

YMCA Geelong Managing Hazardous Chemicals Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG -201-O	05/08/2018	05/08/2018	APPROVED

POLICY

1. INTRODUCTION

To ensure that all risks associated with the use of dangerous goods and hazardous substances in the YMCA Geelong and all its centers are safely controlled and managed. This policy has been developed to prevent workplace illnesses or injuries relating to the storage, handling and use of Dangerous Goods and Hazardous Substances. This policy will highlight best practice and give ways to manage the hazards and risks posed by the use of chemicals classified as hazardous and or dangerous. Many substances are classified as both hazardous substances and dangerous goods, if so both regulations will be considered. Hazardous substances controls will be implemented in accordance with State legislation and Federal legislation covering health and safety, dangerous goods, environment, as well as the National Standards for Hazardous Substances. Where possible the need for hazardous substances will be eliminated.

2. POLICY

The YMCA Geelong will always safely use, store and transportation any dangerous goods and hazardous substances. The YMCA Geelong will where ever practicable make sure the safest and environmental friendly chemicals are used, replacing if possible hazardous substances. We will not store any dangerous goods as defined in the **Code of Practice for the Storage and Handling of Dangerous Goods, September 2013 (Vic)**.

3. APPLIES

This policy applies to all materials which meet the definition of a hazardous substance and which are stored, handled, transported or used as a result of processes and actions at the YMCA Geelong.

We will:

- All dangerous goods and hazardous substances are identified in our **Chemical Register Doc#**
- Risk assessments and controls are established for dangerous goods and hazardous substance used in consultation with the Occupational, Health and Safety Change Agent and Staff. Risk assessments are attached to the Working Instructions Procedures.

- Working Instructions Procedures (WIP) specific to the handling, storage and usage of dangerous goods and hazardous substances stored in the workplace will be written and communicated
- Safety information, including Safety Data Sheets (MSDS) and the Chemical Register is readily available. See extranet Health and safety//
- Chemicals are not introduced into the YMCA Geelong without considering and managing any associated risk
- Restricted substances and Dangerous Goods are not used or stored
- Appropriate training and Personal Protective Equipment (PPE) is provided for Staff who use dangerous goods and hazardous substances in their position
- Relevant signage is displayed, highlighting the hazardous nature of chemicals used or stored in the workplace if any hazardous chemicals are used
- Obtain a copy of the current manufacturers or importers SDS and display for all
- Decanted chemicals are labelled according to the Globally Harmonized System (GHS)
- Chemicals purchased from commercial suppliers are labelled according to the GHS system and similarly, safety data sheets (previously MSDS) will be provided in the GHS format.
- Consult with health and safety representatives.

4. DEFINITIONS

Hazardous substances - Are substances that have the potential to harm human health in any way and by any means. Hazardous substances may cause immediate or long-term health effects. Is listed on the National Occupational Health and Safety Commission's List of Hazardous Substances [NOHSC:10005(1994)] or as classified by either the manufacturer or importer in accordance with the National Occupational Health and Safety Commission's Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(1994)] and includes any substance or article listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code).

Dangerous Goods – are goods that have immediate physical or chemical effects such as fire, explosion, corrosion, poisoning and affecting property, the environment or people.

GHS - Globally Harmonized System of Classification and labelling of Chemicals (GHS). This is a single internally agreed system of chemical classification and hazard communication published by the United Nations. It is intended for use primarily by manufacturers and importing supplies.

SDS

MSDS - Material Safety Data Sheet. Previously what is now SDS

PPE – Personal Protective Equipment. Can mean a variety of things such as goggles for eye protection, gloves and even all over covering depending on the requirements set out in the

5. SCOPE

This policy applies to all employees, and volunteers of YMCA Geelong.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility

7. MONITORING, EVALUATION AND REVIEW

YMCA Geelong actively monitors the policy to ensure it is appropriate for the business needs, health and safety of the staff and that it is in line with branding guidelines. YMCA Geelong supervisors will be authorised to ensure the uniform standards are being met and address staff who are not complying with the policy.

Serious breaches may result in counselling, suspension or termination of employment.

This policy will be reviewed on a three year cycle and monitored by the Senior Management Team through monthly reporting to CEO on compliance to the Policy, Training conducted and breaches to the policy.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Occupational Health and Safety Act 2004

Occupational Health and Safety (Hazardous Substances) Regulations 2017 (Vic)

Dangerous Goods ACT 1985

Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)

Code of Practice for the Storage and Handling of Dangerous Goods, September 2013 (Vic)

Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals

YMCA Geelong Staff Agreements and Employment Contracts

POLICY HISTORY

Occupational Health and Safety Regulations 2007 amended

Dangerous Goods (Storage and Handling) Regulations 2000 amended

Approved by:

Meeting number and date:

Resolution number:

Effective date:

Review date:

Policy Owner: Christine Mawson, Occupational Health and Safety Change Agent

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Amendment history:

Version	Date	Author	Change Description
V1	05/08/2018	Chris Mawson	Updated Policy after review



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