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Functional Flowchart

Not Applicable

Objective

To provide a corporate standard that outlines SCL's procedure for managing hazards associated with using, handling and storing hazardous substances.

Scope

This corporate standard applies to any work environment within a SCL operated and / or maintained site or any situation where a SCL employee or controlled contractor may be exposed to a hazardous substance.

Definitions

ADG Code: Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG) Code.

Chem Alert: computer software package used to store SCL's register of substances, Material Safety Data Sheets (MSDSs) and risk assessments.

Competent person: a person who has through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly the specified task.

Dangerous goods: goods which are listed in the ADG Code, or meet the classification criteria of the ADG Code.

- Hazardous substance:** a substance which:
- is listed in the National Occupational Health and Safety Commission's (NOHSC) List of Designated Hazardous substances; or
 - meets the NOHSC approval criteria for classifying hazardous substances; or
 - has been classified as a hazardous substance by the manufacturer or importer in accordance with the National Occupational Health and Safety Commission.

- Health surveillance:** means the monitoring, including biological monitoring and medical assessment, of a person to identify changes in the person's health because of exposure to a hazardous substance.

Hierarchy of controls: a description of the varying control measure options that may be utilised in the management of hazards. The hierarchy in order of preference encompasses the following:

- Elimination
- Substitution
- Isolation
- Engineering
- Administration / Training
- Personal Protective Equipment (PPE)

Label: a piece of paper or plastic attached to something or marked information on an item to give instruction / information about the item.

Material Safety Data Sheet (MSDS): a document that describes the properties and uses of a substance, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

Monitoring: regularly checking, other than by biological monitoring—
(a) a person's risk from, or level of exposure to, a hazardous substance; and
(b) the effectiveness of hazardous substance control measures at a person's workplace.

PPE: Personal Protective Equipment.

Regulated Waste: means a non-domestic waste mentioned in Schedule 7 of the Environmental Protection Regulation 1998 (whether or not it has been treated or immobilised), and includes:-

- for an element – any chemical compound containing the element; and
- anything that has contained the waste.

Significant Risk: means that the work with a hazardous substance is likely to adversely affect the health of workers and other persons at the workplace. For example there would be a 'significant risk' if:

- a) the severity of the acute or chronic health effects from exposure to the hazardous substance are substantial; or
- b) there are no control measures in place at the workplace or the controls that are in place are not adequate to protect workers from exposure to a hazardous substance; or
- c) the level of exposure is high.

Worker: SCL employee or controlled contractor

++ Responsibilities

+ OH&S Systems Manager

To maintain the currency and accuracy of this Corporate Standard, reflective of legislative and corporate change as relevant to workplace health and safety.

+

+ Station / Site Manager

To monitor the implementation of this Corporate Standard, and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy this Corporate Standard.

Workers

To comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures.

Environmental System Coordinator

To maintain the currency and accuracy of this Corporate Standard, reflective of legislative and corporate change as relevant to Environmental Management.

Hazards

In relation to undertaking work activities involving the use of hazardous substances, a safe system has been implemented to control risks to health and safety and the environment arising from hazards such as, but not limited to:

- worker or public exposure to a hazardous substance;
- spills or leaks of a hazardous substance;
- improper storage and / or disposal of hazardous substances.

Risk Assessment

1. Hazards associated with hazardous substances are to be assessed and managed as per a work method statement for the relevant work activity. The MSDS for the hazardous substance and the associated risk assessment are to be considered when developing the work method statement.
2. Hazardous substance control measures are to be detailed in the work method statement. It is not acceptable for the terms "refer to MSDS" or "refer to risk assessment" to be used in lieu.
3. Risk assessments are to be undertaken / reviewed for processes and work involving potential exposure to a hazardous substance:
 - a. prior to use; and
 - b. within five (5) years after the last assessment; and
 - c. as soon as possible following:
 - any onsite incident involving a hazardous substance;
 - there is any significant change in any process, system or procedure relating to the storage or handling of any hazardous substance;
 - there is evidence that the original risk assessment(s) no longer adequately assesses the risk associated with the hazard(s);
 - any new information about the substance's hazards is available;
 - health surveillance or monitoring shows control measures need to be reviewed;
 - new or improved control measures are implemented.
4. Risk assessments are to be conducted in consultation with workers that are to use the substance.

5. Hazardous substance risk assessments are to include:
 - a. the identification of any hazardous substance used or produced in the work;
 - b. a review of:
 - the current MSDS (i.e. current within 5 years) for each hazardous substance used or produced in the work; and
 - available equivalent information if the MSDS cannot be practicably obtained or does not exist; and
 - the consumer package label if a hazardous substance is held in a consumer package; and
 - c. a decision about whether any workers may be exposed to the substance; and
 - d. a decision about the control measures, health surveillance and monitoring needed for the substance.
6. Risk assessment records are to include:
 - the date that the assessment was undertaken;
 - whether the degree of risk is assessed to be significant;
 - the substance's product name;
 - the control measures for the use of the substance that were in place when the assessment was undertaken;
 - the type of monitoring that is required and the intervals at which monitoring is to be carried out; and
 - the type of health surveillance that is required and the intervals at which the health surveillance is to be carried out.
7. Copies of hazardous substance risk assessments, and all other associated documentation (including monitoring and health surveillance results), are to be kept:
 - where risk assessment shows a significant risk to health - minimum 30 years; or
 - where risk assessment does not show a significant risk to health - minimum 5 years.
8. Workers who may be exposed to a hazardous substance at the workplace are to be allowed to inspect the above records at any reasonable time.

Note: Risk Assessments will generally be stored in ChemAlert.

Controls

Purchasing

1. When purchasing a substance for use on site, an assessment of that substance is to be undertaken. The assessment is to include consultation with relevant parties including end-users. The assessment is to consider:
 - health, safety and environmental risks associated with the substance
 - possible alternatives to the use of the substance
 - alternative substances which present lower health, safety and environmental risks
 - controls that are to be implemented to prevent or minimise the hazards associated with the substance
2. Whenever possible when purchasing substances / chemicals for use onsite, the least hazardous substance is to be selected.

Consultation

3. Where possible consultation should occur when:
 - introducing new hazardous substances into the site;
 - identifying risks associated with hazardous substances at the site;
 - assessing the risks associated with hazardous substances at the site;
 - making decisions about control measures;
 - considering induction and training requirements;
 - choosing a doctor for health surveillance; and
 - relocating workers to suitable alternative work due to health surveillance results.

