Chemical Safety Policy

**WHS COMMITMENT**

St Ambrose Primary School, Pottsville is committed to ensuring the health and safety of workers and other people who are involved in or may be affected by our work operations and undertakings. In particular, we are committed, so far as is reasonably practicable:

1. To work towards ensuring that WHS risks associated with hazardous chemicals (including workplace substances and dangerous goods) are eliminated so far as is reasonably practicable, or if elimination is not reasonably practicable, minimised so far as is reasonably practicable.

2. To consult with relevant workers directly or via their HSRs in this risk management process

**RESPONSIBILITIES & ACCOUNTABILITIES**

Chemical safety management responsibilities are assigned in accordance with the level of control people have over the work that involves those hazardous chemicals.

**Officers** have overall responsibility to ensure compliance with chemical regulatory requirements so that the health, safety and wellbeing of workers and others who may be affected by hazardous chemicals can be ensured.

**Managers and supervisors** have the responsibility to work cooperatively together and in consultation with workers under their supervision and with the HSR’s of the work groups under their supervision to ensure their work teams implement the Chemical Safety Policy and procedures.

**Workers** are responsible to implement the Chemical Safety Policy and procedures and are required to make sure they work safely and their actions or omissions do not put their own or anyone else’s safety at risk. Together with their HSR’s, workers are asked to identify chemical safety issues in their work or work areas and to provide practical safety input to the HSC for consideration in WHS reviews and corrective action directions.

**Students and visitors** are responsible to cooperate with the Chemical Safety Policy and procedures about which they’ve been notified and to follow reasonable chemical safety instructions given to them by representatives of the organisation.

**CHEMICAL SAFETY PROGRAM**

To implement this Policy's provisions, a program of activities and procedures relating to all aspects of chemical safety including the following will be set up, regularly reviewed, updated and implemented:

1. Identification of all chemicals classified as hazardous or dangerous and all workplace substances containing chemicals classified as hazardous or dangerous

2. Ensuring that all hazardous chemicals are labelled according to the Labelling of Workplace Hazardous Chemicals Code of Practice

3. In accordance with the Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice, keeping current chemical Safety Data Sheets (SDS) for all hazardous chemicals and workplace substances in an indexed collection that is readily accessible to all workers who may be exposed to hazardous chemicals and substances at work.
4. In consultation with workers, controlling chemical safety risks so far as is reasonably practicable with reference to the WHS regulations and the *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice*

5. Using, decanting, storing, transporting and disposing of hazardous chemicals in accordance with WHS regulations and the *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice*.

6. Keeping and maintaining a *Hazardous Chemical Register* that is readily accessible to all relevant workers and is suitable for emergency services’ use in the event of a chemical emergency

7. Proactive identification, reporting and corrective action response to chemical hazards and risks

8. Reporting, review and corrective action response to hazardous chemical incidents, illnesses or injuries

9. Providing relevant workers with adequate chemical safety information and training (including induction and hazard-specific training) to enable them to work safely with the chemicals involved in their work

10. Providing exposure monitoring and health surveillance for workers working with high-risk hazardous chemicals if the exposure creates a risk to their health and safety

11. Keeping chemical records in accordance with WHS regulatory requirements

The ultimate goal of this *Chemical Safety Policy* is ‘no harm to anyone at anytime’.

**ASSOCIATED DOCUMENTS**

1. WHS Policy
2. Hazardous Chemical Register
3. Strategic WHS Plan
4. Risk Management Plan

**POLICY AUTHORISATION**

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<thead>
<tr>
<th>OFFICER</th>
<th>Mr Brian Laybutt (Principal)</th>
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<tbody>
<tr>
<td>SIGNATURE</td>
<td><a href="mailto:blaybutt@lism.catholic.edu.au">blaybutt@lism.catholic.edu.au</a></td>
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<tr>
<td>ROLE</td>
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