

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET



Health
 Illawarra Shoalhaven
 Local Health District

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FUNCTIONAL GROUP OR HUB	District Wide
NSQHS STANDARD	Standard 1
SUMMARY	This procedure outlines the basic principles for managing the storage and use of Hazardous Chemicals (HS, DG, carcinogens and poisons) at all ISLHD sites, facilities and services.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

1. POLICY STATEMENT

The Illawarra Shoalhaven Local Health District (ISLHD) has an obligation to ensure that all risks associated with the use of dangerous goods and hazardous substances are safely controlled and managed and shall ensure that:

- Dangerous goods and hazardous substances are identified
- Risk assessments and controls are established in consultation with the health and safety representative and employees;
- Safe work procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace, are developed and implemented
- Safety information, including safety data sheets (SDS) and the ChemAlert chemical register is readily available
- Chemicals are not introduced without considering and managing any associated risk;
- Restricted substances are not used or stored in the workplace
- Appropriate training and personal protective equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous substances
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.

2. BACKGROUND

This procedure will assist managers, supervisors and staff to prevent incidents associated with the use of hazardous substances and dangerous goods, and to effectively respond to incidents if they do occur. The overarching principle is to provide a systematic method for identifying and controlling potential chemical hazards in order to minimise the risk of adverse health and safety effects to persons, the environment or property.

This procedure applies to all staff, patients, volunteers, students, visitors and contractors. It includes activities such as working with the substances, storing them, labelling or supervising the use or storage of such substances. It applies equally whether working within or off LHD sites.

3. DEFINITIONS

Dangerous Goods: Solids, liquids, or gases that can harm people, other living organisms, property, or the environment as defined by the Transportation of Dangerous Goods Act and Regulations.

Hazardous Substance: A substance that, because of its properties, application, or presence, creates or could create a danger, including a chemical or biological hazard, to the health & safety of a worker exposed to it.

Global Harmonised System (GHS): The Globally Harmonized System of Classification or GHS is a United Nations initiative to internationally standardise chemical classification, labelling and Safety Data Sheets (SDS) in the workplace.

Safety Data Sheet (SDS): A document prepared by a manufacturer or importer containing important health and safety information about a controlled product (e.g., product name, hazardous ingredients, first aid measures, health effects).

Pollution Incident: There is or is likely to be a leak, spill or other escape which will, has or likely to occur and cause 'Material Harm' to the environment.

Material Harm To The Environment: Involving actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or resulting in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and this loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

4. RESPONSIBILITIES

4.1. Employees must:

- Comply with procedures for chemical risk management; and any measures put in place to protect their own, patients, visitor and others legally on our premises health and safety.
- Participate in the ISLHD Work Health and Safety risk management process to ensure they meet their obligations under the WHS Act 2011 and WHS Regulation 2017.

4.2. Line Managers must:

- Ensure all their workers are trained and informed of chemical hazards and the associated risk controls;
- Monitor workers health where required
- Consult with workers and their representatives on health and safety matters related to chemicals
- Ensure appropriate Safe Work Procedures (SWP's) are developed and implemented
- Have documented departmental emergency procedures which are regularly checked and evaluated for their effectiveness
- Ensure all chemical risk management processes are documented and auditable
- Use ChemAlert for the management of chemicals in their area
- Escalate chemical hazard risks to their managers for resolution where the control is beyond their delegation

- Report notifiable incidents in line with ISLHD procedures and WHS Act and Regulation requirements.

4.3. General Managers/Service Directors must:

- Apply due diligence by monitoring the implementation of this procedure within their areas and confirming the establishment and maintenance of chemical risk management procedures.
- Resolve WHS issues brought to their attention in a timely and informed manner.
- Report the departments/services chemical risk management achievements and deficits to the ISLHD Chief Executive and Board.
- Apply due diligence to show every reasonably practicable precaution has been taken to ensure the departments and services under their control are acting to prevent harm to its workers and others.

4.4. Chief Executive will:

- Apply due diligence by monitoring the implementation of the ISLHD Dangerous Goods and Hazardous Substances procedure and confirming the establishment and maintenance of ISLHD chemical risk management procedures.

