with a personal protective equipment maintenance and servicing process • Items of PPE are readily available and/or replaced as frequently as necessary and are stored in a place provided for the purpose • The areas where PPE should be used are clearly identified

APPENDIX 6: LABELLING

General labelling

A hazardous chemical is correctly labelled if the chemical is packed in a container that includes the following:

- Is written in English.
- The product identifier.
- The name, Australian address and business telephone number of either the manufacturer or importer.
- The identity and proportion disclosed, in accordance with Schedule 8 of the WHS Regulations, for each chemical ingredient.
- Any hazard pictogram(s) consistent with the correct classification(s) of the chemical.
- Any hazard statement(s), signal word and precautionary statement(s) that is consistent with the correct classification(s) of the chemical.
- Any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, and
- The expiry date of the chemical, if applicable.

(WHS Regulations 2012: Regulation 335, Part 3 of Schedule 9)

Small containers

Where a hazardous chemical is packaged in a container that is too small to attach a label with information that is required of hazardous chemical labels in general, then the label must be written in English and include the following:

- The product identifier.
- The name, Australian address and business telephone number of either the manufacturer or importer.
- A hazard pictogram or hazard statement that is consistent with the correct classification of the chemical, and
- Any other information required for hazardous chemicals labels in general that is reasonably practicable to include.

(WHS Regulations 2012: Regulation 335, Part 3 of Schedule 9)

Consumer products

A hazardous chemical does not need to meet the labelling requirements under the WHS Regulations if the chemical is a consumer product with the original label on its container.
In all other instances legislative requirements must be met.

Decanting

If a hazardous chemical has been decanted or transferred from the container in which it was packed and it will not be used immediately or it is supplied to someone else, the label must, at a minimum, be written in English and include the following:

- The product identifier, and
- A hazard pictogram or hazard statement consistent with the correct classification of the chemical.

(WHS Regulations 2012: Regulation 335, Part 3 of Schedule 9)

Pipework

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that a hazardous chemical in pipe work is identified by a label, sign or another way on or near the pipe work.
Pipelines and pipe-work used for the conveyance of hazardous chemicals must be identified.

The identification used should communicate information relevant to the identity of the chemical, its hazards and any necessary precautions to be observed. Methods for identifying hazardous chemicals in pipe work may include:

- Signs adjacent to pipe-work.
- Markings on the pipe-work, for example colour coding. (refer to *AS 1345-1995 Identification of the contents of pipes, conduits and ducts* for guidance)
- Schematic layouts displayed prominently.

(WHS Regulations 2012: Regulation 335, Part 3 of Schedule 9)

Agricultural chemicals

Agricultural chemicals must have a label in English that complies with the requirements of the Australian Pesticides and Veterinary Medicines Authority and also includes the following:

- Any hazard statement that is consistent with the correct classification of the chemical, and
- Any precautionary statement that is consistent with the correct classification of the chemical.

(WHS Regulations 2012: Regulation 335, Part 3 of Schedule 9).

Further guidance:
WHS Regulations 2012
COP: Labelling of Workplace Hazardous Chemicals, December 2011