4. Consultation and information sharing is to occur through the following means:
 - a. Providing copies of monitoring results to workers who may be exposed;
 - b. Allowing workers to inspect records (other than another person's medical / health surveillance records) relevant to the hazardous substances they may be exposed to in the workplace (e.g. risk assessment records, monitoring records, MSDSs, hazardous substances register, etc.); and
 - c. Providing workers with copies of their own biological monitoring and health surveillance results and an explanation of those results by an appropriate professional (e.g. designated doctor).
5. Consultative processes should also include advice to workers with potential exposure to a particular hazardous substance.
6. Each site is to have a system in place for new chemical requests (i.e. logging new chemical requests). Refer to [Attachment 1: Chemical Request Process](#).

Material Safety Data Sheets

7. MSDSs are to be obtained before a hazardous substance is stored / used on site, and are to be made readily available to workers. A copy of the MSDS must be kept close enough to where the substance is being used to allow a worker who may be exposed to the substance to refer to it easily.

Note: The supplier of any chemical or substance should have determined whether or not the chemical / substance is a hazardous substance in accordance with the NOHSC List of Designated Hazardous Substances, or the NOHSC Approved Criteria for Classifying Hazardous Substances, and should have provided SCL with all relevant documentation (i.e. MSDSs etc.).

8. Where SCL produces a hazardous substance, a MSDS complying with the requirements of the *Qld WH&S Regulation Part 16* and *Qld Code of Practice for Hazardous Substances* is to be developed.
9. Where SCL develops MSDSs, each MSDS is to be reviewed and amended:
 - a. Whenever necessary to ensure it contains current information;
 - b. At least once in every 5 years to ensure it contains current information;
 - c. Whenever there is a change in the formulation which affects or alters the hazardous properties, form, appearance or mode of application of the substance;
 - d. Whenever there is a change to the substance which alters its health and /or safety hazard or risk; and
 - e. When new health and/or safety information on the substance.
10. Copies of all MSDSs are to be added to Chem Alert and each relevant area's MSDS folders as soon as possible after they have been received or prepared.
11. MSDSs must not be changed or amended other than by the manufacturer or importer or in accordance with an amendment of the MSDS by the manufacturer or importer.

Use

12. Hazardous substances are to be used only for the purpose(s) for which they were designed, as per relevant MSDSs / manufacturer recommendations.
13. The *Qld Workplace Health and Safety Regulation* prohibits certain uses of certain substances; these prohibitions are not to be contravened.

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- + + 14. Where a risk assessment indicates that a worker(s) may be exposed to a hazardous substance, the following is to be undertaken in order of preference:
 - + a. exposure is to be prevented; or
 - + b. if prevention is not practicable – reduce the exposure to as low a level as practicable however the exposure is not to be more than the relevant National Exposure Standard for the substance (where applicable).
- + 15. The hierarchy of control is to be used when selecting control measures, and where possible, hazardous substances eliminated or are to be substituted with those that have a lower risk associated with their storage, handling, use and disposal, and / or the quantity of hazardous substances stored or handled on site is to be reduced.
- 16. Where possible, risks associated with hazardous substances are to be controlled by means other than personal protective equipment.
- 17. Where other controls do not prevent, nor provide adequate control of exposure of workers to a hazardous substance, then, in addition to those controls, workers are to be provided with suitable personal protective equipment (PPE) in accordance with relevant MSDS / manufacturer recommendations.
- 18. Where workers are provided with PPE as a control measure for exposure to a hazardous substance, those workers are to be instructed in the use of the PPE and actions must be taken to ensure that the workers use the equipment when there is a risk of being exposed to the substance.
- 19. Regardless of the control measures chosen, they are to be implemented as soon as practicable at the workplace and effectively maintained.
- 20. Hazards associated with the transfer of hazardous substances are to be eliminated or, where this is not possible, minimised as far as practicable, having regard to the need to:
 - avoid spillage or overflow;
 - minimise static electricity (i.e. for combustible / flammable substances);
 - minimise vapour generation;
 - ensure that transfer fittings are compatible with each other; and
 - avoid sources of ignition (i.e. for combustible / flammable substances).
- 21. Pipework, attachments, containers or storage areas of hazardous substances are to be adequately protected against damage from impact resulting from activities in or at the site.

Enclosed Systems

- 22. Enclosed systems (piping, conduits, ducts etc.) are to be marked as required by AS1345. This marking is to ensure that all persons are able to readily identify the contents of the system.

Transportation

- 23. Transportation of a hazardous substance(s) in a motor vehicle is to be undertaken strictly in accordance with the ADG Code.

Note: Information regarding transportation requirements for a hazardous substance can be found in the substance's MSDS.

Storage

- 24. Hazardous substances are to be stored in accordance with the specific storage requirements detailed in the hazardous substance's MSDS.

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25. Storage and handling of flammable and combustible liquids (e.g. Class 3 dangerous goods) is to be in accordance with AS1940:2004.

Note: ChemAlert also provides information on storage and compatibility.

Labelling

26. All containers of hazardous substances, including those delivered to and those produced within the site, are to be labelled in accordance with the *National Code of Practice for the Labelling of Workplace Substances* and the *Qld Code of Practice for Hazardous Substances*. These labels should not be interfered with.

Where a hazardous substance is decanted and is not completely used immediately and the container cleaned of the hazardous substance, the container into which the substance is decanted is to be labelled with the product name and the risk and safety phrases and remain labelled until all of the hazardous substance is removed from the container (i.e. after the container has been cleaned).

27. The following information is required on the labels for all containers – regardless of capacity (excluding decanted substances as detailed above):
- signal word(s) and / or dangerous goods class and subsidiary risk label(s) (where applicable);
 - identification information:
 - product name;
 - chemical name;
 - United Nations (UN) Number (where required by the ADG Code), and
 - ingredients and formulation details (where relevant);
 - risk phrase(s); *
 - directions for use (where appropriate);
 - safety phrase(s); *
 - first aid procedures;
 - emergency procedures;
 - details of manufacturer or importer;
 - expiry date (where relevant); and
 - reference to the MSDS.

* Refer to the *National Code of Practice for the Labelling of Workplace Substances* for selected Risk and Safety Phrases.

