



CHEMICALS, DANGEROUS GOODS AND HAZARDOUS SUBSTANCES POLICY

RATIONALE

Melba College has a Duty of Care to all students and staff. The College will therefore ensure that all risks associated with the use of dangerous goods and hazardous substances are safely controlled and managed. The purpose of this policy is to also ensure that risks associated with the storage, handling, use and disposal of chemicals in schools are effectively managed.

SUMMARY

- The [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](#), [OHS Regulations 2017 \(Vic\)](#), the [Dangerous Goods \(Storage and Handling\) Regulations 2012 \(Vic\)](#) and the [Dangerous Goods \(Explosives\) Regulations 2011 \(Vic\)](#) requires Melba College to manage the risks associated with dangerous goods and hazardous chemicals stored and used in the College, for example fireworks, methylated spirits, petrol, and aerosol cans.
- The principal and/or their delegate must ensure that these chemicals are identified, recorded on a [Chemical Register](#) and the appropriate controls are put in place for their storage, use and disposal.
- The principal and/or their delegate must ensure that there are appropriate emergency procedures in place in the event of a chemical emergency.
- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- Central and regional offices provide a range of supports and services to assist principals and employees to be safe and well, including access to the OHS Advisory Service and local OHS regional officers, who can provide free advice on managing risks related to dangerous goods and hazardous chemicals.
- The [Chemical Management Procedure](#) (the Procedure tab on DET Website) must be followed, and sets out the practical step-by-step instructions for implementing this policy.
- This policy forms part of the Department's OHS Management System. Refer to [OHS Management System \(OHSMS\) — Employee Health, Safety and Wellbeing](#) for further information.

POLICY

The Melba College Principal and/or delegate must ensure that:

- all dangerous goods and hazardous chemicals in the workplace are identified in consultation with the Health and Safety Representative(s) and employees
- for all chemicals onsite, the Safety Data Sheets (SDS) (issued within the last five years) are accessible
- hard copies of current SDS for dangerous goods and hazardous chemicals and from the manufacturer or supplier are maintained and accessible to those people required to use the chemicals
- all dangerous goods and hazardous chemicals are recorded in the school's Chemical Register, or equivalent template

- chemicals on the prohibited or restricted list are not stored or used at the school (refer to [Guidance Sheet 3 Prohibited and Restricted Chemicals](#))
- a risk rating is assigned for the storage and handling of each chemical in the Chemical Register
- a Safe Work Procedure is completed (using the [Safe Work Procedure Template](#)) for the storage and handling of dangerous goods and/or hazardous chemicals with a high or extreme risk rating as identified in the Chemical Register.
- no new dangerous goods and/or hazardous chemicals are introduced into the workplace without first obtaining the manufacturer's SDS and completing the [OHS Purchasing Checklist template](#). Information from the SDS should be used to determine if the chemical can be safely introduced into the workplace
- the OHS Purchasing Checklist is used to assess the level of risk prior to buying new chemicals for the workplace
- the risk controls identified in the Chemical Register are implemented
- all dangerous goods and hazardous chemicals are labelled, including storage containers, mixtures of chemicals, decanted chemicals and enclosed systems and appropriate signage is displayed (if required)
- chemicals no longer in use are correctly disposed of and minimal quantities of chemicals are stored on site by regularly reviewing the chemicals held in storage
- appropriate storage areas are provided for chemicals (for example, flame proof chemical cabinets, corrosion resistant cabinets and fire risk dangerous goods are stored at least five metres away from ignition sources) and incompatible chemicals are appropriately segregated, refer to [Guidance Sheet 1 Chemical Storage](#) and [Guidance Sheet 2 Dangerous Goods Classification System](#)
- emergency management procedures are in place for chemicals stored and used on site (for example, identification of fire wardens and evacuation points)
- emergency management equipment like spill kits / containment areas are available
- training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous chemicals
- there is a process for incidents to be reported to the principal and/or their delegate and logged on eduSafe
- WorkSafe are notified of the escape, spillage or leakage of any substance including dangerous goods
- ventilation (mechanical and natural) is in place for the safe use and storage of chemicals (for example, fume cupboards, exhaust fans). More detailed information can be found in [Guidance Sheet 1 Chemical Storage](#)

The Chemical Management Procedure provides further information on the process for meeting the above requirements.

CHEMICAL MANAGEMENT PROCEDURE

The Chemical Management Procedure must be followed, and sets out the practical step-by-step instructions for implementing this policy. The Procedure can be found at:

<https://www2.education.vic.gov.au/pal/chemical-management/procedure>

It contains the following chapters:

1. Identify dangerous goods and hazardous chemicals
2. Establish/review the chemical register
3. Obtain safety data sheets
4. Prohibited and restricted chemicals
5. Procurement of dangerous goods and hazardous chemicals

6. Risk assessment of dangerous goods and hazardous chemicals
7. Controlling risks associated with dangerous goods and hazardous chemicals and their mixtures
8. Emergency procedures
9. Consultation, information and training
10. Record-keeping
11. Legislation, codes of practice, standards and guidance

ACCIDENTAL POISONING/CONTAMINATION

The Poisons Information Centre at the Royal Children's Hospital on **13 11 26** is available 24 hours a day. The centre can provide advice on all types of poisons and poisoning.

The Poisons Information Centre at the Royal Children's Hospital telephone Number, **13 11 26**, will be prominently displayed in all Science Rooms and other locations where there are dangerous goods, hazardous substances or chemicals stored or used.

If there is a case of accidental poisoning, the Principal, Assistant Principal or College Nurse will telephone the Poisons Information Centre and provide the:

- name of the poison
- length of time of the exposure
- any signs and symptoms.

If there is accidental contamination:

- clothing should be changed promptly
- skin washed (without scrubbing) with soap and water
- follow the directions on the label which might include getting to a doctor or hospital quickly.

MELBA COLLEGE RELATED POLICIES

- Melba College Emergency Management Policy
- Melba College Emergency Management Plan
- Melba College Essential Services Register
- Melba College Occupational health and Safety Policy

DET RELATED POLICIES

- [Managing Chemicals](#)
- [Pesticides and Herbicides](#)
- [Critical Incident Management and Reporting](#)
- [Student Safety](#)
- [WorkSafe Notification](#)

RELATED LEGISLATION, REGULATIONS AND STANDARDS

- AS 1319 - Safety Signs for the Occupational Environment
- Australian Dangerous Goods Code 7th Edition (ADG7 Code)
- Code of practice for the storage and handling of dangerous goods 2013
- Dangerous Goods Act 1985

- Dangerous Goods (Storage and Handling) Regulations 2012
- Hazardous Chemicals Information System ([HCIS](#))
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017

DEPARTMENT RESOURCES

For more information see:

- [Chemical Management](#)
- [Chemwatch MSDS Database](#)
- [OHS Risk Management](#)
- Advice may also be obtained from the Department's:
- OHS Advisory Service - **1300 074 715**; or email safety@edumail.vic.gov.au or contact [Regional OHS and Facilities Support Officers](#)

OTHER RESOURCES

- [WorkSafe Victoria - Recognising Dangerous Goods Segregation Chart](#)

EVALUATION

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2020	Assistant Principal – Accountabilities	2023