5. PROCEDURE

5.1. Identification of Hazardous Chemicals and Emissions

- Each department manager must identify and enter all hazardous chemicals in their department, as guided by the [Managing Risk of Hazardous Chemicals in the Workplace Code of Practice](#) onto the ChemAlert Database.
- SDSs must be provided by the supplier if they are not available on ChemAlert. Managers are to contact the relevant company to obtain an Australian SDS and forward to WHS-ISLHD@health.nsw.gov.au to be uploaded to ChemAlert
- A hazardous chemical can be identified by:
 - Section 2 – Hazard(s) identification on the SDS.
 - The use of pictograms, warning words and phrases on labels and packaging
 - The product fits within one of the categories listed in the Classification.
- Managers must have SDS's for hazardous chemicals that have been identified on their ChemAlert Register and ensure that staff can readily access them. The SDS must be renewed at least every 5 years from the date on the SDS or if a substance/chemical changes.
- Managers must update ChemAlert Registers whenever a new hazardous chemical is introduced or removed from the workplace.
- Managers must also undertake at a minimum, a yearly review of the chemicals that are registered on ChemAlert and reset the audit entry date within it.

5.2. Risk assessment

- Risk assessments (RA) are required for all chemicals coded red in ChemAlert.
- A risk assessment (RA) may not be mandatory for hazardous chemicals under the WHS Regulation in situations where the hazards and associated risks are well-known and have well established and accepted control measures, for example, if there are a small number of chemicals and the hazards and risks are well understood.

5.3. Controls

5.3.1 Pre Purchasing

- Before any new chemical/substances are purchased the hazards and risks involved in handling, storage and use must be determined. This is to be done by using the ChemAlert Risk Assessment Tool that will automatically incorporate the required SDS information.
- ChemAlert Register is to be kept up to date by entering new substances/chemicals as they come into the workplace.
- All new SDS and labels must be GHS compliant although inventory already in the supply chain, labelled under the Approved Criteria for Classifying Hazardous Substances [NOHSC: 1008(2004)] may continue to be consumed. All chemicals purchased must be labelled as per Schedule 9 of the WHS Regulation.

5.3.2 Storage

- Quantities of hazardous chemicals should be kept to a minimum.
- Storage conditions stipulated in the SDS must be followed to ensure stability (e.g. maintain stabilizers or refrigeration, keep packages dry).
- For Hazardous Chemicals this includes requirements for separation and segregation by class type for all incompatible substances. See the ChemAlert Storage Compatibility guide
- Ensure hazardous chemicals are separated and segregated correctly. An incompatibilities report can be produced via ChemAlert to identify issues
- A dedicated Australian Standard approved cabinet for each type of dangerous good may be required (depending on quantity stored).
- All stored hazardous chemicals must retain their original label as per section 4.3.4.1 or if decanted be labelled as per section 4.3.4.2. (Label can be printed from ChemAlert)

5.4. Facility Requirements

5.4.1 Manifests and Placards

- Each Facility in ISLHD must maintain an up to date manifest of Hazardous Chemicals if the quantity is greater than the placarding and prescribed manifest level, as detailed in Schedule 11 of the WHS Regulations. (WHS Regulations 2017 - 347 manifest of hazardous chemicals)
- All Department Managers must ensure that ChemAlert is up to date with all the chemicals in their area for inclusion in the site manifest. A manifest report is to be run through ChemAlert. The specification for site manifests can be found at Schedule 12 Placard and Manifest requirements (NSW WHS Regulation 2017)
- The Site Controller/Facility Manager must :
 - Know and record on ChemAlert the total quantity of Dangerous Goods on site including those in process and empty containers (drums and tanks), checking the quantities for mixed classes of DG (obtaining report from ChemAlert);
 - Determining if the quantities on site exceed the placarding or manifest limits in the [Schedule 11 Placard and manifest quantities](#) (NSW WHS Regulation 2017).
 - Identifying placard locations that contain total quantities of a Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals in excess of the placard limits and erect a HazChem placard at the main entrances of the site. It is recommended that quantities of Schedule 11 hazardous chemicals be kept below placarding limits; Schedule 13 (NSW WHS Regulation 2017) provides directions for the size, location, colours and information required on Hazardous chemical placards.
 - Completing and lodging a SafeWork NSW Notification if quantities of Schedule 11 hazardous chemicals exceed manifest limits; and
 - Reviewing and updating the emergency plan to comply with emergency requirements for hazardous chemicals. The plan and manifest must be kept on the premises in a place easily accessible to the emergency services.