28. Labels are to be firmly secured and printed in a colour / colours which provide a distinct contrast to the background colour. All information on labels is to be:
- on an outside face of the container;
 - in the English language;
 - in durable print; and
 - in lettering of a size and style which is easily legible.

Note: Labels can be printed from ChemAlert.

29. Where the substance's container is too small for a label to be attached to the container, the label may be securely attached using other means (e.g. string around the neck of the container) or 'butterflied' to ensure that relevant information is readable.
30. A labelled container may only be used to hold the substance indicated on the label.
31. Where an MSDS is amended by a manufacturer / supplier, relevant label(s) are to be reviewed to ensure they contain the correct information.

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- + + 32. Articles which give rise to hazardous substances during their use, (e.g. certain welding rods), are to be appropriately labelled indicating the conditions of use that can lead to the generation of hazardous substances.
- + 33. If a container is not labelled and the contents are not known, the container is to be marked "Caution do not use: unknown substance", and it is to be stored away from other substances where it cannot be used until its contents can be identified and the container appropriately labelled.

Note: If the contents cannot be identified, the substance is to be disposed of following consultation with the relevant state / local authority.

Disposal

- 34. The hazardous substance / container / plant or equipment containing a hazardous substance, may, as a waste material, constitute a regulated waste.

All plant / equipment are to be free from hazardous substances, or otherwise made safe where the plant / equipment are no longer intended to be used in connection with hazardous substances, or they are to be disposed of.

Hazardous substance disposal is to be undertaken as per MSDS instructions, relevant local and /or state legislative requirements and the site specific Waste Management Plan which details site specific waste management requirements.

Refer to the flow chart in [Attachment 3: Waste Management Process](#).

Monitoring and Health Surveillance

- 35. Where there is an exposure standard for a particular hazardous substance and there is uncertainty as to whether the exposure standard may be exceeded, atmospheric monitoring is to be undertaken to determine whether there is a risk to workers' health.

Note: Refer to the *National Code of Practice for the Control of Workplace Hazardous Substances* for further information regarding monitoring.

- 36. Where a hazardous substance risk assessment shows that monitoring is needed, that monitoring is to be undertaken.

Note: In certain situations health surveillance may also be required; [HBIRDPRO-#560248-Health Surveillance](#) provides further information and requirements for health surveillance.

- 37. Records of monitoring results are to be made as soon as practicable and workers who may be exposed to the relevant hazardous substance are to be:
 - a) given a copy and explanation of the record; and
 - b) allowed to inspect the record at any reasonable time.

Note: Records of monitoring results are to be kept / linked in ChemAlert.

Spills and Containment

- 38. Prior to cleaning up a hazardous substance spill, the relevant MSDS for the hazardous substance is to be referred to for safe handling and disposal requirements.

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- + + 39. Sites where hazardous substances are stored or handled are to ensure that:
 - + ▫ any spill, leak or inadvertent release of solid or liquid hazardous substances are confined within the site; and
 - + ▫ when a spill, leak or inadvertent release occurs or is detected;
 - + – immediate action is taken to assess and control any associated risks; and
 - + – the hazardous substance is contained or otherwise made safe, cleaned up and disposed of as soon as practicable.
- + 40. All hazardous substance releases to land, water or air must be reported as soon as possible to the relevant SCL Environmental Personnel and recorded as soon as possible on a [SCL Form – Hazard / Incident Report \(Yellow\) Form](#).

Note: Refer to [Links](#) for specific procedures

Site Specific Management

Registers and Records

1. Each site (including offices) is to:
 - implement a formal, documented process for ensuring new hazardous substances are approved for use on site; and
 - keep and maintain an up-to-date Hazardous Substance Register containing a detailed list of all hazardous substances stored or handled at the site, in addition to all associated MSDSs.
2. Details of all hazardous substance risk assessments are also to be kept with the Hazardous Substance Register (e.g. in Chem Alert).
3. The Hazardous Substance Register is to be readily available to any worker that may be exposed to a substance.
4. Chem Alert may be used to store the Hazardous Substance Register and risk assessments.

Note: Each site is to keep hard copies of MSDSs in an accessible location (i.e. close enough to where the substance is being used to allow a worker who may be exposed to the substance to refer to it easily). These are to be updated on at least a 5 yearly basis or sooner where the MSDS is changed or updated.

5. A record of all regulated waste disposed of off site is to be kept. See an Environmental Advisor for disposal record requirements.
6. Each site is to implement processes to review on a regular basis the management of hazardous substances on site. (Refer to [Attachment 2](#)).

Emergency Response

7. An Emergency Response Plan for relevant hazardous substances emergencies (e.g. spill, leak, release, etc.) is to be developed, implemented, maintained and communicated to workers who may be affected by or respond to an emergency. This plan may be integrated into other emergency plans for the site. This process may be managed through ChemAlert.

Note: Relevant hazardous substance and emergency response information may be provided to relevant emergency service agencies.

8. For each hazardous substance, consideration should be given as to whether a specific emergency risk assessment and procedures is required for the substance.
9. The Plan should address the following:
 - Onsite first aid or assistance which has to be administered in case of exposure to a hazardous substance;
 - Details of buildings onsite;
 - Types of risks taken into account;
 - Emergency organisations and mutual assistance resources involved including key personnel and responsibilities and liaison arrangements between them;
 - Emergency command structure and communication links;
 - Special equipment required (e.g. fire fighting materials, damage control and repair items);
 - Limits of onsite action prior to seeking external assistance;
 - Technical information such as chemical and physical characteristics and dangers of every hazardous substance and plant;
 - Locations of the hazardous substances, personnel equipment and emergency control rooms;
 - Evacuation arrangements.
10. Consideration is to be given to reviewing the emergency plan when:
 - any hazardous substance is introduced to the workplace in a quantity which causes alteration to the placarding requirements (i.e. if the substance is a dangerous good);
 - a change is made in the way a hazardous substance is stored, handled or used;
 - a change is made to a process or procedure which may result in a change of risk; and
 - new information becomes available concerning any property of a hazardous substance which could lead to a change in assessed risk levels.

Refer to [HBIRDPRO-#625141-Dangerous Goods Management](#), for information regarding dangerous goods placarding requirements.

Training and Competency

1. Workers are to be provided with information and training in relation to hazardous substances and appropriate records are to be kept as required by the *Qld Workplace Health and Safety Regulation 2008*, the *Qld Code of Practice for Hazardous Substances* and the *National Code of Practice for the Control of Workplace Hazardous Substances*.

