

Hazardous Chemicals Procedure

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INDEX

1. PURPOSE
2. RESPONSIBILITIES
3. DEFINITIONS
4. REFERENCES
5. PROCEDURE
6. RECORDS
7. REVIEW

1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to establish a system for the planned and integrated approach to managing hazardous chemicals within Ecoplant & Seeddown's workplaces. It provides for responsibilities and accountabilities to ensure that hazardous chemicals are purchased, used, stored, handled and disposed of in accordance with legislative requirements so that risks to the health and safety of employees, other persons and the environment are eliminated or minimised.
- 1.3. Ecoplant & Seeddown has an obligation under Work Health and Safety Legislation and the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2012 to ensure that all hazards and risks to health and safety resulting from the exposure or use of hazardous chemicals are managed correctly.

2. RESPONSIBILITIES

- 2.1. **Employees or any other person** in a workplace of Ecoplant & Seeddown, must take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Employees must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- 2.2. **Managers/Supervisors** of Ecoplant & Seeddown have a duty to ensure, so far as is reasonably practicable, all hazardous chemicals are without risks to the health and safety of any person by ensuring:
 - Information, instruction and training are provided to employees and other persons under their management and control in relation to the purchasing, handling, use, storage and disposal of chemicals.
 - Employees and other persons under their management and control are aware and understand their duties and the requirements for managing the risks from using chemicals.
 - Processes to control the risks of chemical exposure are implemented.
 - Appropriate documentation and records such as safety data sheets, risk assessments, register of hazardous substances and a record of personal protective equipment (PPE) are maintained.
 - Supervision and support is provided to employees and other persons under their management and control to ensure safe chemical work practices are followed.
 - Adequate resources and PPE are provided for the purpose of workplace health and safety.

- Correct usage of PPE is monitored at all times.
- All incidents and injuries are reported and recorded in accordance with the Incident Management Reporting and Investigation Procedure.
- Ensure employees under their management and control are aware of, and do not purchase, prohibited chemicals.

2.3. **Site Managers** of Ecoplant & Seeddown must ensure:

- This procedure is implemented.
- Hazardous chemicals are identified and labelled appropriately at all sites.
- The risks to health and safety from exposure to hazardous chemicals are assessed in accordance with the Hazard Identification and Risk Management Procedure and the details of the level of risk and control options are summarised in a Hazardous Chemicals Register.
- Employees using hazardous chemicals are informed of the risks and control measures.
- Control measures are implemented to eliminate or reduce the likelihood of harmful exposure. e.g. allocating resources for storage facilities, signage, removal of hazardous chemicals, provision of PPE.
- The least hazardous products have been purchased for the task.
- A Hazardous Chemical Register is maintained and reviewed annually.
- Safety Data Sheets (SDS) are reviewed annually and updated as needed.
- SDSs for hazardous chemicals are stored in close proximity to employees who are required to use chemicals.
- Application is made to higher management for approval to introduce a non-approved hazardous chemical into the workplace
- Unused or obsolete chemicals are disposed of in the appropriate manner as defined by this procedure.
- Emergency Services must have ready access to the site's Hazardous Chemicals Register if required.
- Employees and other persons who have been identified as being at risk of exposure are informed and trained in the use and handling of hazardous chemicals and appropriate training records are maintained.
- All injuries and incidents relating to the exposure to hazardous chemicals are reported and recorded in accordance with the Incident Management Reporting and Investigation Procedure.

3. DEFINITIONS

- 3.1. **Employee** – Any person who has a signed contract of employment with Ecoplant & Seeddown. This includes full-time, part-time and casual employees.
- 3.2. **Hazardous Chemical** - Chemicals are present in every workplace, from the cleaning chemicals being used to the industrial manufacturing processes, and welding fumes. Generally, a hazardous chemical is one which may pose a risk to the health of anyone coming into contact with it in the workplace. The contact may be in the production, handling, use, storage, transport or disposal of the chemical.

4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WHS legislation
- 4.3. AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- 4.4. Managing risks of Hazardous Chemicals in the Workplace Code of Practice 2012
- 4.5. Hazard Identification and Risk Management Procedure
- 4.6. Incident Management Reporting and Investigation Procedure

5. PROCEDURE

For the purpose of this procedure a hazardous chemical does not include:

- Lead within the meaning of the Work Health and Safety Regulation 2011; or
- A substance containing a disease causing organism; or
- A radioactive substance; or
- A substance used at a workplace for personal or sanitary use not related to a work activity.

5.1. Purchasing

Prior to purchasing a hazardous chemical for use in a workplace of Ecoplant & Seeddown, a risk assessment should be carried out by the Manager/Supervisor, and any results and actions followed up. A Safety Data Sheet (SDS) must be obtained prior to, or along with, delivery of the hazardous chemical.

A SDS must be provided for all substances that are at, or are to be brought onto, the workplace. This includes non-hazardous chemicals and substances that are purchased from supermarkets, hardware stores and the like.

5.2. Safety Data Sheets (SDS)

Safety Data Sheets (SDSs) provide the information needed to allow the safe handling of hazardous chemicals used at the workplace. Ecoplant & Seeddown's employees

are required to comply with these procedures for the management of hazardous chemicals

When placing an order with a supplier of a chemical for the first time, the purchaser must request a current SDS from the supplier. If suppliers, manufacturers and importers fail to provide a SDS for a hazardous chemical, refer this matter to higher management. A chemical should not be used nor brought onto the workplace without a current SDS. A copy of the SDS must be kept in the workplace close enough to where the substance is being used to allow easy reference for employees and others who may be exposed to the substance.

5.3. **Records and Registers**

A requirement of the Work Health and Safety Regulations 2011, Hazardous Chemicals is that Ecoplant & Seeddown maintain certain records and registers. These records are to be made available when necessary to employees, public authorities and the emergency services. The required records and registers and timeframes for retention are:

- Inventory of hazardous chemicals – ongoing
- Register of SDS – 5 years
- Risk assessments – 5 years
- Risk assessments indicating a need for monitoring or health surveillance – 30 years
- SDS part of a risk assessment indicating a need for monitoring or health surveillance – 30 years
- Results of workplace monitoring and health surveillance – 30 years
- Induction and training records – 5 years

5.4. **Storage**

All hazardous chemicals used in a workplace of Ecoplant & Seeddown, must be stored in accordance with the information provide in the chemicals SDS.

5.5. **Spills**

Read the relevant SDS for information on spills.

The general rules are:

- Only if the hazards of the material and the correct clean-up procedures are known by the employee should spills be cleaned up. In most cases spills can be dealt with by employees using the available spill equipment with minimal effort or risk.
- All minor spills must be cleaned up promptly and thoroughly using PPE and appropriate control measures.

- There should be two people present when cleaning up a spill.
- If the substance spilled cannot be identified, assume the worst and implement emergency response.
- All persons not directly concerned with the emergency should be evacuated from the area of contamination.

Spills must be immediately reported to the work area supervisor, and if the spill cannot be immediately contained, the Emergency Services must be contacted by dialling 000 (all hours).

5.6. **Disposal**

All hazardous chemicals to be disposed by Ecoplant & Seeddown must be disposed of in accordance with the information provided in the chemicals SDS.

6. **RECORDS**

6.1. All documentation relating to hazardous chemicals (including SDS documentation) must be retained by the Company for a period not less than seven (7) years, or as specified within this procedure, from the date that the documentation was brought into existence.

7. **REVIEW**

7.1. Annual