



# Tanglin Gippsland Hazardous Substances and Dangerous Goods Policy

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# 1 Overview

- 1.1 Tanglin Gippsland has a responsibility to provide an environment free from the dangers associated with the use and storage of hazardous substances and dangerous goods.
- 1.2 Tanglin is committed to providing and maintaining a healthy and safe learning and workplace so far as is reasonably practicable. Tanglin Gippsland has a duty of care to ensure that all staff members, contractors and others who are employed or visit the campus are free from the dangers of hazardous substances and dangerous goods.
- 1.3 Tanglin shall seek to comply with all relevant legislation, including Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017, Occupational Health and Safety Hazardous Substances Regulations 1996, Dangerous Goods Act 1985, Dangerous Goods (Storage and Handling) Regulations 2012 and Environment Protection Act 1970.
- 1.4 This policy sets out procedures to ensure that hazardous substances and dangerous goods are used and stored in a safe manner, and that the risks associated with their use and storage are controlled. The procedures outlined in this policy will help staff members, contractors, students and others at Tanglin Gippsland to:
  - meet the legal requirements for the use of hazardous substances and dangerous goods in the school environment;
  - be aware of current practice in the use of chemicals for teaching and learning; and
  - be instructed in the procedures for the safe use, storage and disposal of hazardous substances and dangerous goods, recognising they are used for both educational and administrative purposes.
- 1.5 Hazardous substances have the potential to harm the health of people through contact or by entering the body and are covered under the Hazardous Substances Regulation 1996. Part 4.1 of the OHS Regulations 2007 regulate the storage and handling of hazardous substances. Since many dangerous goods are also classified as hazardous substances, the OHS Act and OHS Regulations will often apply in addition to the Dangerous Goods Act and the Dangerous Goods (Storage and Handling) Regulations 2012. The difference between dangerous goods and hazardous substances is that dangerous goods are classified on the basis of immediate physical or chemical effects (e.g. fire, explosion, corrosion and poisoning) affecting people or property, while hazardous substances are classified only on the basis of health effects (whether they be immediate or long-term).
- 1.6 Hazardous substances and dangerous goods may be in the form of a solid, liquid, gas, vapour, dust, mist or fume.
- 1.7 The Head of Campus and Property Manager are responsible for oversight of this policy.

# 2 Definitions

- 2.1 *Hazardous substances* are substances that following someone's exposure can have an adverse effect on health. Examples of hazardous substances include poisons, substances that cause burns or skin and eye irritation, and substances that may cause cancer. Many hazardous substances are also classified as dangerous goods. A substance is deemed to be a hazardous substance if it meets the classification criteria specified in the Approved Criteria for Classifying Hazardous Substances (2004). Substances that have been classified according to the approved

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criteria are provided in the online database called the Hazardous Substances Information System (HSIS).

- 2.2 *Dangerous goods* are substances, mixtures or articles that because of their physical, chemical (physicochemical) or acute toxic properties, present an immediate hazard to people, property or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances. Many dangerous goods are also classified as hazardous substances. Substances classified as dangerous goods are contained in the Dangerous Goods Act 2012.
- 2.3 *Safety Data Sheet (SDS)* is a document prepared by a manufacturer or importer of chemicals, which describes the use, chemical and physical properties, health hazard information, precautions for use, safe handling information and emergency information. They are regulated by the Occupational Health and Safety Regulations 2007, Part 4.1 Hazardous Substances.
- 2.4 *Globally Harmonised System of Classification and Labelling of Chemicals (GHS)* is a system used to classify and communicate chemical hazards using internationally consistent terms and information on chemical labels and Safety Data Sheets. The GHS provides criteria for the classification of physical hazards (e.g. flammable liquids), health hazards (e.g. carcinogens) and environmental hazards (e.g. aquatic toxicity). The GHS was created by the United Nations to create a single worldwide methodology for chemical classification, labelling and safety data sheets (SDS). The system ensures that users are provided with practical, reliable and easy to understand information on chemical hazards, and can take the appropriate preventive and protective measures for their health and safety.