Note: This training is specific for the hazardous substance/s and task/s being undertaken and as such is to be developed / sourced and provided by the site. This training may be included in existing inductions/training e.g. for a plant area. A training rationale is to be developed for each training package.

2. Training as per [HBIRDPRO-#551043-Hazardous Substances and Dangerous Goods Awareness - HS044](#) is to be provided.
3. Training as per [HBIRDPRO-#551048-Chem Alert II - HS048](#) and [HBIRDPRO-#662068-Chem Alert 2, Administrators Course - HS093](#) is to be provided.
4. All hazardous substances induction training records and other hazardous substances training records are to be kept for at least 5 years from the date of the last entry in the record.

++ Review

- + This corporate standard is reviewed every 3 years and on an as needs basis (e.g. following legislative change, new information, relevant incident, etc.).

+ Links and References

[HBIRDPRO-#787053-Bringing New Chemicals onto Stanwell Power Station Site](#)
[HBIRDPRO-#625141-Dangerous Goods Management](#)
[HBIRDPRO-#560772-Hazardous Substance Register Procedure \(SPS\)](#)
[HBIRDPRO-#560248-Health Surveillance](#)
[HBIRDPRO-#560129-Mackay Gas Turbine Oil Spill Control](#)
[HBIRDPRO-#560057-Mackay Gas Turbine Waste Management Plan](#)
[HBIRDPRO-#870036-Waste Management Plan for Northern Hydro Sites](#)
[HBIRDPRO-#560085-Waste Management SPS](#)

[HBIRDPRO-#623735-Hazardous Substances and Dangerous Goods Management Awareness Training](#)
[HBIRDPRO-#551043-Hazardous Substances and Dangerous Goods Awareness - HS044](#)
[HBIRDPRO-#551048-Chem Alert II - HS048](#)
[HBIRDPRO-#662068-Chem Alert 2, Administrators Course - HS093](#)

SCL Form – Hazard / Incident Report (Yellow) Form

QLD Workplace Health & Safety Regulations 2008, Part 16
QLD Hazardous Substances Code of Practice, 2003
QLD Environmental Protection Act, Regulation and Policies

AS1319 – 1994 Safety Signs for the Occupational Environment
AS1345 -1995 Identification of the Contents of Pipes, Conduits and Ducts
AS1940 – 2004: The storage and handling of flammable and combustible liquids

NOHSC National Model Regulations for the Control of Workplace Hazardous substances, 1994
NOHSC National Code of Practice for the Control of Workplace Hazardous substances, 1994
NOHSC National Code of Practice for the Labelling of Workplace Substances, 1994
NOHSC National Code of Practice for the Preparation of Material Safety Data Sheets, 2003
NOHSC Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment, 1995
NOHSC Approved Criteria for Classifying Hazardous substances, 2004
Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG) Code
Chem Alert Software

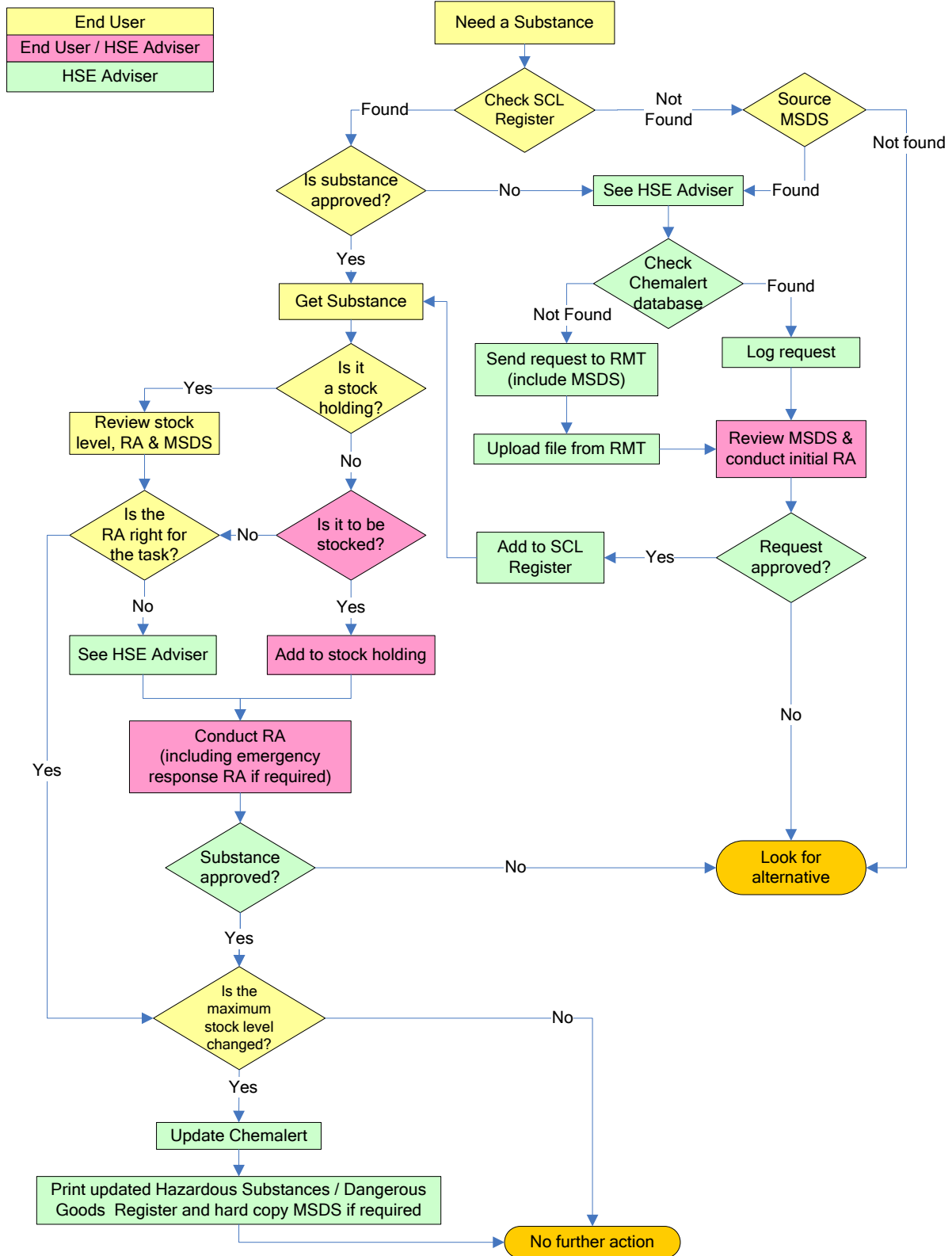
Attachments

[Attachment 1: Chemical Request Process](#)
[Attachment 2: Site Chemicals Review Process](#)
[Attachment 3: Waste Management Process](#)
[Attachment 4: Audit Checklist](#)