5.4.2 Emergency Plans

- If the site exceeds manifest quantities for that hazardous chemical (see Section 5.4.1), emergency plans need to include the quantities of a hazardous chemical used, handled, generated or stored at the site.
- If an incident involving chemicals presents an immediate threat to human health or property, phone 000 for Fire and Rescue, Police and the NSW Ambulance Service as required.
- Emergency plans and First Aid Requirements must be reviewed and adjusted to prepare for potential incidents relating to hazardous chemicals on site.

5.4.3 Pollution Incidents and incidents with material harm - must be notified

- If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release.
- All pollution incidents causing or threatening material harm to the environment must be notified to the EPA using the Notifiable Incident Flowchart.
- 'Pollution incident' means there is or is likely to be a leak, spill or other escape which will, has or likely to occur and cause 'Material Harm to the environment'.
- Incidents does not include an incident or set of circumstances involving only the emission of any noise.
- Notification (Notifiable Incident Flowchart) must be made to all relevant authorities:
 - Environment Protection Authority (EPA),
 - Ministry of Health,
 - SafeWork NSW,
 - Local council, or
 - Fire and Rescue NSW.

5.4.4 Contaminated land

- Contamination means the condition of the land or water where any chemical substance or waste has been added at above acceptable background levels and represents, or potentially represents, an adverse health or environment impact.
- Should you believe that we have contaminated land or find that land has been contaminated due to our activities, the [Notifiable Incident Flowchart](#) must be followed.

5.4.5 SafeWork NSW Notifiable incidents:

- Notifiable Incidents must be managed in accordance with the ISLHD Reporting of WHS Notifiable Incident Guideline.
- The [Notifiable Incident Flowchart](#) must be followed

5.4.6 Safety Signs and Placards for Chemicals

- Safety signs warning of the hazards associated with hazardous chemicals must be clearly visible and displayed in the workplace, next to or on the hazardous chemicals and Dangerous Goods storage area.

5.4.7 Packaged products

- Chemical products purchases from suppliers, manufactures or importers must comply with the following GHS labelling requirements. Where a chemical does not comply with these requirements it must be returned to the vendor. It cannot

be used. The label must be in English and contain the following:

- Name of the product
- 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 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
- The expiry date of the chemical, if applicable.
- If the manufacturer has amended a SDS, the label should be changed to ensure that it is consistent with the information in the amended SDS (label available on ChemAlert).

5.4.8 Labelling Decanted Products

- If products are decanted for immediate use by the person who decanted them, they will not require a label providing the container is cleaned out directly afterwards.
- All decanted chemicals not used immediately should be placed into a container that is easily identifiable or has a label, either by printing a label from ChemAlert or using one supplied by the supplier of the chemical that can be attached to the container bottle.

5.4.9 Unidentifiable / Unknown chemical Substance

An unidentifiable / unknown substance is defined as a chemical in an unlabelled container for which the identity is unknown. It is to be assumed that the chemical is hazardous and should not be opened. For more information:

- Refer to Code Yellow – ISLHD OPS PROC 23 - Hazardous Chemicals incidents / Internal Emergencies
- Refer ISLHD OPS PROC 95 - Waste Management

5.4.10 Enclosed Systems

- Hazardous substance contained in an enclosed system (such as a pipe or piping system or a process or reactor vessel) need to be identified and labelled.
- Suitable means of identification include colour coding refer to (AS 1319, Safety Signs for the Occupational Environment and labelling AS 1345 Identification of the Contents of Piping, Conduits and Ducts).

- The label must be readily visible on or near the pipe work or vessel.

5.4.11 Safe Work Procedures

- Safe Work Procedures (SWPs) are required for any hazardous substance or dangerous goods that are rated “Red” in ChemAlert.
- The SWP for these chemicals should reflect the SDS in the following areas:
 - Storage and handling including compatibility with other chemicals within your area
 - Risks to staff arising from exposure
 - PPE Requirements.
- All staff who do these tasks must receive training on the SWPs, which takes into account the level of risk and level of competency of the user.
- The SWPs should also be used when inducting new staff/students etc. Records of the training/inductions should be retained and stored as part of the unit’s WHS Documentation.
- In accordance with ISLHD Procedures, SWPs should be reviewed every three (3) years.