### 3 Details

#### 3.1 General

- 3.1.1 Staff members, contractors, students and others using hazardous substances or dangerous goods must have appropriate training and be aware of the procedures for the management of risks associated with their use as defined in the Occupational Health and Safety (Hazardous Substances) Regulation 1996, Dangerous Goods Act 1985 and Dangerous Goods (Storage and Handling) Regulations 2012.
- 3.1.2 All staff members are responsible for taking reasonable care for the health and safety of themselves and others at the campus.
- 3.1.3 Staff members must ensure that they:
  - read the label of a container that holds any hazardous substance and take note of the hazard statements thereon;
  - do not adversely expose themselves or other staff/students to any hazardous substance; and
  - assist in the day-to-day management of hazardous substances at the campus

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- 3.1.4 Contractors must ensure that:
- their employees are aware of and observe this policy; and
  - the Property Manager is advised of all hazardous substances and dangerous goods brought onto the premises.
- 3.1.5 Pest control treatments will be undertaken by a licensed pest controller. Wherever possible, treatments where there could be solvent odours or chemical residues from spraying, shall be performed when students are not on campus

### 3.2 Documentation

- 3.2.1 Each department or teaching faculty that uses hazardous substances or dangerous goods will keep an up-to-date Central Chemical Register and a file of SDS for each hazardous substance or dangerous good.
- 3.2.2 All hazardous substances or dangerous goods in the school are to be recorded on the campus' Central Chemical Register. Copies of the Central Chemical Register will be kept at Reception and in a box at the entrance to the campus for emergency services access in the event of a critical incident.
- 3.2.3 Safety Data Sheets (SDS) must be provided for hazardous substances and dangerous goods at the time of purchase. SDS can be obtained from the manufacturer or from online sources. The SDS includes the following details:
- Contact information in the case of emergency
  - Name and address of supplier
  - Name of the product
  - Classifications
  - Common properties
  - Chemical composition
  - Health hazards
  - Precautions for use
  - Safe handling information

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3.2.4 A stocktake and annual audit of hazardous substances and dangerous goods must be undertaken to provide information to update the Central Chemical Register.

3.2.5 The following records must be maintained in relation to dangerous goods and hazardous substances in the workplace by the staff member responsible for the department or area where the goods and substances are being used and stored.

- Risk assessments
- Safe work procedures
- Purchasing records
- Training records
- Chemical Register and SDSs
- Inspection and testing records for engineering controls

### 3.3 Risk assessments

3.3.1 All chemical hazards must be identified and assessed to determine the level of risk to ensure risks are controlled. Consideration should be given to the following hierarchy of control measures:

- Elimination of the hazardous substance or dangerous good
- Substitution of a less hazardous substance or dangerous good
- Isolation of the process in which the hazardous substance or dangerous good is used
- Engineering control to reduce the hazardous substance or dangerous good in the work environment
- Safe work practice to reduce exposure to the hazardous substance or dangerous good
- Provision of personal protective equipment as a barrier against exposure to the hazardous substance or dangerous good

3.3.2 The assessment for the hazardous substance or dangerous good should be reviewed every five years, or when there is a change in the circumstances of use of the particular substance.

3.3.3 The health risk in handling any particular hazardous substance or dangerous good will vary with each substance and the way in which the substance is used. The supervisor or supervising teacher is responsible for conducting health risk assessments.

3.3.4 Risk assessments must be completed for all tasks, projects or activities involving the use of hazardous chemicals and dangerous goods.

### 3.4 Storage

3.4.1 All hazardous substances and dangerous goods must be labelled in accordance with the Approved Code of Practice for the labelling of workplace substances. The label on the container in which the dangerous good and/or hazardous substance is supplied must remain intact, legible and unaltered. Date of receipt of the hazardous substance should be marked on the original container to allow for monitoring of the age of the chemical and promote the use of older material first.

3.4.2 Where a hazardous substance or dangerous good is transferred or decanted from the supplier's container and not used immediately, the recipient container must be labelled with

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the name of the product, and appropriate risk labelling and appropriate safety labelling in accordance with GHS standards. This includes at a minimum:

- Name of chemical
- Formula of chemical
- Signal word (if applicable)
- Date prepared
- Concentration of solution (if applicable)
- Pictogram and/or hazard statements

3.4.3 Containers with unknown substances should be labelled 'CAUTION DO NOT USE: UNKNOWN SUBSTANCE' and then disposed of in accordance with all federal, E.P.A, state and local regulations. Refer to Guidance Sheet 6: Hazardous Chemical Disposal for additional information.

3.4.4 Storage of hazardous substances and dangerous goods shall be in accordance with applicable legislative regulations and codes of practice. Refer to Guidance Sheet 1: Chemical storage for further information.

3.4.5 The safe storage of particular combinations of substances shall be in accordance with the Segregation of Dangerous Goods Chart. Refer to Worksafe Victoria Recognising Dangerous Goods Segregation Chart.

3.4.6 Cleaning chemicals used by the campus shall be stored in locked cupboards and kept secured from student access and contractors must comply with all requirements of this policy.

3.4.7 Hazardous substances and dangerous goods used by the maintenance department shall be stored in workshops according to legislative regulations and codes of practice.

