

# Hazardous Substances and Dangerous Goods Procedure

## 1. Purpose

- To define the system for managing Hazardous Substances and Dangerous Goods in the workplace.
- To protect employees, contractors and members of the public and the environment from the adverse effects of Hazardous Substances and Dangerous Goods.
- Meet specific legal requirements relating to Hazardous Substances and Dangerous Goods.

## 2. Scope

This procedure covers all aspects of Hazardous Substances and Dangerous Goods management including purchasing, storage, transport, usage and disposal.

## 3. Definitions

### ANC

*All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.*

### Worker

*Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.*

### Spill

*Unplanned, uncontrolled or unauthorised discharge of substances which may create a risk to the health and safety of personnel or the environment.*

### Hazardous Substances

*A hazardous substance is any substances which is designated as 'Hazardous' according to the Safety Data Sheet (SDS). The definition relates to the chemical properties of the substance.*

### Dangerous Goods

*Goods are 'dangerous goods' if they are defined under the Australian Dangerous Goods (ADG) Code as –*

- a) Dangerous goods; or*
- b) Goods too dangerous to be transported.*

*This definition relates to the physical properties of the substance (look for the diamond on the package).*

### Safety Data Sheet (SDS)

*A form that contains detailed information about a substance or a mixture of substances. It describes the chemical and physical properties, health hazards and safe use information required to minimise risks associated with the substances use.*

## 4. Objectives

- a) Identify hazardous substances.
- b) Assess the risk associated with the hazardous substances to be used.
- c) Control exposure to hazardous substances.
- d) Ensure induction and ongoing training is provided.

Revision History					
Document Ref:	WHSPRO004	Revision:	03	Approved:	12/11/2019
Owner:	ANC	Approver:	Matt Wheatley		
Next Review:	November 2023				
This document cannot be modified without the approval of WHS Manager / Director					Page 1 of 4

- e) Ensure all documentation associated with the use of hazardous substances is maintained.

## 5. Responsibilities

### *Managers and Supervisors*

- Documenting and reviewing this procedure.
- Ensuring appropriate training is conducted.

### *Workers*

- Adhering to this procedure

## 6. Procedure

The safety officer or delegate shall ensure all Hazardous Substances and Dangerous Goods and the quantities at the site are listed on the Hazardous Substances and Dangerous Goods Inventory.

Safety Data Sheets (SDS) will be obtained from the supplier for each hazardous substances and dangerous good.

The safety officer will maintain an online register containing the Hazardous Substances and Dangerous Goods Inventory and a copy of the current SDS for each substances listed in the Inventory (SDS's over 5 years old are out of date)

The Supervisor/Manager shall ensure that copies of relevant SDS's are also located in each section/area where any hazardous substances or dangerous goods are held or used.

### 6.1. Purchasing

Any worker authorised to purchase Hazardous Substances and Dangerous Goods must complete a Pre-Purchasing Checklist for Hazardous Chemicals/Materials to ensure that new substances brought onto the site are included in the register and subject to the procedures outlined below:

- Purchasing procedures will ensure that the hazardous substances posing the least risk to personnel available to achieve the same result will be purchased.
- A risk assessment will be conducted for each hazardous substance used in the workplace. This assessment will be completed;
  - As soon as is practicable after it is used; and
  - Within 5 years after the last assessment; and
  - When any of the following happen at the workplace:
    - A work practice involving the substance is significantly changed;
    - Health surveillance or monitoring shows control measures need to be reviewed;
    - New or improved control measures are implemented.

Revision History					
Document Ref:	WHSPRO004	Revision:	03	Approved:	12/11/2019
Owner:	ANC	Approver:	Matt Wheatley		
Next Review:	November 2023				
This document cannot be modified without the approval of WHS Manager / Director					Page 2 of 4

## 6.2. Risk Assessments

Risk Assessment results will be recorded on the Hazardous Substance Risk Assessment Record. Records of hazardous substances risk assessments must be retained for 30 years if assessed as “significant risk” or 5 years if assessed as “not significant risk” as per the WHS Regulations.

