OHS Chemical Management (Hazardous Substances & Dangerous Goods) Procedure

1. Purpose

To ensure that risks associated with the storage and handling of hazardous substances, dangerous goods and combustible liquids within the Greater Dandenong City Council (GDCC) are identified and controlled so far as reasonably practicable.

2. Scope

This procedure applies to all employees, contractors, and volunteers at GDCC workplaces.

3. Definitions

Chemical: Where the word “chemical” is used, it implies hazardous substances, dangerous goods or combustible liquids

Chemical Register: A document or database that identifies all dangerous goods, hazardous substances, combustible liquids and other chemicals that are approved for use at GDCC. It contains product details, quantity, and type i.e. hazardous or dangerous, its Safety Data Sheet is available and risk assessment completed.

Combustible and Flammable Liquids: These are liquids that can burn. They are classified, or grouped, as either flammable or combustible by their flashpoints.

Dangerous goods: Are substances that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk, explosive, flammable, toxic, infectious or corrosive.

Dangerous Goods Manifest: An inventory or stock list of dangerous goods.

Decanting: Transferring liquid from one container to another.

Flashpoint – Liquids: The lowest temperature at which a liquid can form an ignitable mixture in air near the surface of the liquid. The lower the flash point, the easier it is to ignite.

Hazardous Substances: Any substance, whether solid, liquid or gas, that may cause harm to human health. They are generally classified on the basis of their potential health effects, whether acute (immediate) or chronic (long-term).

Health and Safety Representative (HSR): An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Safety Data Sheet (SDS): Are documents prepared by manufacturers and/or suppliers for hazardous substances or dangerous goods, providing critical information. They include instructions for the safe use and potential hazards associated with a particular substance. The SDS should be available for reference in the area where the chemicals are being stored and/or used.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained. SOPs state what the potential hazards are and the precautions that need to be taken.

Segregation Chart: A tool used to help identify which types of dangerous goods should be kept apart from each other.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibility Procedure.

Manager People & Change is responsible for ensuring the procedure is implemented and reviewed, as required.

Relevant Managers are responsible for:

- implementing the procedure in their area of responsibility.
- communicating and consulting with relevant employees and contractors about this procedure.

5. Procedure

5.1 Chemical Register

The Relevant Manager shall maintain a list of all existing chemicals used at GDCC in the Register (Infosafe CSI).

The Relevant Manager will be responsible for conducting a chemical review for each workplace location on a 12 month schedule. Employees and contractors will be consulted during the review and asked to identify all chemicals used.

5.2 Safety Data Sheet (SDS)

Chemicals used within GDCC must have appropriate SDS and issue date must be within five (5) years and be readily accessible, and entered onto SDS database “Infosafe CSI”.

5.3 Procurement

Responsible Officers with purchasing authority are responsible for ordering chemicals for use at GDCC, prior to orders being placed, a check shall be undertaken on the **Chemical Register** and if chemical/s is;

- **already** used at GDCC obtain the SDS and chemical risk assessment, should use or location differs from that outlined, ensure the risk assessment is revised with consideration of the intended use and location by an appropriately qualified or experienced person in consultation with relevant workers including where practicable elected health & safety representatives.
- **not** already used at GDCC then request the SDS from the manufacturer, supplier or delivery agent and ensure a risk assessment is conducted by an appropriately qualified or experienced person in consultation with relevant workers including where practicable elected health & safety representatives.

Ensure the on line chemical register (Infosafe CSI) is updated with the SDS and risk assessment.

5.4 Training Relevant to Chemical Safety

Managers are responsible for ensuring, relevant to their areas, that all persons receiving chemicals, using, moving, or transporting them must:

- be familiar with and comply with relevant sections of this procedure.
- be adequately trained in:
  - chemical hazards, understanding SDS and labels, following SOP, first aid and emergency procedures and use and maintenance of any Personal Protective Equipment.
- authorised to use.

- know where to locate current SDS (for transport this includes SDS in the vehicle for each chemical being transported).
- have adequate means to control a spill or contamination.
- Induction training for new staff and contractors

5.5 Receiving Chemicals on Site

No new chemicals shall be accepted on first delivery without an accompanying SDS.

All incoming chemicals shall be inspected for correct packaging and labelling before being accepted into storage. Labelling on chemical containers for hazardous chemicals must have a product identifier, Globally Harmonised System (GHS) pictogram, Australian Dangerous Goods (ADG) Codes, and other hazard information. Dangerous goods must have product identifier, pictogram/diamond and other hazard information.

5.6 Storage

Chemicals shall be stored:

- in accordance with storage requirements of their SDS.
- so as they cannot interact with each other for which they are not compatible.

Storage areas must be adequately ventilated to prevent exposure to chemical, prevent the build-up of flammable vapour (or gas) and maintain safe oxygen levels.

Ignition sources must be excluded from identified hazardous areas.

Adequate safety equipment (where required) including personal protective equipment and clothing, safety showers, eye wash stations, spill kits and first aid kits must be located in close proximity to chemical storage areas.

5.6.1 Segregation

Refer to segregation chart, the following provides general guidelines on the storage and separation of chemicals at GDCC:

- separate liquids and solids.
- segregate dangerous goods by class.
- flammable or combustible chemicals must be kept well clear of potential ignition sources including electrical equipment that is not appropriately rated (refer AS1940 storage and handling of flammable and combustible liquids).
- check incompatibility of common substances to identify any possible problems within dangerous goods classes (e.g. acids and alkalis) and further segregate as required
- store gas cylinders upright and secure including fenced or chained with padlock when not in use and ensure class 2.2 subsidiary risk 5.1 gases (e.g. oxygen) and cylinders containing class 2.1 gases (e.g. acetylene and propane) are separated by at least 3m (refer AS2030.1 Gas cylinders, general requirements and AS 4332:2004 the storage and handling of gases in cylinders)
- non-hazardous and hazardous substances that are not dangerous goods can generally be stored together.

