

AT A GLANCE – Hazardous Substances Policy

ICON	NUM	INFORMATION
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SELECTION



5.1.1 To prevent exposure, selection must first consider the elimination or substitution of hazardous substances

5.1.2 Hazardous substance inventories should be minimised by standardising substances used wherever possible.

SUPPLY



5.2.1 No substance may be introduced into the workplace without a risk assessment being completed beforehand and any exposure to the substance reduced to a minimum. Substances identified as not having a risk assessment must be quarantined until an assessment can be completed and control measures implemented.

HAZARDOUS SUBSTANCE RISK ASSESSMENT



5.3.1 New risk assessments can be requested via Sypol or by completing the Exposure Scenario Form and submitting to the relevant Hazardous Substance Coordinator. Refer to Appendix I Exposure Scenario Form.



5.3.4 Prior to work commencing, contractors using hazardous substances must provide a copy of their risk assessment to their site contact. The contractor must have adequate controls in place to prevent or reduce exposure to hazardous substances, including arrangements for waste disposal.

RISK ASSESSMENT REVIEW



5.4.1 Risk assessment review will be completed on a risk based frequency (High-1 yr, Med-3 yr, Low-5 yr) or sooner in the event of activity changes, incidents or deterioration in control.

5.4.2 The Hazardous Substance Coordinator will need to be informed of changes, incidents or deterioration in control so a risk assessment review can be completed.

EXPOSURE CONTROL

5.5.1 Where exposure cannot be eliminated, it must be adequately controlled in accordance with the following hierarchy:

- Design process/engineering control e.g. enclosed automatic dosing
- Control at source e.g. use of Local Exhaust Ventilation (LEV)
- Personal Protective Equipment (PPE) used in conjunction with other controls e.g. nitrile gloves

USE OF CONTROLS



5.6.1 Control measures must be used in accordance with information, instruction and relevant training provided.

MAINTENANCE OF CONTROLS



- 5.7.1 All control measures must be maintained to ensure their continuing effectiveness and subject to pre-use and period inspection.

PERSONAL PROTECTIVE EQUIPMENT

- 5.8.1 PPE is considered as a last resort and it should always be used in combination with other control measures.

RESPIRATORY PROTECTIVE EQUIPMENT

- 5.9.2 RPE should be face-fit tested by a competent person using a suitable method (excluding loose fitting powered respirators with visor/hood).

HANDLING & STORAGE



- 5.10.1 Hazardous substances should be stored in accordance with information provided in the Safety Data Sheet. As a minimum substances must be:
- segregated from incompatible materials & substances
 - held in suitable, closed and clearly labelled containers
 - within a bunded area (with a capacity of at least 110% of the largest container or 25% of the sum of all containers, whichever is the greatest) or appropriate cabinet

EMERGENCY PLANNING & PREPAREDNESS



- 5.11.1 Appropriate emergency arrangements must be in place for spills, fire and first aid incidents.
- 5.11.3 Emergency procedures must be displayed in a prominent position at each site and must be available to the relevant emergency services.
- 5.11.4 Emergency arrangements must be tested and reviewed on an annual basis as a minimum, or more frequently for areas of high risk.

DISPOSAL



- 5.12.1 Hazardous/special waste must not be mixed with non-hazardous waste.

INFORMATION, INSTRUCTION & TRAINING

- 5.13.1 Information, instruction and training will be provided to users in a manner appropriate to the level, type and duration of exposure.

WORKPLACE MONITORING

- 5.14.1 Workplace monitoring may be required to reach an informed and valid judgement about the risk and to ensure that a exposure limits are not exceeded

HEALTH SURVEILLANCE



- 5.15.1 Health surveillance may be required to detect adverse health effects caused by exposure to hazardous substances and check control measures are working effectively.