



HAZARDOUS SUBSTANCES POLICY WHS101

1. INTRODUCTION

Charles Sturt Campus Services Limited is committed to preventing any injury or ill health due to the use of hazardous substances in the workplace and has developed the following policy to create healthy and safe workplace(s) for all workers, subcontractors, visitors, and prevent environment damage. This policy outlines the rules, responsibilities and procedures for Hazardous Substances.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3. RULES

- Store all hazardous substances and dangerous goods in their original containers with the label intact at all times.
- Make sure a current Safety Data Sheet (SDS) for hazardous substances, including all chemicals and fibrous material, are available, read and understood by the relevant workers;
- Always use the chemicals and other substances for their intended use and in a safe and appropriate manner;
- Follow safety and environmental precautions for use, transport and storage of hazardous substances listed on the SDS;
- Workers are to have their appropriate PPE that it is fitted correctly and well maintained when handling hazardous substances and stored safely when not in use. Notify their Supervisor immediately when PPE is NOT provided or is unserviceable or unsuitable;
- Use and/or adhere to safety signs and placards when and where required; and
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures.

4. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Identify hazards and assess risks arising from storage and handling of herbicides, pesticides, solvents, oxidising agents and other hazardous substances and eliminate or control the risks;
- Provide information to all workers about hazardous substances used and stored in the workplace;
- Provide resources, information, training and supervision for relevant workers to allow them to adhere to the rules and have the knowledge and resources to handle, use, transport and store hazardous substances and follow the procedures and understand their roles and responsibilities;
- Make sure the appropriate personal protective equipment (PPE) is provided to workers, training is provided on it's use and is maintained correctly;
- Make sure an emergency plan is in place and workers notified and trained to deal with accidents either environmental or personal contamination. For example containing spills, wash down area and appropriate first aid;



- Consult with product suppliers and conduct independent research to purchase the least hazardous substance to achieve the desired result. Make sure that SDS are provided with all hazardous substances purchased;
- Make sure that SDS are available for workers and others in the workplace that may be exposed to herbicides, pesticides, solvents, oxidising agents and other hazardous substances. Make sure the SDS are no more than 5 years old;
- Provide and display appropriate signage where hazardous substances are being used or stored; and

Workers must:

- Always wear your own clean, correctly fitting and maintained protective equipment to prevent personal or chemical contamination or contaminate others;
- Cooperate with managers/supervisors when risks from hazardous substances are being assessed;
- Participate in consultation, induction and training of hazardous substances to allow safe completion of a required task;
- Carry out directions and control measures put in place for using, handling, transporting and storing hazardous substances;
- Always use chemicals and other substances **only** for their intended use.
- Store personal protective equipment in an appropriate manner when it is not in use;
- Always wash before eating, drinking or smoking;
- Report any defects in any control measure, device for applying, storing or handling hazardous substances promptly to the responsible manager or supervisor; and

5. SIGN OFF

Company Representative:

Signed:

Date:

04-06-21

Name:

Martin Dooner

Position:

General Manager