Further specific details on segregation and storage requirements can be found in WorkSafe code of practice for the storage and handling of dangerous goods and relevant Australian Standards.

5.6.2 Storage in Cabinets

Where the volume of any class of chemical exceeds 10L or 10Kg, a chemical storage cabinet must be used. For example, if there is a total of 40L of flammable liquids in work area, they must be stored together in a flammable liquid cabinet.

Ignition sources must be excluded from flammable liquid cabinets and the area outside for a distance of 3m measured laterally, and from ground level to a height 1m above the height of the cabinet.

Australian Standard compliant chemical storage cabinets must be used only.

5.7 Bulk Dangerous Goods

Refer to AS1940 Storage and Handling of Dangerous Goods for specific requirements for bulk dangerous goods, including but not limited to requirements for bulk dangerous goods containers (both above and underground tanks), and bulk placarding requirements.

5.8 Dangerous Goods Manifest and DG Notification to WorkSafe

If the quantity of dangerous goods for specific DG classes stored or handled exceeds the 'manifest quantity' in schedule 2 of the DG (Storage and Handling) Regulations, then GDCC must develop, implement and maintain for each specific chemical location:

- a written emergency plan,
- placarding, and
- notification to WorkSafe.

5.9 Access and Security

Adequate precautions must be taken to prevent any person gaining unauthorised access to the chemical storage areas.

Access routes inside areas, rooms or buildings where chemicals are stored or handled, shall be kept clear at all times.

External access routes to areas, rooms, buildings, structures or compounds where chemicals are stored or handled shall be kept clear for vehicular access.

Access shall be made available at all times to:

- fire-fighting equipment,
- rooms or places where the electronic or hard copies of Chemical Register, SDS and DG manifest are kept,
- personal protective equipment,
- spill containment or decontamination material.

5.10 Handling and Use

The safe handling and use of chemicals shall be guided by the relevant SDS, relevant legislative guidance material, completed chemical risk assessments and/or SOPs for specific tasks.

5.11 Personal Protective Equipment (PPE)

Appropriate PPE must be worn depending upon the task, determined from relevant SDS and chemical risk assessments. This should be specified in appropriate documentation e.g. SOPs and on site signage.

5.12 Housekeeping and Hygiene

Areas where chemicals are stored or handled shall be kept clear of all vegetation, combustible materials and other extraneous materials.

Interceptors, spill collection compounds and other catchment areas, including drains associated with chemical storage or handling areas, shall be kept clean.

Proper hygiene should be adopted e.g. washing hands after completing tasks or activities involving use of chemicals.

5.13 Decanting of Chemicals

If chemicals are transferred into portable containers for use at the worksite, you must ensure that:

- you refer to the information in the SDS sheet for the safe handling and storage of the product
- the container chemical is transferred to is clearly labelled with the class, subsidiary risk and product name, or if this is not possible, another means of clearly identifying the chemical is used.
- hazardous substances are never decanted into food or drink containers

5.14 Unknown Chemicals

If you are not sure of the contents, cordon off the area and do not touch or move the container contact Council's Cleansing team who will arrange the substance's safe disposal

5.15 Disposal of Chemicals

Chemicals shall be disposed in accordance with relevant local waste management requirements and in accordance with the relevant SDS. A task-based risk assessment may need to be completed before undertaking steps to prepare the chemical(s) for disposal.

5.16 Spill Containment

Appropriate precautions, such as bunding or other means, must be put in place to ensure that any spill of chemical is contained within the premises.

Unusable material resulting from any spill shall be disposed of in accordance with the requirements stipulated in the SDS.

Equipment and facilities relevant to chemical emergency response (e.g. first aid kits, spill response kits, interceptor and bunding valves, fire protection and response equipment) should be maintained and checked e.g. included in OHS inspection checklists.

6. References

Agricultural and Veterinary Chemicals (Control of Use) Act 1992

Occupational Health and Safety Act 2004

Dangerous Goods (Storage and Handling) Regulations 2012

Occupational Health and Safety Regulations 2017

Globally Harmonised System of Classification and Labelling Of Chemicals (GHS) 10th Edition 2023

Worksafe Vic. Managing chemicals in the workplace June 2017

Compliance Code: Hazardous Substances December 2019

Code of Practice for the Storage and Handling of Dangerous Goods 2013

AS/NZS ISO 45001:2018 Occupational Health & Safety Management Systems

7. Related Documents

GDCC OHS Policy

GDCC OHS Risk and Change Management Procedure.

GDCC OHS Purchasing of Goods Procedure.

GDCC OHS Training Procedure.

GDCC OHS Contractor Management Procedure.

GDCC OHS Communication & Consultation Operational Procedure.

GDCC OHS Issue Resolution Operational Procedure.

Chemical Risk Assessment Form.

Infosafe CSI SDS database

8. Document History

Version Number	Issue Date	Description of Change
0.1		1st Draft from MAV/JLT
0.2	11.10.2018	Accepted by OHS Policy Sub-Committee
0.3	03.12.2018	14 Day Employee Consultation completed
1.0	Dec 2018	Approved by OHS Oversight Team
1.1	May 2024	2nd Draft from OHS Team
1.2	May 2024	Accepted by OHS Policy Sub-Committee
1.3	Apr 2025	14 Day Employee Consultation completed
2.0	Apr 2025	Approved by the OHS Committee