

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 23 – Workplace Hazardous Substances

1. PURPOSE

This procedure describes the requirements for a qualitative assessment and control of the risks arising from the use of chemicals that are identified as a hazardous substance in or on company controlled sites.

2. MANDATORY REQUIREMENTS

1. A person shall be appointed to coordinate the conduct of workplace hazardous substance risk assessments.
2. All chemicals used in the workplace shall be identified on a chemical register using the attached form.
3. All hazardous substances shall be identified, appropriately labeled and where relevant, copies of their Material Safety Data Sheets (MSDS) shall be obtained from the supplier and be readily available to people who may contact or handle them in the workplace.
4. Documented risk assessments shall be conducted for all identified hazardous substances listed on the register of chemicals in the workplace (Using the Material Safety Data Sheet when conducting the risk assessment).
5. Risk assessments shall be conducted by a person trained in risk analysis techniques and shall include at least one representative from the users of the substance.
6. Assessments shall consider all tasks and areas that involve the use of the hazardous substance(s).
7. Risk assessments shall be conducted prior to the introduction of new chemicals, especially hazardous substances.
8. Risk assessments shall be updated whenever new information is received regarding the hazards of a substance or where the method of use or the exposure controls in place are changed.
9. Control measures for eliminating or reducing the risk from exposure to hazardous substances shall be prioritized according to the hierarchy of controls
10. All people who may be exposed to a hazardous substance shall be advised of the outcome of the assessment and shall be trained in any required exposure control methods. Instructions for control of exposure shall be incorporated into any work instructions for conduct of the work.
11. OHS&R training records, registers and completed risk assessment records shall be retained indefinitely.

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12. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

A. CHEMICALS REGISTER