

CHEMICAL SAFETY IN SCHOOLS POLICY

In implementation of the Occupational Health and Safety Regulation 2001, the College will ensure that:

- Satisfactory systems and procedures are in place to secure a safe and healthy working and learning environment for the duty of care of all staff and students.
- Staff are trained to be familiar with the possible health effects of hazardous substances used in the workplace and maintain a high level of awareness of health and safety issues.
- Safety equipment and systems are provided, monitored and maintained.
- Monitoring and review of the working environment occur regularly.

PROCEDURES

The school has appointed an OH&S Coordinator to oversee:

- Staff (both teaching and ancillary) training, registration, and review
- Chemical stocktake/ audit and Chemical Register
- Risk Assessment registers
- Licence applications and renewals
- Labelling of containers, storage areas, and rooms
- Storage of hazardous substances, particularly dangerous goods
- Waste disposal of hazardous substances.

The school has appointed facilitators, namely the Coordinators of Science, CAPA and TAS, to:

- Assist in the training, registration and review of staff
- Maintain the chemical register and stocktake for their relevant areas
- Maintain the Risk Assessment register for their related areas
- Label containers, storage areas, and rooms in their related areas
- Ensure that storage of hazardous substances, particularly dangerous goods, meets legislation
- Ensure that hazardous substances are disposed of correctly according to the data supplied in the Chemical Register and CSIS Kit
- Maintain up-to-date MSDS (material safety data sheets) on all chemicals in their related areas
- Obtain MSDS for any new chemicals purchased (or received) in their related areas.

Staff Training, Registration and Review

All staff (both teaching and ancillary) are to be trained to be familiar with the hazardous substances and dangerous goods legislation, correct use of these substances and its significance to them and their school.

The Facilitators do training, at a time suitable to the school. Training only occurs once unless the staff member's User Code changes. Records are kept for five (5) years.

All staff are to be registered with a Chemical User Code to identify the level of usage and training necessary. This will occur prior to training. A facilitator will train any new member of staff, at a time convenient to them and the School.

Chemical Audit/Stocktake

A chemical audit/stocktake will occur in Week 4 Term 1 each year. This will involve key members of staff assigned to specific areas of the school completing a Pro-forma (see Appendix A).

Key Staff Members and their specific area(s) are:

Key Staff Member	Specific Area for Chemical Audit *
Principal's Secretary	Administration Building
CAPA Coordinator	CAPA Building
LOTE Senior Teacher	Building – Rooms 101 – 104
Groundsman	Cleaning Storerooms
Maintenance Person	Maintenance Storeroom
PDHPE Coordinator	Lower Floor Stage 6 Building
HSIE Coordinator	Upper Floor Stage 6 Building
Science Coordinator	Science Block + Laboratory 1 and Prep 2
English Coordinator	Upper Floor Stage 5 Building

Key Staff Member	Specific Area for Chemical Audit *
Mathematics Coordinator	Lower Floor Stage 5 Building
TAS Coordinator	TAS Building except Lab 1, Prep 2 and Canteen
Canteen Manager	Canteen
Librarian	Library Building
Sport Coordinator	Sports Store

* **Specific Areas include all GP classrooms, storage areas, toilets etc in that area.**

The stocktake proforma will include:

- Chemical Name and synonyms
- Quantity and container size and container type
- Location

Key Staff Members are to obtain any MSDS (material safety data sheets) for any new chemicals purchased or received since the last audit and any updated MSDS for existing chemicals. A copy is to be supplied to the OH&S Coordinator when received.

Risk Assessment Registers

Key Staff Members will ensure that for their specific area:

- All hazardous substances are assessed for their health risk to users of the substance, or those likely to come into contact with the storage area of the substance.
- Based on the assessment made of the hazardous substance, that appropriate measures be taken to achieve control of the substance (see CSIS Section 1.5.1)
- All assessments are to be recorded in permanent form, either in writing or on computer as per the guidelines set out in CSIS Section 1.5.1.
- Copies of all assessments are given to the OH&S Coordinator.
- Copies to be available to students when dealing with any hazardous substance.

Licence Applications and Renewals

Key Staff Members will ensure that for their specific area:

- Quantities of dangerous goods do not exceed quantity limits or if they do exceed, that the appropriate Licence(s) are obtained. (Refer to CSIS Section 1.3.3 for details)
- For any Licence(s) obtained, a copy is given to the OH&S Coordinator.

Labelling of containers, storage areas, and rooms

Key Staff Members will ensure that for their specific area:

- All dangerous goods containers of greater than 150mL capacity, stored or used in their specific area are labelled with:
 - Product Name (if applicable)
 - Chemical Name (and synonyms)
 - Class Label
 - Label to indicate primary risk associated with the dangerous good e.g. poison, warning
 - Safety information eg keep locked up, do not breathe dust
 - Name of Manufacturer of supplier
 - First aid and Emergency Procedures
- All dangerous goods containers of less than 150mL capacity, stored or used in their specific area are labelled with:
 - Product Name (if applicable)
 - Chemical Name (and synonyms)
 - Class Label

(Refer to CSIS Section 1.4.3)
- All storage areas, cupboards, shelving, rooms etc where dangerous goods are kept have significant signage on access doors/openings including relevant Class Labels.

Storage of hazardous substances, particularly dangerous goods

Key Staff Members will ensure that for their specific area:

- Storage of hazardous substances is in their original containers or in correctly labelled containers.
- Storage and usage areas of hazardous substances contain relevant safety and protective wear including goggles, shields, protective clothing etc.
- Storage and usage areas of hazardous substances have First Aid equipment relevant to the substance stored in that area e.g. eye wash stations where liquid chemicals are used or stored.
- Storage of all dangerous goods complies with Dangerous Goods Legislation (see Guidance notes in CSIS Kit - Section 1.3.2)

Waste disposal of hazardous substances

All members of the school community will ensure that for their specific area all hazardous substances are disposed of correctly and safely using the Chemical Register for recommended method of waste disposal. Key Staff members will provide relevant disposal bottles etc for usage in their specific area. Protective gear must be available for usage when hazardous substances are disposed.

Emergency Procedures

In the event of a hazardous substance spillage/ accident, the teacher identifying the emergency is to contact the School Office for an office staff member to notify the Principal, Deputy Principal or authorised person to commence emergency evacuation procedures as per the Staff Handbook.

The College Chemical Register must be visible in the College Office to be available for Emergency Services.