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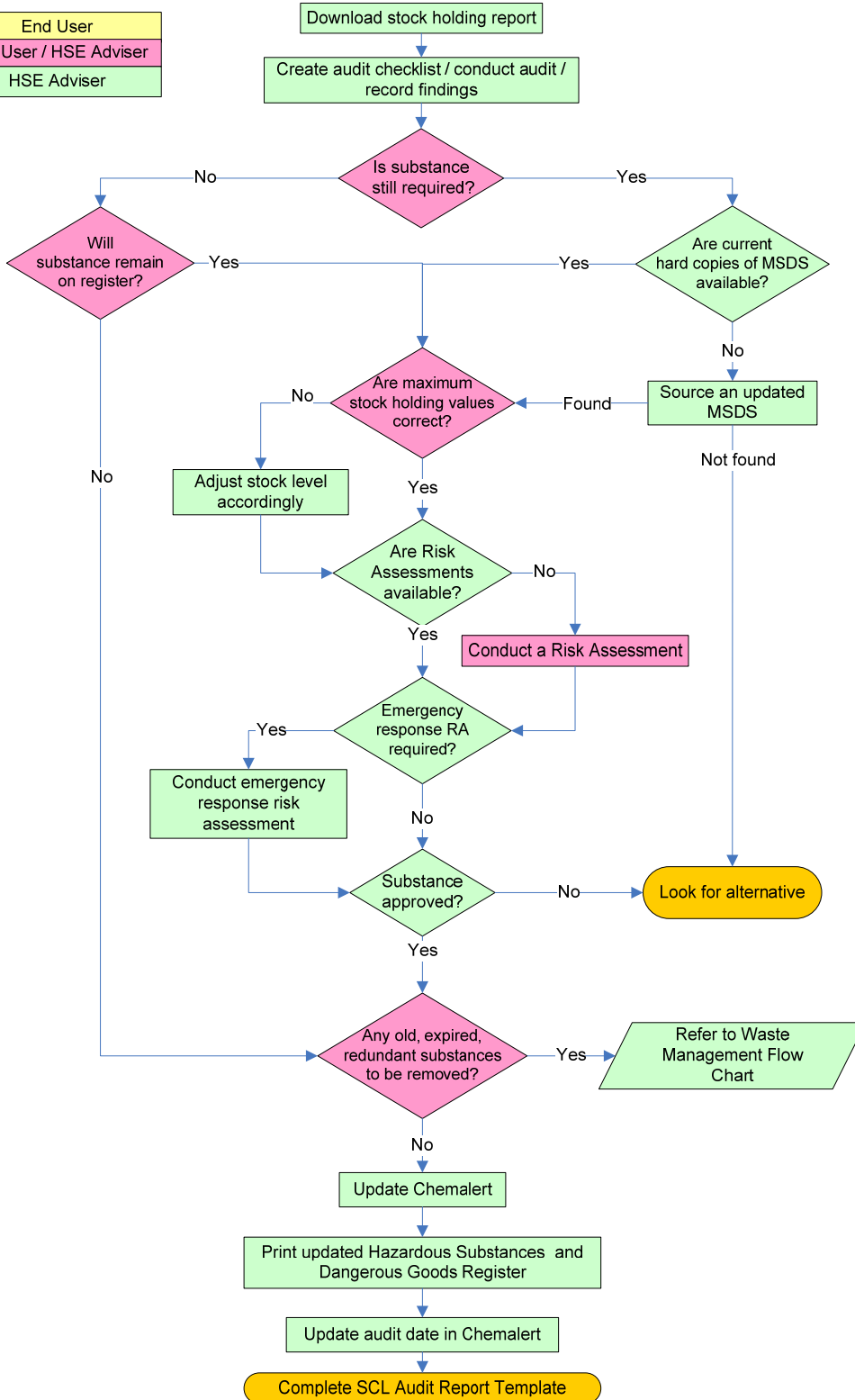
Attachment 1: Chemical Request Process



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Attachment 2: Site Chemical Review Process

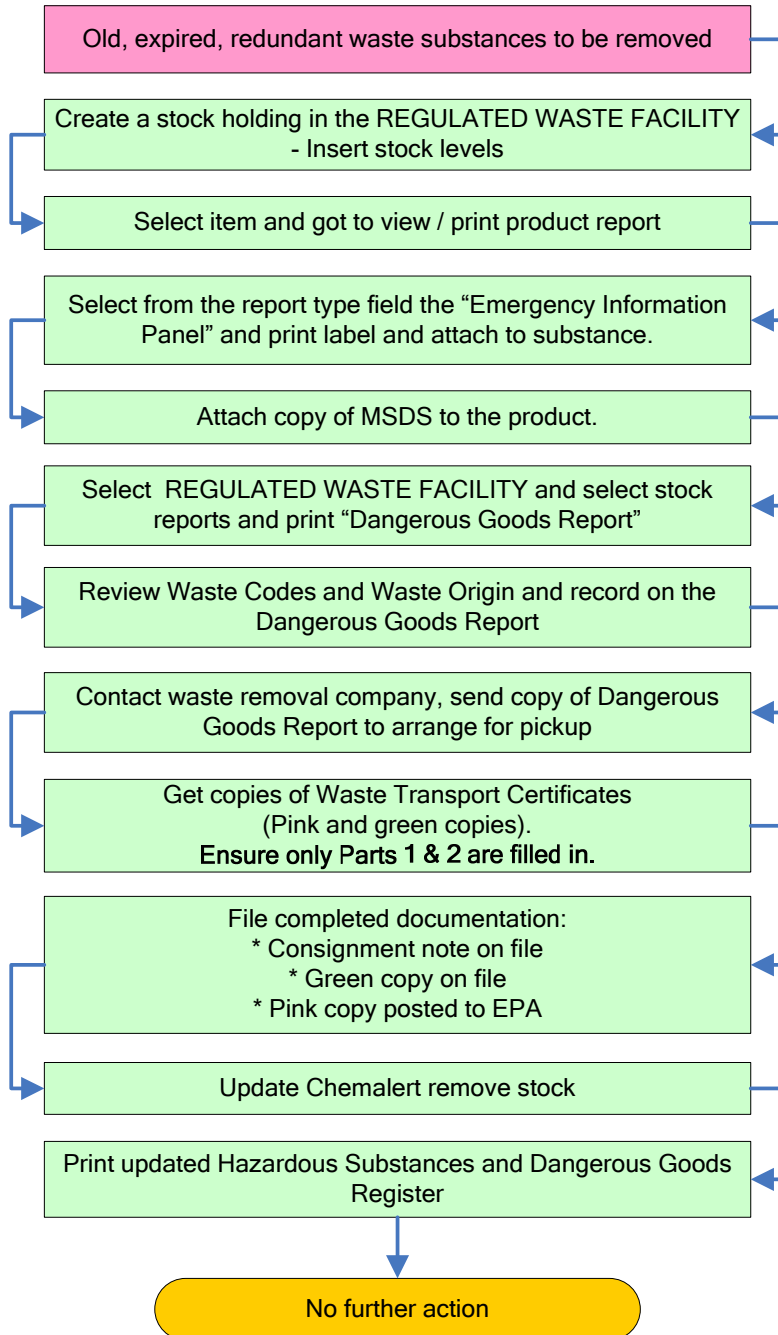
End User
End User / HSE Adviser
HSE Adviser



