



Catholic Schools Office Diocese of Lismore

CHEMICAL SAFETY STANDARD OPERATING PROCEDURE

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Status:	Ratified
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SOP Contact Officer:	WHS Officer - School Resources Services
Related Documentation:	Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission Emergency Planning Standard Operating Procedure Preventative Maintenance Standard Operating Procedure School Maintenance Standard Operating Procedure Work Health and Safety Policy and Standard Operating Procedure Managing Risks of Hazardous Chemicals Code of Practice <i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulation 2011</i>

RATIONALE

The Catholic Schools Office (CSO) has a duty of care under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* to provide a safe working environment for its workers, contractors, visitors and students. This Chemical Safety Standard Operating Procedure establishes processes to be followed to minimise risk of injury from hazardous chemicals; as well as outlining responsibilities in relation to the handling of hazardous chemicals.

SCOPE

This Standard Operating Procedure applies to all employees in Catholic schools, the Catholic Schools Office and any related entities under the administration of the Catholic Schools Office, Diocese of Lismore.

1. RESPONSIBILITIES AND ACCOUNTABILITIES

- 1.1 Chemical safety management responsibilities are assigned in accordance with the level of control people have over the work that involves those hazardous chemicals.
- 1.2 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.
- 1.3 Principals, managers and supervisors have the responsibility to work cooperatively together and in consultation with workers under their supervision and with the WHS Committee of the school to ensure staff implement the Chemical Safety procedures.
- 1.4 Staff are responsible for implementing the Chemical Safety 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 WHS Committee, staff are asked to identify chemical safety issues in their work or work areas and to provide practical safety input to the Health Safety Committee for consideration in WHS reviews and corrective action directions.
- 1.5 Students and visitors are responsible for cooperating with the Chemical Safety procedures about which they've been notified and to follow reasonable chemical safety instructions provided to them.

2. CHEMICAL SAFETY PROGRAM

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

- I. Identification of all chemicals classified as hazardous or dangerous and all workplace substances containing chemicals classified as hazardous or dangerous;
- II. Ensuring that all hazardous chemicals are labelled according to the [Labelling of Workplace Hazardous Chemicals Code of Practice](#).

<http://www.safework.nsw.gov.au>);

- III. 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 staff who may be exposed to hazardous chemicals and substances at work;
- IV. In consultation with staff, 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](#);
- V. 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;
- VI. Keeping and maintaining a Hazardous Chemical Register that is readily accessible to all relevant staff and is suitable for emergency services' use in the event of a chemical emergency;
- VII. Proactive identification, reporting and corrective action response to chemical hazards and risks;
- VIII. Reporting all hazardous chemical incidents, illnesses or injuries on SafetyNet;
- IX. Providing relevant staff 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; and
- X. Keeping chemical records in accordance with WHS regulatory requirements.

VERSION HISTORY

Version	Approval Date	Authorised By	Notes
1	November 2016	Assistant Director – School Resources Services	Originally released