Risks associated with the transportation, storage, handling and disposal of all Hazardous Substances and Dangerous Goods will be managed and controlled in accordance with the Risk Management procedure outlined in the procedure. Reference must be made to the SDS for the substance.

## 6.3. Spills and Leaks

Where an SDS exists on the site for a material which has been spilled or has leaked, this shall be referred to prior to commencement of the cleaning up of the spill or leak. Refer Appendix 1 and 2, General Guidelines for the Treatment of Spills and Leaks.

## 6.4. Disposal

All empty substance containers or disused substances will be removed from the workplace and disposed of correctly.

## 6.5. Storage

Hazardous Substances and Dangerous Goods storage areas will ensure product stability and segregation from any potentially reactive materials. The storage will display appropriate placards/signs and emergency information.

All substance containers will be appropriately marked and clearly labelled.

## 6.6. Training

Induction and ongoing training must be provided to any worker who may be exposed to hazardous substances or dangerous goods. Worker training must include the following:

- Interpreting information contained within the SDS for each product they are required to use or handle (including storage compatibility).
- Instruction and testing in relation to the safe use of the substance, including the use of appropriate PPE.
- Instruction in the first aid emergency procedures for the substance.

Training records shall be kept in Rapid Induct database for at least 5 years in accordance with legislation.

## 7. Related Documents

- ANC Dangerous Goods Guide
- Hazardous Substances and Dangerous Goods Inventory
- Pre-Purchasing Checklist for Hazardous Chemicals/Materials
- Spills and Leaks Procedure

Revision History					
Document Ref:	WHSPRO004	Revision:	03	Approved:	12/11/2019
Owner:	ANC	Approver:	Matt Wheatley		
Next Review:	November 2023				
This document cannot be modified without the approval of WHS Manager / Director					Page 3 of 4

## 8. References

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Dangerous Goods Safety Management Regulation 2001
- Advisory Standard for Hazardous Substances
- AS1940 The storage and handling of flammable and combustible liquids
- AS2507 The storage and handling of pesticides
- AS3780 The storage and handling of corrosive substances
- AS4326 The storage and handling of oxidizing agents
- AS 1940 The storage and handling of flammable and combustible liquids
- AS/NZS3833 The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers

### Appendix 1

#### *General Guidelines for the Treatment of Spills*

1. Refer to the SDS before attempting to clean up the spill
2. Remove people from the area, at the very least the spill will provide a slip hazard
3. Ventilate the area and isolate source of ignition if appropriate
4. Put on appropriate PPE, at least this should be safety glasses or goggles and impervious gloves. Disposable overalls may be used if required
5. For a small spill, e.g. around one litre, cover the material with inert absorbent and shovel into drums or bags for disposal (Note: if the material is flammable, use a non sparking shovel for this). Label the container as spill material for disposal.
6. For a spill larger than 1 litre, the area should be bunded with sand or earth and the material pumped into drums and labelled for disposal, the residue being treated as for 4 above.
7. Greater than 20 litres requires to be notified to the regulator as a dangerous occurrence.

### Appendix 2

#### *General Guidelines for the Treatment of Leaks*

1. Refer to the SDS before approaching the area of the leak
2. Remove people from the area, at the very least the leaked material will provide a slip hazard
3. Ventilate the area and isolate sources of ignition if appropriate
4. Put on appropriate PPE, at least this should be safety glasses or goggles and impervious gloves and apron
5. If it is a leaking pipe, shut off the flow of material, if it is safe to do so, and drain the material into clean drums for re-use where appropriate, or disposal if required. Inform maintenance of the leak so that it can be fixed after the area is decontaminated
6. Treat the leak area as for spills
7. For a leaking drum, decant as much as possible into a drum for disposal
8. Treat the leaked material as for spills
9. Greater than 20 litres required to be notified to the regulator as a dangerous occurrence.

Revision History					
Document Ref:	WHSPRO004	Revision:	03	Approved:	12/11/2019
Owner:	ANC	Approver:	Matt Wheatley		
Next Review:	November 2023				
This document cannot be modified without the approval of WHS Manager / Director					Page 4 of 4