5.4.12 Personal Protective Equipment

- Personal protective equipment (PPE) includes items such as overalls, aprons, gloves, dust masks, respirators, self-contained breathing apparatus, footwear, goggles or face shields, hard hats, and fully encapsulated suits.
- PPE must meet Australian Standards and be selected in accordance with the relevant chemical SDS.
- For guidance on the various types of PPE available, contact the local Workforce Support – Safety Advisor or refer to the relevant Australian Standard.
- All PPE must be safely stored and maintained as per the manufacturer’s recommendations.

5.4.13 Information, Training and Supervision

- The departmental induction and training program must include information about hazardous chemicals to which workers are (or may be) exposed to in the course of their work.
- Information should include the nature of the hazards, risks to health arising from exposure, the degree of exposure and routes of entry of the hazardous substances into to the body. This includes information on the forms of hazardous substances including dusts, fumes and other atmospheric contaminants.
- The training is to ensure that where required, staff can:
 - recognise Dangerous Goods Hazardous Substances hazard(s) and the harm they could cause;
 - access, read and understand the SDS and label;

- accurately follow work procedures and instructions to control the risk of the hazard harming them;
- accurately follow first aid and emergency procedures in place to manage incidents related to Dangerous Goods and Hazardous Substances; and
- accurately fit, use and maintain any personal protective equipment required to protect them from the hazard.
- Training is to have a competency competent.
- This training must be recorded either by entering into My Health Learning or by using the District form ISLHD Department Training Register (F129).
- Staff who are, or may be exposed, to hazardous chemicals must be provided with suitable and adequate supervision. The level of supervision required should be assessed by the manager based on:
 - the nature of the risks associated with the hazardous chemicals,
 - the information, training and instruction provided,
 - the level of competence/experience of the worker.

5.4.14 Disposal

- First Aid All chemical waste needs to be: handled, stored, labelled, and disposed of safely in accordance with the chemicals SDS and Waste management ISLHD OPS Proc 95 and environmental legislation.
- If a new chemical is introduced into the workplace, and an old chemical is replaced within this process, then it is the Manager's responsibility to contact the supplier of the old chemical to find out how to dispose of that chemical at the time of the replacement.

5.4.15 First Aid

- First Aid provisions must be provided in accordance with the SDS specifications.
- The department is to ensure that where a hazardous chemical is used the first aid items and systems match those stipulated by the SDS and are included in the First Aid Plan for the Department.

5.4.16 Department Emergency Plans

- Facility / Site Emergency plans must include procedures for any emergency that may arise from any hazardous substance or dangerous goods used or stored on site.

5.4.17 Spill Kits

- Where necessary an appropriate spill kit which complies with the relevant Australian Standard, and which includes any necessary PPE must be readily available. Training in the use of the spill kit must also be provided and

documented.

- The spill kit must be kept up to date. Spill prevention must be incorporated in the instructions for use of all substances using the advice provided in the SDS
- Any SWPs must include advice on action/s to be taken in the event of a substance spill as defined by the SDS.
- Contaminated or spilt hazardous chemicals should not be returned to their original packaging, except for the purposes of disposal or where this will not increase the risk.
- Spilt hazardous chemicals which are unsafe to be reused must be disposed of as chemical waste, in line with SDS instructions.
- Any relevant SWP's and/or RA's should be reviewed after a spill and amended as necessary to reduce the likelihood of another spill.
- Bunding (liquid containment facilities that prevent leaks and spillage from spreading or escaping) is to be provided in areas where bulk quantities of dangerous goods/hazardous substances are stored.

5.5. Monitor and Evaluate

5.5.1 Review

- Managers must periodically monitor and evaluate the control measures to ensure they have been effectively implemented and to ensure new hazards haven't been inadvertently introduced.
- This may include observations, air monitoring and health surveillance or formal inspections depending on the hazard and the risk control measures
- SWP must be reviewed if new information about the hazard and the harm it could cause becomes available via the updated SDS being supplied/ notified to the Manager.
- They also need to be reviewed when:
 - more effective risk control methods become available;
 - the risk control measures fail or are not as effective as intended;
 - the effectiveness of the risk control measures could be impaired by any proposed changes;
 - the SDS is updated;
 - injury or illness results from exposure to the hazard.

