

Implementation Guide

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Background



The purpose of the OHS Chemical Management Procedure is to ensure that risks associated with the storage and handling of hazardous substances, dangerous goods and combustible liquids within the City of Greater Dandenong (CGD) are identified and controlled so far as reasonably practicable.

Responsibilities



- Managers
- Coordinators
- Supervisors
- Team Leaders
- Procurement Officers

Actions



- Update Chemical Register with the SDS & Risk Assessment
- Ensure chemicals used within CGD have the appropriate SDS and the issue date is within five (5) years and entered onto CGD's SDS database "Infosafe 2000".
- Ensure responsible purchasing officers undertake relevant checks on the chemical register prior to orders being placed.
- Organise relevant Chemical Safety training for staff
- Ensure chemicals are stored in accordance with the associated SDS
- Ensure goods are segregated by class
- Ensure adequate precautions are in place to prevent unauthorised personnel from gaining access to chemical storage areas.
- Ensure personnel are wearing the correct personal protective equipment (PPE) relevant to the task.

Evidence / Records



- A procedure that details specific requirements for disposal of identified materials.
- Records of disposal in accordance with procedures.
- Contracts with licensed asbestos removalists and waste disposal companies.
- Documents which confirm appropriate waste disposal – e.g. dispatch dockets.
- Risk Register
- Copies of relevant legislation.
- Relevant documented procedures for handling, spraying, mixing, cleaning or the transfer of chemicals.
- Labels available for application to decanting containers.



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Questions



- Can relevant workers explain the safe methods for disposal?
- Can workers/contractors/others explain the procedures for transfer/transport of particular substances?
- Can workers point to the location of the written instructions and explain the correct methods for handling particular substances?
- Can persons identify the location of containers available for decanting?
- How is this controlled for small quantities of substances – e.g. cleaning chemicals, oils or kerosene that may be carried in service vehicles or sales representative's vehicles?

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OurSafetyWay

Leadership
Behaviour
Systems

If you require further information or assistance, please contact a member of the OHS Team:

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