Hazardous Substances

It is the aim of King’s Baptist Grammar School to minimize the need for and use of Hazardous Substances. Where the use of Hazardous Substances cannot be avoided they will be purchased, used, stored and disposed of in a manner that is safe from injury and risks to employees, contractors, visitors and members of the community.

RATIONALE:

An employer has a primary duty of care to ensure so far is reasonably practicable that each employee is, while at work, safe from injury and risks to health. This duty extends to the protection of employees and others from risks to health arising from work with hazardous substances.

1. RESPONSIBILITIES:

The Principal / Manager:

1.1 To ensure that systems of work are in place to enable the purchasing, usage, storage and disposal of hazardous substances in a safe manner.

1.2 To ensure that a copy of the relevant hazardous substances regulations are kept at the school and easily accessible to employees.

1.3 To ensure that measures are taken to use and store only the minimum quantity of potentially hazardous substances, and that where practicable alternative non hazardous substances are always purchased.

1.4 To support the designated staff member responsible for the purchasing of supplies in their efforts to obtain, and ensure, that stock is only brought on site if accompanied by an approved Material Safety Data Sheets (MSDS).

1.5 To ensure where hazardous substances are/may be used; risk assessments are performed.

1.6 To ensure that appropriate controls are initiated where there is an exposure standard for a particular hazardous substance, BEFORE the introduction of the said substance, to ensure there is no risk of exposure exceeding the standard.

1.7 To facilitate an annual audit of hazardous substances within the school.

1.8 To ensure that a comprehensive, up to date register listing each hazardous substance and location of the substances is kept on the main WH&S file, and is readily available to any emergency service on request.

1.9 To facilitate and ensure that appropriate consultation with the WH&S committee, staff and/or other appropriate persons occurs prior to the introduction of a hazardous substance.

1.10 To ensure that the policy and any accompanying procedures are reviewed regularly (in line with schedule of review).

1.11 To ensure that the records that are required by legislation are kept for the appropriate length of time.

1.12 To ensure staff are adequately trained in the use of Material Safety Data Sheets, safe work practices, use of controls, use of personal protective equipment and action to take in the event of an emergency.
Purchasing Officer/s:

1.13 To ensure that hazardous substances purchased have been approved as per the DECS approved list.
1.14 Where substances needing to be purchased are not listed on the hazardous substance register, and have not been approved for usage at the school, that a Material Safety Data Sheet will be requested from the manufacturer/supplier. A copy of the MSDS will be forwarded to the WH&S committee with the Request for Approval – Hazardous Substances and approval must be obtained prior to purchasing.
1.15 To ensure that only the minimum range and minimum quantity of potentially hazardous substances are purchased.
1.16 To ensure that where alternatives exist, the least hazardous substances will be purchased.

WH&S Representative / Key Committee Member:

1.17 To ensure that hazardous substances are purchased, used, stored and disposed of in a manner consistent with safe work practices.
1.18 To ensure that a copy of the relevant regulation is kept in the WH&S file and readily available to all staff.
1.19 To actively participate in the assessment of substances and or by-products of a new or current process to ensure safe work practices.
1.20 To actively participate in the development of risk assessments for all approved substances when they are being used.
1.21 To ensure that personal protective safety equipment is readily available and is maintained in good repair.
1.22 To maintain a current and comprehensive register of all approved substances on site at the school.
1.23 To conduct both annual and ad-hoc safety audits to ensure appropriate controls are in place and adhered to.
1.24 To ensure staff are adequately trained in the use of Material Safety Data Sheets, safe work practices, use of controls, use of personal protective equipment and action to take in the event of an emergency.
1.25 To maintain an accurate training register.
1.26 To ensure that hazardous substances are kept in a secure area.
1.27 To ensure that substances are adequately labeled.

WH&S Committee:

1.28 To actively participate in the assessment of substances and or by-products of a new or current process to ensure safe work practices
1.29 To actively participate in the development of risk assessments for all substances not on the DECS approved list.
1.30 To ensure that hazardous substances are purchased, used, stored and disposed of in a manner consistent with safe work practices.

Employees, contractors and members of the school community:

1.31 To care for and protect their own and others wellbeing.
1.32 To comply with the Hazardous Substances policy.
1.33 Provide feedback to the WH&S committee members on the effectiveness of control measures.
1.34 Report all identified hazards to the WH&S committee.
1.35 To use substances in accordance with guidelines and safe work practices.

Date Implemented 18/09/15                                            Review Date 2018

Principal ................................................................. Date / / 

Chair WH&S Committee ................................................. Date / /
Request for Approval
Hazardous Substances

Name of substance: ...........................................................................................................................................

Manufacturer: .............................................................................................................................................

Requested by: .............................................. Date Requested: ........................................

Substance to be used for / by: .................................................................................................................

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Approval required by: ........../ ........../ ..........

WH&S Approval / Non – Approval

The following substance/s ................................................................. has been assessed by the WH&S Committee and has been:
(Please circle the appropriate approval rating below)

Approved

Not Approved

Approved with the following controls to be implemented prior to its introduction:

Storage: ......................................................................................................................................................

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Use: ............................................................................................................................................................

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Disposal: ...................................................................................................................................................

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Safe Work Practices (including any training required):
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The above substance is not to be introduced until the above controls have been implemented

Date: .............................................. Signed: ...............................................................

For and on behalf of the WH&S Committee