5.5.2 Changes and Improvements

- Managers must communicate all changes or improvements to all workers, contractors and others that may be affected by a change relating to:
 - A change in substance or the way it is used;
 - The equipment involved in the task;
 - PPE requirements; and/or
 - Health and environmental monitoring

- Updates to SWP's, PPE, equipment and monitoring must be revised in line with any agreed changes and all contact workers must be briefed accordingly.

5.6. Health Monitoring

- Health monitoring may be required for hazardous chemicals which are toxic or have other health hazards and risks;
- Further advice on the control of individual exposure to hazardous substances is provided in the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice;
- Many hazardous chemicals have personal exposure standards that must not be exceeded (WHS Regulation 2017, Clause 49) – see the Safety Data Sheet (SDS);
- For information on Health Surveillance for exposure to Hazardous Substances, contact the local Workforce Support – Safety Advisor.

5.7. SDS requirements for Pharmaceuticals and Laboratories

- An SDS must be provided by suppliers of laboratory reagents and pharmaceuticals if the product is known or considered to be Hazardous or Dangerous.

5.8. Notification of Intended Use of Carcinogenic Substance

- Prohibited or restricted carcinogens, e.g. cyclophosphamide, must not be used unless the manager has notified SafeWork NSW in writing.
- A full list of prohibited and restricted carcinogens can be located in the NSW WHS Regulation 2017 (Schedule 10).
- Notifications must be completed every 5 years for continual use, and whenever changes to the use of the prohibited and restricted carcinogen occurs, using the Work Involving Carcinogenic Substances Notification Form.

5.9. Statement of exposure to be given to workers

- Any worker who may have been exposed to a prohibited carcinogen or restricted carcinogen, must be provided, with a written statement of the following at the end of their employment (Details of exposure or potential exposure to cyclophosphamide ISLHD DOC 22 – Cancer Care Exit Letter):
 - the name of the prohibited or restricted carcinogen to which the worker may have been exposed during the engagement,
 - the time the worker may have been exposed,
 - how and where the worker may obtain records of the possible exposure,
 - whether the worker should undertake regular health assessments, and the relevant tests to undertake.

6. DOCUMENTATION

- SafeWork NSW Notification for Hazardous Chemicals
- Notifiable Incident Flowchart (DT16/109562)

7. AUDIT

Compliance with this procedure will be audited through internal and external review mechanisms at least every two years.

8. REFERENCES

- [NSW Health Policy Directive Work Health and Safety: Better Practice Procedures PD2013_050](#)
- [Dangerous Goods \(Road and Rail Transport\) Act 2008](#)
- [Work Health and Safety Act 2011 No 10](#)
- [Work Health and Safety Regulation 2017](#)
- [Code of Practice – How to Manage Work Health and Safety Risks](#)
- [Code of Practice – First Aid in the Workplace](#)
- [Labelling of Workplace Hazardous Chemicals Code of Practice](#)
- [Globally Harmonised System of Classification and Labelling of Chemicals 3rd Revised Edition](#)
- [Safework NSW – Hazardous Chemicals](#)
- [Information Sheet - Glutaraldehyde in NSW public health care facilities](#)
- [ChemAlert](#)

9. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
April 2004	Draft	WHS Coordinator, Risk Management Unit.
February 2005	1	Reviewed and Format Revised in consultation with the Workplace Safety Unit. Re-issued without change.
March 2007	2	Approved by Executive Sponsor and DCO on behalf of DWD. Final approval by Area Executive Committee 13 March 2007 as an interim area policy until March 2008.
April 2009	3	Manager, Area Workforce Safety Injury Management Service change from PD to Procedure in accordance with the LHN governance framework. Approved by Executive Sponsor Director Workforce 1.5.09. Approved by Chief Executive at Area Executive Team meeting 15.6.09.
October 2010	4	Minor revision to include requirement to notify NSW WorkCover of intended use of Carcinogenic Substance.
February 2013	6	A/Manager WSIMS – Updated to include WHS Legislation and Code of Practice.
March 2013	7	Reviewed and revisions incorporated.
September 2014	8	WHS Advisor Reviewed by WHS unit – updated web links.
February 2015	9	Safety & Well-being Manager SMS review and development.
September 2017	10	Safety Coordinator ISLHD Safety Management Review.