Charles Sturt University

Chemical Safety Manual

Booklet 3 - Emergency Procedures and Reporting

IN THIS BOOKLET

1. Emergency Procedures

1.1. Emergency Management

Emergency procedures must be prepared in accordance with the Emergency Plan which incorporates AS 3745.2010 Planning for Emergencies in Facilities.

For life threatening situation call 000.

If there is an incident that requires an emergency response, call Security ext. 400 or 1800 931 633 who will assess the situation and escalate to the Emergency Management team where appropriate.

For general Emergency Management enquires contact Emergency Planning Committee on ext. 34220.

1.2. Information for Emergency Services Personnel

It is the responsibility of the Emergency Planning Manager to:

- ensure that information related to chemicals that are stored/used on site is passed on to the appropriate emergency services.

Nominated security staff and Emergency Management Staff shall have access and be trained in the ChemWatch Gold FFX database/DG Advisor to forward copies of Hazardous Substances and Dangerous Goods Register to Charles Sturt University Security 6 monthly.

This information should be in the form of:

- hazardous substances and dangerous goods chemical register
- ChemWatch Gold FFX
- site location

1.3. Dangerous Goods Manifest

The Dangerous Goods Manifest is to be stored in each building Fire Indicator Panel.

- access to open the panel will require Security/DFM
- manifest should include a DG class summary and a copy of the building evacuation diagram with stores location highlighted. DFM can arrange high quality pdf of provided a mark-up.
- a copy of the manifest should also be provided to campus security.

The manifest is revised and updated when:

- there is a change in any of the information.
- there is a change in the relevant legislation.

1.3.1. Risk Assessment

Should determine and include:

- general first aid requirements and appropriately trained first aiders (including their location and contact details);
- location and access to emergency showers and emergency eyewash stations;
- specific first aid requirements that may be required for some chemicals (eg cyanide requires administration of oxygen, hydrofluoric acid contact with skin requires application of calcium gluconate);
- spill kits appropriate for the physical properties of the chemical;
- additional equipment to mitigate or reduce environmental impact (spills should be contained wherever possible, and floor drains and sinks should be isolated);
- fire fighting medium appropriate for the physical properties of the chemical;
- consideration of the need for environmental monitoring devices.
- consideration of the need for Self Contained Breathing Apparatus; and
- consideration of the need for environmental monitoring devices.
- the management of spills and leaks;
- shutdown procedures;
- supporting Charles Sturt University emergency procedures;
- the physical properties of chemicals (including fire and explosion potential, environmental damage and the likely health effects if exposure occurs);

- additional equipment to mitigate or reduce environmental impact (spills should be contained wherever possible, and floor drains and sinks should be isolated);

1.4. Local Area Emergency procedures

The Manager/Supervisor of an area or laboratory must ensure that local emergency procedures are developed and maintained that take into account the physical properties of chemicals including, fire and explosion, environmental damage and the likely health effects if exposure occurs. It is the responsibility of users to update their chemical register in ChemWatch Gold FFX for the buildings they occupy when new chemicals are purchased, used or disposed.

The local area emergency procedures should be determined prior to process commencement and the local emergency procedures must be developed and take into account:

- the physical properties of the chemical including, fire and explosion, environmental damage and the likely health effects if exposure occurs (this information will be provided on the SDS); and
- the full life-cycle and intended use of the chemical from delivery/receipt through to waste collection;
- the management of spills and leaks;
- supporting Charles Sturt University emergency management plan and associated procedures.

2. Incident Reporting

2.1. Loss/Theft or suspicious behaviour

The university and some staff are empowered by licence or campus permit to possess certain drugs or other controlled substances. Some of these drugs and substances may be subject to misuse, diversion for illicit trafficking or conversion to other drugs for misuse. Workplaces are to ensure adequate arrangements are in place for security, storage, record-keeping and general control in accordance with the requirements of the permit conditions and relevant legislation.

In addition to reporting any incidents involving chemicals and reporting to the local manager immediately, report all incidents in which there are reasonable grounds to suspect:

- theft: a theft or loss of a chemical, drug, or prohibited substance
- unaccounted loss: a quantity of chemicals, drugs or prohibited substances that cannot be reasonably accounted for, or
- suspicious behaviour: a staff member and/or contractor who has access to chemicals, drugs or prohibited substances exhibits such behaviour that you or others reasonably suspect that the person may be abusing or diverting drugs or other chemical substances.

3. Records

Records of the following documents must be kept for the period specified.

- risk assessments must be maintained for 28 days after the work to which it relates is completed. If an incident relating to the work identified in the risk assessment is reported to Safe Work NSW, the risk assessment must be kept for 2 years;
- monitoring results and health surveillance reports must also be kept for 30 years;
- training records are to be kept until the worker leaves;
- tank inspection records are to be kept while the tank remains in service;
- fire protection system testing records are to be kept until the facility is no longer in use;
- certificates of disposal must be kept in accordance with the Site Environmental License and the Environmental Protection (Controlled Waste) Regulations 2004.