



POLICY

Policy Title: Hazardous Chemicals

Policy Owner: Director Human Resources Service Centre

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

The University will ensure that, so far as is reasonably practicable, workers, students, or other persons at the University workplace are not exposed to levels of hazardous chemicals above the exposure standards published in the Exposure Standards for Atmospheric Contaminants in the Workplace in Western Australia and the National Exposure Standards [NOHSC: 1003 (1995)].

This policy is to be read in conjunction with the Hazardous Substances Procedures Manual.

2. ORGANISATIONAL SCOPE

All Edith Cowan University (ECU) Staff, students, contractors and visitors

Furthermore this policy embraces the duties and responsibilities of manufacturers and suppliers.

3. DEFINITIONS

TERM	DEFINITION
Australian Standard	The Australian Standard published by the Standards Association of Australia.
Carcinogenic Substance	A substance that can produce cancer.
Chem Alert	The management system adopted by the University enabling the registration of all chemicals used or stored on university premises.
Control Measure	A method that can be used to reduce the risks to safety and health from work with hazardous chemicals.
ECU	Edith Cowan University
Exposure	A person is exposed to a hazardous substance if the person absorbs or is likely to absorb substances by ingestion, inhalation or through the skin or mucous membrane.
Exposure Standard	The exposure standard specified in the National Exposure Standards [NOHSC: 1003(1995)] and Exposure Standards for Atmospheric Contaminants in the Workplace in Western Australia.
Hazard	In relation to a person, anything that may result in injury to the person; or harm to the health of a person.
Hazardous Chemical	A substance, mixture or article that: <ul style="list-style-type: none"> a. is considered a hazardous chemical under the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004)]; or b. is dangerous goods under the Australian Code for the Transport of Dangerous Goods by Road and Rail.
Safety Data Sheet (SDS)	Safety Data Sheet (SDS) means a document which contains the information in relation to a substance that is required by the National Code of Practice for the Preparation of Safety Data Sheets, whether or not the document is in the form required by that code of practice.
Risk	The likelihood that a substance will cause harm in the circumstances of its use.
SDS	Safety Data Sheet
Substance	Any natural or artificial entity, composite material, mixture or formulation, other than an article.
Supplier	An importer, manufacturer, wholesaler or distributor of workplace substances, but excludes a retailer.
Use	The production, handling, storage, transport or disposal of substances in the workplace.
Workplace	A place where employees work or are likely to be in the course of their work.

Worker	<p>The person who carries out work in any capacity for ECU, including work as:</p> <ol style="list-style-type: none"> a. an employee; or b. a contractor or subcontractor; or c. an employee of a contractor or subcontractor; or d. an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or e. an apprentice or trainee; or f. a student gaining work experience; or g. a volunteer.
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4. POLICY CONTENT

4.1 Responsibilities

Broad Work Health and Safety responsibilities of Executive Deans, Deans, Directors, Heads of Schools, Managers, Supervisors and Employees are set out in the University's Work Health and Safety Policy [HR081].

Specific responsibilities relating to the management of hazardous chemicals are detailed below.

4.1.1 University Employees

Executive Deans, Deans, Directors, Heads of Schools, Managers, Supervisors and their nominee(s) are responsible for ensuring that:

1. The requirements of this Policy and accompanying procedures are implemented in their area of control.
2. University workers and students are made aware of, and comply with, the requirements of this Policy and all other accompanying documented procedures.
3. Information and instructions are provided on the application of the Policy and procedures including training as required.
4. A formal induction program is in place for all new workers and students, prior to their undertaking any work associated with the use of hazardous chemicals.
5. Upon request of the Health and Safety Office, an annual audit of all hazardous chemicals is to be undertaken.
6. All hazardous chemicals are appropriately recorded with ChemAlert.
7. Safety Data Sheets (SDS) of all hazardous chemicals are made available.
8. The hazard risk register, a comprehensive register of all hazards present at the University, is kept up to date.

4.1.2 University Contractors

Contractors, sub-contractors, their employees and any other persons engaged by the University are required to meet the requirements of the Contractors Policy [FS032] and the requirements of this Policy.

4.2 Consultation

The University must consult with workers on matters relating to the handling, use, storage and disposal of hazardous chemicals in the workplace.

4.3 Funding of Control Procedures

- 4.3.1** Faculties and Service Centres that have need to use a hazardous chemical will be responsible for funding any control procedures to safely manage the hazardous chemical, as well as any additional funding to either eliminate or reduce potential harm to the health of a person working in that workplace
- 4.3.2** Faculties and Service Centres will be responsible for all costs associated with the provision, maintenance and repair of personal protective equipment issued to workers and visitors.
- 4.3.3** Further guidance on the process and procedures for the implementation of control measures is provided in the Hazardous Chemicals Procedures Manual.

4.4 Research

- 4.4.1** All aspects of the Hazardous Chemicals Policy, Hazardous Substances Risk Guidelines and Hazardous Substances Procedures Manual apply to persons undertaking research.
- 4.4.2** Any person conducting research shall conduct a risk assessment of the work practices and procedures to ensure that persons involved in the activities are not exposed to:
 - 1. Levels of hazardous chemicals higher than those dictated by the Exposure Standards for Atmospheric Contaminants in the Workplace in Western Australia and /or
 - 2. The National Exposure Standards [NOHSC: 1003 (1995)].
- 4.4.3** The risk assessment shall be documented, retained and forwarded to the Chair of the University Radiation and Biosafety Committee.
- 4.4.4** Safety Data Sheets (SDS) of all hazardous chemicals used in research projects or process shall be made available to all persons involved in the activity. As appropriate, information, instructions and supervision must be provided commensurate with the risk.

4.5 Carcinogenic Chemicals

- 4.5.1** Any use of carcinogenic substances must be authorised by the Head of School and formally endorsed by the University Radiation and Biosafety Committee.
- 4.5.2** Persons planning to use carcinogenic substances must apply in accordance with Part 5, Division 3 Occupational Safety and Health Regulations 1996 using the 'Application for the Use of Carcinogens Form'.

4.6 University Radiation and Biosafety Committee (Including Hazardous Chemicals)

- 4.6.1 The composition, terms of reference and responsibilities of the University Radiation, Biosafety and Hazardous Chemicals Committee are defined in the University's Committees and Procedures Document.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Faculties and Service Centres

University Faculties and Service Centres are responsible for the operational implementation and management of the policy and procedures.

Safety and Employment Relations Team

The Safety and Employment Relations Team are delegated the strategic responsibility for reviewing and amending the Hazardous Chemicals Policy and related procedures.

Staff/students/contractors

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

Available from the Health and Safety pages of the HR Service Centre website:

- Hazardous Substances Risk Guidelines,
- Hazardous Substances Procedure Manual

6.2 Other documents which are relevant to the operation of this policy are as follows:

Available from the Health and Safety pages of the HR Service Centre website:

- University Occupational Safety and Health Policy [HR081]
- Application for the Use of Carcinogens Form
- Personal Protective Equipment Policy [HR101]
- Contractors Policy [FS032]
- Emergency Evacuation Procedures
- Occupational Safety and Health Committees and Procedures Document

Available from Safe Work Australia:

- Exposure Standards for Atmospheric Contaminants in the Workplace in Western Australia and the National Exposure Standards [NOHSC: 1003 (1995)]

Available from the State Law Publisher:

- Occupational Safety and Health Regulations 1996

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Services Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	1996 15 June 2001 (Vice Chancellors Executive Management Group) March 2010 (Vice-Chancellor)
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