

Croydon Community School & OPTIONS

Dangerous Goods and Hazardous Substances Policy



PURPOSE

To ensure that all risks associated with the use of dangerous goods and hazardous substances in government schools are safely controlled and managed.

To ensure Croydon Community School & OPTIONS complies with DET guidelines and the legislative requirements of

- AS 1319 – Safety Signs for the Occupational Environment
- AS 1345 – Identification of the Contents of Piping, Conduits and Ducts
- *Dangerous Goods Act 1985*
- Dangerous Goods (Storage and Handling) Regulations 2000
- Dangerous Goods Storage and Handling Code of Practice 2000
- Hazardous Substances Code of Practice 2000
- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 200

SCOPE

The management of dangerous goods and hazardous substances in the workplace is a component of the risk management strategy of the school.

This policy is intended for School Leadership, Class Teachers and ES Staff.

POLICY

The Principal is responsible for ensuring that all dangerous goods and hazardous substances are identified within the school and included in a chemical register.

Risk assessments and controls will be established for dangerous goods and hazardous substance use in consultation with the Health and Safety Representative and employees.

Safe Work Procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace will be developed and implemented.

Safety information, including Material Safety Data Sheets (MSDS) and the Chemical Register will be readily available.

Chemicals will not be introduced without considering and managing any associated risk.

Restricted substances will not be used or stored in the workplace.

Appropriate training and Personal Protective Equipment (PPE) will be provided for employees who may be exposed to dangerous goods and hazardous substances.

Relevant signage will be displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.

The school will download and utilise DET's Chemical Register proforma.

Decanted chemicals are labelled according to the Globally Harmonized System (GHS). Labels can be obtained from ChemWatch.

Chemicals purchased from commercial suppliers are labelled according to the GHS system and similarly, safety data sheets will be provided in the GHS format. See: [Guidance Sheet 1: Chemical Storage \(docx - 99.67kb\)](#)

The school will notify WorkSafe of incidents occurring at the school resulting in the escape, spillage or leakage of any substance, including dangerous goods as defined in the *Dangerous Goods Act 1985*.

In the case of accidental poisoning or contamination contact will be made with:

- The Poisons Information Centre at the Royal Children's Hospital on 13 11 26 is available 24 hours a day. The centre can provide advice on all types of poisons and poisoning.
- If there is a case of accidental poisoning, telephone the Poisons Information Centre and provide the:
 - name of the poison
 - length of time of the exposure
 - any signs and symptoms.
 - If there is accidental contamination:
 - clothing should be changed promptly
 - skin washed (without scrubbing) with soap and water
 - follow the directions on the label which might include getting to a doctor or hospital quickly.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/school/principals/spag/igovernance/Pages/dangerousgoods.aspx

Please refer also to the school's:

- Risk Management Policy
- OHS Management System Policy
- Emergency & Incident Reporting Policy
- (and the) Emergency & Critical Incident Policy.

REVIEW CYCLE

This policy, last updated 17th October, 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change.