

Policy Document

Hazardous Substances

Rationale

Hazardous substances are substances that have the potential to harm human health. As such they need to be readily identifiable and safely managed in accordance with Regulatory requirements.

Objectives

To eliminate or control the risks associated with the use or exposure to hazardous substances.

Implementation

- Hazardous substances may be solids, liquids or gases that have the potential to harm human health. They often generate vapours, fumes, dusts, and mists when used in the workplace.
- To reduce risk of injury from hazardous substances, the Principal will ensure the following:-
 1. Establish a risk assessment team including the Principal, the Health & Safety Representative, staff that use or are exposed to hazardous substances, and other members of the Health & Safety Committee to undertake a consultative process of identification, assessment and control of hazardous substances.
 2. Conduct a survey of all areas of the school to identify hazardous substances and dangerous goods using a Survey of Chemicals form.
 3. Create a Register of Hazardous Substances & Dangerous Goods used in the school.
 4. Attach Material Safety Data Sheets (MSDS) for all hazardous substances to the Register.
 5. Eliminate all hazardous substances that are no longer used, and substitute all hazardous substances that have a non-hazardous alternative.
 6. Ensure that all other hazardous substances containers are labelled with the manufacturers or importers label. Non-original containers must also be correctly labelled, including signal words from the Hazardous Substances – Code of Practice.
 7. Assess and document the risk arising from each hazardous substance using a Hazardous Substances Risk Assessment form.
 8. Implement control measures consistent with the following hierarchy of control:-
 - The elimination of the hazardous substance wherever possible. Including the elimination of any hazardous substance that requires atmospheric monitoring.
 - The substitution of the hazardous substance for a less hazardous substance.
 - The isolation or storage of hazardous substance according to Regulations.
 - Administrative controls such as limiting exposure times or sharing tasks etc
 - Personal Protective Equipment eg: safety glasses, masks, gloves, lab coats etc.
- Training relating to hazardous substances, MSDS, reasons behind hazardous substance control measures, and the fit and maintenance of personal protection equipment etc will be provided to all staff and supervisors who work with, or are exposed to hazardous substances. All training to be recorded on Training Register.
- Hazchem and Dangerous Goods signs etc will be properly located around the school.
- Carry out regular (at least every 5 years) reviews of risk control measures to monitor implementation, effectiveness, and/or changes to products or procedures.
- A copy of the [Code of Practice for Hazardous Substances](#) is available from the school office.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle.

Ratification

Ratified by School Council: 22 August 2012
School Council President: Glen Noble Principal: Anne McPhee

References: MSDS data base for generic MSDS – <http://hazard.com>,
<http://www.eduweb.vic.gov.au/hrweb/safetyhw/prevent/hazsub.htm>