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Attachment 3: Waste Management Process

End User / HSE Adviser
HSE Adviser



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Attachment 4: Audit Checklist

1. Refer Word SCL Templates/Corporate Management/Audit Report Template for further explanation of Risk Levels/Root Causes.
2. Complete page 1 of the Audit Report Template when the findings are to be entered into the ARD and combine with this table.
3. Save completed document to Hummingbird/Corporate Management/Audit.

ARD ID #	SHORT TITLE	STANDARD / OBLIGATION BEING AUDITED AND FINDING	RECOMMEND'N	RECOMMEND'N CLASSIFICATION	TARGET DATE	ACTION OFFICER	APPROVING OFFICER	APPROVING GM	RISK LEVEL/ ROOT CAUSE
Risk Assessment									
		Are hazards associated with hazardous substances assessed and managed as per a work method statement?		Please select:					RL: RC:
		Are personnel aware that the MSDS for the hazardous substance and the associated risk assessment are to be considered when developing the Work Method Statement?		Please select:					RL: RC:
		Are hazardous substance control measures detailed in the work method statement, rather than the terms "refer to MSDS" or "refer to risk assessment" being used?		Please select:					RL: RC:
		Are risk assessments undertaken / reviewed for processes and work involving potential exposure to a hazardous substance: <ul style="list-style-type: none"> ▪ prior to use? ▪ within five (5) years after the last assessment? ▪ as soon as possible following: <ul style="list-style-type: none"> ○ any onsite incident involving a hazardous substance; ○ there is any significant change in any process, system or procedure relating to the storage or handling of any hazardous substance; ○ there is evidence that the original risk assessment(s) no longer adequately assesses the risk associated with the hazard(s); ○ any new information about the substance's hazards is available; ○ health surveillance or monitoring shows control measures need to be reviewed; ○ new or improved control measures are implemented? 		Please select:					RL: RC:
		Are risk assessments conducted in consultation with those workers that are to use the substance?		Please select:					RL: RC:
		Do the hazardous substance risk assessments include identification of any hazardous substance used or produced in the work?		Please select:					RL: RC:
		Do the hazardous substance risk assessments include a review of: <ul style="list-style-type: none"> ▪ the current MSDS (i.e. current within 5 years) for each hazardous 		Please select:					RL: RC:

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		<ul style="list-style-type: none"> substance used or produced in the work; and equivalent information if the MSDS cannot be practicably obtained or does not exist; and the consumer package label if a hazardous substance is held in a consumer package; and a decision about whether any workers may be exposed to the substance; and a decision about the control measures, health surveillance and monitoring needed for the substance? 							
		<p>Does each risk assessment record include:</p> <ul style="list-style-type: none"> the date that the assessment was undertaken; whether the degree of risk is assessed to be significant; the substance's product name; the control measures for the use of the substance that were in place when the assessment was undertaken; the type of monitoring that is required and the intervals at which monitoring is to be carried out; and the type of health surveillance that is required and the intervals at which the health surveillance is to be carried out? 		Please select:					RL: RC:
		<p>Are copies of hazardous substance risk assessments, and all other associated documentation (including monitoring and health surveillance results), kept:</p> <ul style="list-style-type: none"> where risk assessment shows a significant risk to health - minimum 30 years? where risk assessment does not show a significant risk to health - minimum 5 years? 		Please select:					RL: RC:
		<p>Are workers who may be exposed to a hazardous substance at the workplace allowed to inspect the above records at any reasonable time?</p>		Please select:					RL: RC:
Purchasing									
		Is an assessment undertaken prior to each substance being purchased?		Please select:					RL: RC:
		<p>Does the pre-purchase assessment involve consultation with relevant parties and consider:</p> <ul style="list-style-type: none"> health, safety and environmental risks associated with the substance possible alternatives to the use of the substance alternative substances which present lower health, safety and environmental risks controls that are to be implemented to prevent or minimise the hazards associated with the substance? 		Please select:					RL: RC:
		Wherever possible, has the least hazardous substance been purchased? (Is there any evidence of consideration of this?)		Please select:					RL: RC:
Consultation									