### 3.5 Safety precautions

3.5.1 Safety appropriate fire detection and firefighting equipment shall be in place for any emergency involving fire that is caused by the storage or use of hazardous substances or dangerous goods.

3.5.2 Appropriate Personal Protective Equipment (PPE) will be provided and worn when handling hazardous substances and dangerous goods.

3.5.3 Appropriate manual handling techniques are to be employed when transporting and storing chemicals (e.g. utilisation of trolleys, storage of frequently accessed and heavy items between knee and shoulder height).

3.5.4 Incidents resulting from the use of hazardous chemicals or dangerous goods are to be reported using the appropriate forms, and each incident is to be investigated.

3.5.5 Hazardous substances contained in an enclosed system such as pipe or piping, are to be identified and labelled.

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3.5.6 Mandatory placarding is to be in place for chemicals with quantities exceeding the placarding requirements listed in Schedule 2 of the Dangerous Goods (Storage & Handling) Regulations 2012.

3.5.7 The following conditions shall apply to ensure Science laboratory safety:

- Risk assessments are to be carried out for each experiment

3.5.8 All chemicals are to be stored in compliance with their Safety Data Sheet (SDS)

- All Science department staff members shall be trained in the safe storage and use of chemicals in the workplace

3.5.9 All Science department staff members shall be trained in the correct use and operation of the fume cupboard

- At the completion of the practical experiment, all chemicals shall be removed from the science laboratory and returned to the preparation/storage room
- Students shall be supplied with lab coats, gloves and safety glasses when stipulated in the risk assessment
- Students must wear closed shoes and uniform appropriately as per the risk assessment for each practical.

### 3.6 Disposal

3.6.1 All dangerous goods, hazardous substances and chemical waste are to be disposed of as per SDS and with reference to Guidance Sheet 6: Hazardous Chemical Disposal.

3.6.2 Separate containers shall be provided for disposal of organic and inorganic waste. All chemical waste needs to be properly packaged, labelled and stored in designated areas awaiting collection. When adequate volumes of waste are accumulated it is to be collected by a company licensed to collect chemical waste or disposed of in accordance with all federal, EPA, state and local regulations.

3.6.3 Correctly dispose of chemicals no longer in use and ensure minimal quantities of chemicals are stored on site by regularly reviewing the chemicals held in storage.

3.6.4 No chemicals stated on Guidance Sheet 3: Prohibited and Restricted Chemicals are to be kept on the school property. If chemicals are found they are to be disposed of promptly in accordance with all federal, EPA, state and local regulations.

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### 3.7 Emergency management

3.7.1 The following emergency management provisions shall be available for use in the event of a chemical emergency:

- Fire extinguishers
- Fire blankets
- Eye-wash facilities
- Safety shower facilities
- First-aid kit
- Spill kits or containment equipment
- Tap to switch off the gas mains
- Electrical safety switch/isolator
- Appropriate number of trained emergency wardens and first aiders
- Appropriately displayed emergency contact details

3.7.2 Incidents involving hazardous substances or dangerous goods are to be investigated, incident form/s filled out and the risk controls reviewed.

3.7.3 The Poisons Information Centre on 13 11 26 is available 24 hours a day. The centre can provide advice on all types of poisons and poisoning.

3.7.4 If there is a case of accidental poisoning, contact the Poisons Information Centre and provide the following information:

- Name of the poison
- Length of time of the exposure
- Any signs and symptoms

3.7.5 If there is a case of accidental contamination, the following steps apply:

- Clothing should be changed promptly
- Skin should be washed (without scrubbing) with soap and water

3.7.6 Follow directions on the label, which may include getting to a doctor or hospital quickly

## 4 Related Tanglin Gippsland Policies

- Maintenance Policy
- Accident and Incident Policy
- First Aid Policy

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## 5 Policy Review

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

## Appendices

### Appendix 1

The following legislation, guidance and codes of practice documentation has been referenced in the development of this policy:

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2012
- Code of Practice for the Storage and Handling of Dangerous Goods 2013
- Hazardous Substances Code of Practice 2000
- Australian Standard 1319:1994 - Safety Signs for the Occupational Environment
- Australian Standard 1345:1955 - Identification of the Contents of Piping, Conduits and Ducts
- Department of Education and Training Website in reference to Chemical Management. <https://www.worksafe.vic.gov.au/resources/recognising-dangerousgoods>
- Guidance sheets 1 to 6 Chemical Management: Resources | [education.vic.gov.au](https://www.education.vic.gov.au)
- Worksafe Victoria Recognising Dangerous Goods Segregation Chart <https://www.worksafe.vic.gov.au/resources/recognising-dangerous-goods>
- RiskAssess, [www.riskassess.com.au](http://www.riskassess.com.au)

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