

CHEMICAL SUBSTANCE POLICY & PROCEDURES

Overview:

Our company is committed to continuously improving the management and standards of Occupational Health & Safety. This extends to ensuring that containers holding chemical substances meet the requirement for labelling of chemical substances used or produced by our company.

Definitions:

Accountable Person:

An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an accountable person in accordance with *Workplace Health & Safety Regulation (QLD) 1997*. All management and supervisory staff are therefore considered "accountable persons".

Employee:

For the purpose of this Policy, employee refers to any staff member handling or using chemical substances.

Responsibilities:

Accountable Persons:

A). Shall only approve the purchase of chemical substances which are labelled in accordance with these procedures; B). Provide instruction and training regarding labelling of chemical substances to all employees handling, using or producing them, and C). Ensure the implementation of these procedures within their area of responsibility and monitor their effectiveness.

Employees:

Shall comply with the requirements of the Chemical Substance Labelling Policy and Procedures.

Procedure:

1. General:

All purchase orders for chemical substances shall require containers holding that substance to be labelled in accordance with the *Worksafe Australia national Code of Practice for the Labelling of Workplace Substances*.

All containers holding chemical substances should be clearly and durably labelled with sufficient information to provide identification of the container's contents and any associated hazards.

2. Hazardous Substances:

All labels on containers, pipes, vessels and storage tanks holding hazardous substances shall include the following information:

- a. Signal words and or dangerous goods class and subsidiary risk labels (as applicable)
- b. Identification information: product name, chemical name, UN number, ingredients & formulation details (where relevant)
- c. Risk phrases
- d. Directions for use
- e. Safety phrases

- f. First aid procedures
- g. Emergency procedures
- h. Details of manufacturer or importer
- i. Expiry date
- j. Reference to the Material safety Data Sheet (MSDS)

Where a container is too small to be able to be labelled as detailed above it should at least be labelled with:

- a. Signal words and or dangerous goods class and subsidiary risk label
- b. Product name; and
- c. Details of manufacturer or importer

3. Decanting:

All containers into which hazardous substances are decanted, unless consumed and cleaned immediately shall be labelled with the product name and the risk and safety phrases.

Where a hazardous substance is decanted in the laboratory into experimental equipment, the label may be attached to supporting apparatus. A tag may be used to enable the required information to be provided.

4. Unknowns:

If a container is not properly labelled and the product name is not known, then this should be clearly marked on the container. For example, "Caution – DO NOT USE: unknown substance". Until the contents can be identified the container should be stored in isolation. If the contents cannot be identified, the substance should be disposed of in accordance with the relevant State and Local Regulations. In most cases the services of a licensed contractor will be required to comply with these regulations.

5. Labelling Non Hazardous Substances:

Non hazardous substances are substances that do not fulfil the Worksafe Australia *Approved Criteria for Classifying hazardous Substances*.

Where a non hazardous substance is decanted, it shall be labelled with the product name and any specific storage and handling requirements e.g. "Keep container closed when not in use", "Protect from light, store below 30deg C."

6. Further Information:

Additional information regarding Chemical Substances can be sought from the following websites:

www.chemfinder.camsoft.com

www.ilpi.com/msds/index.html

www.cdc.gov/niosh/ipcs/ipcs000.html