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+	+	Does consultation occur (where possible) when: <ul style="list-style-type: none"> ▪ introducing new hazardous substances into the site ▪ identifying risks associated with hazardous substances at the site ▪ assessing the risks associated with hazardous substances at the site ▪ making decisions about control measures ▪ considering induction and training requirements ▪ choosing a doctor for health surveillance ▪ relocating workers to suitable alternative work due to health surveillance results? 		Please select:					RL: RC:	
+	+	Does consultation and information sharing occur through the following means: <ul style="list-style-type: none"> • Providing copies of monitoring results to workers who may be exposed: • Allowing workers to inspect records (other than another person's medical / health surveillance records) relevant to the hazardous substances they may be exposed to in the workplace (e.g. risk assessment records, monitoring records, MSDSs, hazardous substances register, etc.); and • Providing workers with copies of their own biological monitoring and health surveillance results and an explanation of those results by an appropriate professional (e.g. designated doctor)? 		Please select:					RL: RC:	
		Do consultative processes include advice to workers with potential exposure to a particular hazardous substance?		Please select:					RL: RC:	
		Does the site have a system in place for new chemical requests?		Please select:					RL: RC:	
Material Safety Data Sheets										
		Are MSDSs obtained before hazardous substances is stored / used on site?		Please select:					RL: RC:	
		Is there an MSDS for every hazardous substance on site?		Please select:					RL: RC:	
		Are MSDSs made readily available to workers? (i.e. close enough to where the substance is being used to allow a worker who may be exposed to the substance to refer to it easily?)		Please select:					RL: RC:	
		Where SCL produces a hazardous substance has a relevant MSDS been developed?		Please select:					RL: RC:	
		Where SCL develops MSDSs, are the MSDSs compliant with the requirements of the Qld WH&S Regulation and Qld Code of Practice for Hazardous Substances?		Please select:					RL: RC:	
		Where SCL develops MSDSs, is each MSDS reviewed and amended: a. Whenever necessary to ensure it contains current information; b. At least once in every 5 years to ensure it contains current information;		Please select:					RL: RC:	

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		c. Whenever there is a change in the formulation which affects or alters the hazardous properties, form, appearance or mode of application of the substance; d. Whenever there is a change to the substance which alters its health and /or safety hazard or risk; and e. When new health and/or safety information on the substance?								
		Are copies of all MSDSs added to ChemAlert and each relevant area's MSDS folders as soon as possible after they have been received or prepared?		Please select:						RL: RC:
Use										
		Are hazardous substances used for the purpose(s) for which they were designed, as per relevant MSDSs / Manufacturer recommendations?		Please select:						RL: RC:
		Are the prohibitions on certain uses of certain substances as detailed in the Qld WH&S Regulation 2008 not contravened?		Please select:						RL: RC:
		Where a risk assessment indicates that a worker(s) may be exposed to a hazardous substance, is the following undertaken in order of preference: ▪ exposure is to be prevented; or ▪ if prevention is not practicable – the exposure is reduced to as low a level as is practicable but not more than the relevant national exposure standard for the substance?		Please select:						RL: RC:
		Is the hierarchy of control used when selecting control measures for hazardous substances?		Please select:						RL: RC:
		Where possible, are hazardous substances eliminated from use/storage/handling/etc?		Please select:						RL: RC:
		Where possible, are hazardous substances substituted with those that have a lower risk associated with their storage, handling and disposal?		Please select:						RL: RC:
		Where possible is the quantity of hazardous substances stored or handled on site reduced?		Please select:						RL: RC:
		Where possible are risks associated with hazardous substances controlled by means other than Personal Protective Equipment?		Please select:						RL: RC:
		Where other controls do not prevent, nor provide adequate control of exposure of workers to a hazardous substance, then, in addition to those controls, are workers provided with suitable personal protective equipment in accordance with MSDS / manufacturer recommendations?		Please select:						RL: RC:
		Where workers are provided with PPE as a control measures, are those workers instructed in the use of the PPE and actions taken to ensure that workers use the equipment when there is a risk of exposure to the substance?		Please select:						RL: RC:
		Are control measures implemented as soon as practicable and maintained?		Please select:						RL: RC:

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		Are hazards associated with the transfer of hazardous substances eliminated or where this is not possible, minimised as far as practicable, having regard to the need to: <ul style="list-style-type: none"> avoid spillage or overflow; minimise static electricity (i.e. for combustible / flammable substances); minimise vapour generation; ensure that transfer fittings are compatible with each other; and avoid sources of ignition (i.e. for combustible / flammable substances)? 		Please select:						RL: RC:	
		Is all pipe work, attachments, containers or storage areas of hazardous substances adequately protected against damage from impact resulting from work activities in or at the site?		Please select:						RL: RC:	
Enclosed Systems											
		Are all enclosed systems (piping, conduits, ducts etc.) marked as required by AS1345?		Please select:						RL: RC:	
		Does the marking of enclosed systems provide for all persons to be able to readily identify the contents of the system?		Please select:						RL: RC:	
Transportation and Storage											
		Is the transportation of hazardous substances in motor vehicles undertaken strictly in accordance with the ADG Code?		Please select:						RL: RC:	
		Are Hazardous substances stored in accordance with the specific requirements detailed in the hazardous substance's MSDS?		Please select:						RL: RC:	
		Is the safe storage and handling of flammable liquids of dangerous goods Class 3 in accordance with AS1940:2004?		Please select:						RL: RC:	
Labelling											
		Are all containers of hazardous substances, including those delivered to and those produced within the site, labelled in accordance with the National Code of Practice for the Labelling of Workplace Substances and the Qld Code of Practice for Hazardous Substances?		Please select:						RL: RC:	
		Are personnel aware of the requirement that labels on hazardous substance containers are not tampered with?		Please select:						RL: RC:	
		Are containers into which hazardous substances have been decanted been properly labelled? (where the substance isn't used immediately and the container cleaned of the hazardous substance)		Please select:						RL: RC:	
		Is the following information on the labels on all hazardous substance containers: <ul style="list-style-type: none"> signal word(s) and / or dangerous goods class and subsidiary risk label(s) (where applicable); identification information: product name; chemical name; United Nations (UN) Number (where required by the ADG Code), and 		Please select:						RL: RC:	

