

## Hazardous substances/dangerous goods

Employers and contractors should identify all the hazardous substances that are used in the workplace, and obtain information about each hazardous substance by:

- checking the supplier's labels for words like warning, poison, hazardous and risk phrases that indicate the type of hazard
- checking if there is a safety data sheet (SDS) from the supplier
- checking the WorkSafe Australia's list of designated hazardous substances for substances produced at the workplace
- where appropriate, getting expert advice.

**The attached template is in Word format for you to customise for your site.**

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** You need to conduct a workplace inspection to locate and identify all hazardous chemicals and dangerous goods stored and used on your work site. The results of this inspection should be recorded on (Form 15A).

Nominate a person who will be responsible for considering selection criteria when purchasing hazardous substances and dangerous goods.

**WHO:** It is important that sites nominate a specific person to oversee the implementation of site inspections/audits, maintaining the register and ensuring SDS are on site, current and available. Nominate this person and advise them of their duties.

3. **HOW:** Complete the hazardous chemical register (Form 15A)
4. **WHEN:** Before a product or substance is used.
5. **ACTION:** All personnel on site should understand their duty to inform their supervisor when and if they become aware of a hazardous chemical or dangerous good, which is not currently listed on the sites register. The most likely circumstance may be the introduction of products to the site by contractors.

Nominate the person who will be notified if this was to occur.

6. **DOCUMENT CONTROL:** Record where documents are to be filed.

## References:

Work Health and Safety Regulation 2017 Clause 49, 328 - 379 Chapter 7 Hazardous Chemicals

Safe Work Australia – Managing risks of hazardous chemicals in the workplace code of practice – July 2012

Safe Work Australia – Labelling of workplace hazardous chemicals code of practice – September 2015

Health and Safety in Quarries

Australian Standard 1940: The storage and handling of flammable and combustible liquids.