

## HAZARDOUS SUBSTANCES POLICY & PROCEDURES

### **Overview:**

Our company is committed to continuously improving the management and standards of Occupational Health and Safety. This commitment extends to minimise risk associated with the use or production of hazardous substances in the workplace.

### **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) 1998*. 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 hazardous substances.

### **Responsibilities:**

#### Accountable Persons:

Ensure risk assessments are carried out and recorded for all hazardous substances used or produced. Ensure employees have been trained in the correct handling and use of hazardous substances and associated equipment and that appropriate equipment and information is available. Provide sufficient supervision as is reasonably necessary to ensure the employee's health and safety when using or producing hazardous substances.

#### Employees:

Shall comply with the requirements of the Hazardous Substances Policy and Procedures.

### **Procedure:**

This procedure outlines the requirement of the use of hazardous substances in accordance with the *Workplace Health & Safety Regulations 1998* as well as the Worksafe Australia National Standards for Hazardous Substances.

The Material Safety Data Sheet (MSDS), a completed risk assessment form and summary of the handling and storage information will be available for the supervisor / manager.

All hazardous substances will be retained in their original packaging where practicable. Storage tanks, piping vessels and containers holding hazardous substances shall be clearly and durably labelled to ensure proper identification.

Workplace monitoring, where required shall be conducted by the delegated Occupational Health and Safety Officer. Monitoring results shall be made available to all employees with the potential for exposure to the hazardous substance.

Training – Induction:

Employees required to handle, store, transport or use hazardous substances will receive appropriate training. Training will include but not be limited to the following:

- Labelling information
- Information provided on MSDS
- MSDS availability
- Assessment process and their role
- Work practices used to control exposure to hazardous substances
- First aid, accident, incident and hazard reporting and emergency procedures.

Signs will be located in the work area, where identified as necessary by the risk assessment conducted.

Material and containers contaminated by hazardous substances will be disposed of in accordance with the relevant State and Local Regulations.