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		<ul style="list-style-type: none"> ingredients and formulation details (where relevant); risk phrase(s); directions for use (where appropriate); safety phrase(s); first aid procedures; emergency procedures; details of manufacturer or importer; expiry date (where relevant); and reference to the MSDS. 							
		Where MSDSs are updated / amended are corresponding labels reviewed to ensure they contain the correct information?		Please select:					RL: RC:
		Are labels firmly secured and printed in a colour or colours which provide a distinct contrast to the background colour?		Please select:					RL: RC:
		Is all information on labels: <ul style="list-style-type: none"> on an outside face of the container? in the English language? in durable print? in lettering of a size and style which is easily legible? 		Please select:					RL: RC:
		Where containers are too small for a label to be attached to the container is the label attached securely using other means?		Please select:					RL: RC:
		Are labelled containers only used to hold the substance that is indicated on the label?		Please select:					RL: RC:
		Are articles which give rise to hazardous substances during their use appropriately labelled indicating the conditions of use that can lead to the generation of hazardous substances?		Please select:					RL: RC:
		Where a container is not labelled and the contents are not known, is it marked "Caution do not use: unknown substance", and is it stored away from other substances where it cannot be used until its contents can be identified and the container appropriately labelled?		Please select:					RL: RC:
Disposal									
		Is hazardous substance disposal undertaken as per MSDS instructions, any relevant local and /or state legislative requirements, and the site specific Waste Management Plan?		Please select:					RL: RC:
		Where plant, equipment or containers are no longer intended to be used in connection with hazardous substances, is all plant, equipment and containers free from hazardous substances (as far as practicable) or otherwise made safe, or disposed of?		Please select:					RL: RC:
Monitoring and Health Surveillance									
		Where there is an exposure standard for a particular hazardous substance and there is uncertainty as to whether the exposure standard may be exceeded is atmospheric monitoring undertaken or to determine whether there is a risk to workers' health?		Please select:					RL: RC:

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	<input type="checkbox"/>	Where a risk assessment shows that monitoring is needed, is that monitoring undertaken?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	Are records of monitoring results made as soon as practicable?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
+	<input type="checkbox"/>	Are all monitoring records kept / linked in ChemAlert?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
+	<input type="checkbox"/>	Are workers who may be exposed to the hazardous substance given a copy and explanation of monitoring records and allowed to inspect the record at any reasonable time?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
Spills and Containment									
+	<input type="checkbox"/>	Prior to cleaning up a hazardous substance spill, is the relevant MSDS for the hazardous substance referred to for safe handling and disposal requirements?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
+	<input type="checkbox"/>	Where hazardous substances are stored or handled onsite, has the site ensured that: <ul style="list-style-type: none"> ▪ any spill, leak or inadvertent release of solid or liquid hazardous substances are confined within the site? ▪ when a spill, leak or inadvertent release of a hazardous substance occurs: <ul style="list-style-type: none"> • immediate action is taken to assess and control any associated risks? • the hazardous substance is contained or otherwise made safe cleaned up and disposed of, as soon as practicable? 	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	If a hazardous substance is released to land, water or air is it reported as soon as possible to the relevant SCL Environmental Personnel and recorded as soon as possible on the hazard / incident report form?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	Are on site personnel aware of the reporting requirement and processes for hazardous substance releases?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
Site Specific Management									
	<input type="checkbox"/>	Has the site: <ul style="list-style-type: none"> ▪ implemented a process for ensuring new hazardous substances are approved for use on site? ▪ kept and maintained an up-to-date Hazardous Substance Register containing a detailed list of all hazardous substances stored or handled at the site, in addition to all associated MSDSs? 	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	Are details of all hazardous substance risk assessments kept with the Hazardous Substance Register (e.g. in ChemAlert)?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	Is the Hazardous Substance Register readily available to any worker that may be exposed to a hazardous substance?	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:
	<input type="checkbox"/>	Is the following information recorded, as soon as possible after an assessment: <ul style="list-style-type: none"> ▪ the date that the assessment was undertaken; 	<input type="checkbox"/>	Please select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RL: RC:

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		<ul style="list-style-type: none"> the degree of assessed risk; the substance's product name and / or other information; the control measures for the use of the substance that were in place when the assessment was undertaken; the type of monitoring that is required and the intervals at which monitoring is to be carried out; and the type of health surveillance that is required and the intervals at which the health surveillance is to be done? 							
		Are hard copies of MSDSs kept in accessible locations (i.e. close enough to where the substance is being used to allow a worker who may be exposed to the substance to refer to it easily)?		Please select:					RL: RC:
		Are the MSDSs updated on at least a five yearly basis or sooner where the MSDS is changed or updated?		Please select:					RL: RC:
		Is a record of all regulated waste disposed of off site kept?		Please select:					RL: RC:
		Has the site implemented a process to review on a regular basis the management of hazardous substances on site?		Please select:					RL: RC:
Emergency Response									
		Has an Emergency Response Plan for relevant hazardous substances emergencies been developed, implemented, maintained and communicated to workers who may be affected by or respond to an emergency?		Please select:					RL: RC:
		For each hazardous substance, has consideration been given as to whether a specific emergency risk assessment and procedure is required?		Please select:					RL: RC:
		Does the Emergency Response Plan address the following: <ul style="list-style-type: none"> Onsite first aid or assistance which has to be administered in case of exposure to a hazardous substance; Details of buildings onsite; Types of risks taken into account; Emergency organisations and mutual assistance resources involved including key personnel and responsibilities and liaison arrangements between them; Emergency command structure and communication links; Special equipment required (e.g. fire fighting materials, damage control and repair items); Limits of onsite action prior to seeking external assistance; Technical information such as chemical and physical characteristics and dangers of every hazardous substance and plant; Locations of the hazardous substances, personnel equipment and emergency control rooms; Evacuation arrangements? 		Please select:					RL: RC:
		Is consideration given to reviewing the emergency plan when: <ul style="list-style-type: none"> any hazardous substance is introduced to the workplace in a quantity 		Please select:					RL: RC:

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		<p>which causes alteration to the placarding requirements (i.e. if the substance is a dangerous good);</p> <ul style="list-style-type: none"> a change is made in the way a hazardous substance is stored, handled or used; a change is made to a process or procedure which may result in a change of risk; and new information becomes available concerning any property of a hazardous substance which could lead to a change in assessed risk level? 							
Training and Competency									
		Are workers provided with adequate information and training in relation to hazardous substances as required by the Qld WHS Regulation and the Qld Hazardous Substances Code of Practice?		Please select:					RL: RC:
		Has training been provided as per HBIRDPRO-#551043-Hazardous Substances and Dangerous Goods Awareness - HS044?		Please select:					RL: RC:
		Has training been provided as per HBIRDPRO-#551048-Chem Alert II - HS048?		Please select:					RL: RC:
		Has training been provided as per HBIRDPRO-#662068-Chem Alert 2, Administrators Course - HS093?		Please select:					RL: RC:
		Are records of induction and training activities kept for a minimum of five years from the date of the last entry in the record?		Please select:					RL: RC: