

## CHALCOT LODGE PRIMARY SCHOOL

### POLICY: DANGEROUS GOODS

#### **INITIAL COPY**

15/10/2009

#### **RATIFIED**

9/06/2020

#### **PURPOSE**

To provide a safe environment for staff, students, parents and visitors by eliminating or controlling the risks associated with the use, handling and storage of dangerous goods.

#### **GUIDELINES**

- Dangerous Goods is an internationally recognised classification system for hazardous chemicals and articles, based on their immediate physical or chemical hazards, such as flammability, toxicity or chemical reactivity.
- Dangerous goods are substances or articles that can cause serious injury and severely affect property and the environment. They are classified on the basis of immediate physical effects on property, the environment or people.
- Dangerous goods need to be readily identifiable and safely managed, stored and handled in accordance with regulatory requirements.
- Dangerous goods and hazardous substances are classified according to different criteria.
- Dangerous goods are classified on the basis of immediate physical or chemical effects – such as fire, explosion, corrosion and poisoning – on property, the environment or people.
- The Dangerous Goods (Storage & Handling) Regulations 2000 apply to all workplaces, including our school, where Dangerous Goods are stored and handled in any quantity.
- Hazardous substances are classified only on the basis of health effects, both immediate and long-term (see Hazardous Substances policy).
- Many substances will be both hazardous substances and Dangerous Goods, and in these cases, both sets of laws will apply. For some duties, however, complying with one set of regulations will be enough to ensure compliance with the other.

#### **IMPLEMENTATION**

The Dangerous Goods (Storage & Handling) Regulations 2000 will apply to all workplaces, including our school, where Dangerous Goods are stored and handled in any quantity.

To reduce risk of injury from Dangerous Goods, the Principal will ensure the following process is followed and documented:-

- Establish a risk assessment team including the Principal, the Health & Safety Representative and staff that are exposed to or handle Dangerous Goods, to identification, assessment and control of Dangerous Goods in each area of the school;
- Conduct a survey of all areas of the school to identify, assess and control Hazardous Substances and Dangerous Goods;
- Create a Register of Hazardous Substances & Dangerous Goods used in the school;
- Obtain a Material Safety Data Sheet (MSDS) for all Hazardous Substances and Dangerous Goods and attach them to the Register;
- Eliminate all Hazardous Substances and Dangerous Goods that are no longer used, and substitute all Hazardous Substances and Dangerous Goods that have a non-hazardous alternative;

- Ensure that all other Hazardous Substances and Dangerous Goods containers are labelled with the manufacturers or importers label. Non-original containers must also be correctly labelled, including signal words from the Hazardous Substances – Code of Practice;
- Ensure that no Dangerous Goods are present in the school in quantities that exceed the placarding quantities (see Schedule 2 page 68 – [Dangerous Goods \[Storage & Handling\] Regulations 2000](#). If so, have the excess amounts responsibly removed from the school property;
- Complete an abbreviated ‘Hazard Identification & Risk Assessment’ form for all Dangerous Goods and implement control measures as identified;
- Implement control measures consistent with the following hierarchy of control:-
- The elimination of the Dangerous Goods from the school, including the elimination of any hazardous substance that requires atmospheric monitoring, and the elimination of Dangerous Goods that are too dangerous to store or where control methods are impractical;
- The substitution of the Dangerous Goods for a less hazardous alternative;
- The isolation or storage of Dangerous Goods from people, property or other goods by distance or physical barrier;
- Engineering controls such as using the Dangerous Goods in a maintained fume cupboard, the elimination of all ignition sources where flammable substances are stores, bunding all areas where liquids are stored to contain spillages;
- Administrative controls such as ensuring that all storage is to be in original closed containers and written mandatory hazard prevention procedures, proper signage and restricted access by restricting keys;
- Personal Protective Equipment such as the use of safety glasses, masks, gloves, respirators, lab coats etc.;
- Review risk assessment if MSDS changes, or an incident occurs regarding the Dangerous Goods, and at intervals not exceeding 5 years;
- Training relating to Dangerous Goods, MSDS, reasons behind Dangerous Goods control measures, and the fit and maintenance of personal protection equipment etc will be provided to all staff and supervisors who work with, or are exposed to Dangerous Goods as well as contractors, visitors and volunteers as appropriate. All training to be recorded on Training Register including records of demonstrated competence in each area of training;
- The school’s fire system and fire protection measures will be well maintained in accordance with Department of Education annual inspections schedule;
- Emergency procedures will include actions to be taken in response to potential incidents arising from the storage and handling of Dangerous Goods as per the Code of Practice (Section 23);
- The school will have all Hazchem signs and Dangerous Goods signs etc clearly and properly located around the school;
- All incidents involving Dangerous Goods to be thoroughly investigated, documented and another risk assessment undertaken regarding the Dangerous Goods involved;
- Carry out regular (at least every 5 years) reviews of risk control measures to monitor implementation, effectiveness, and/or changes to products or procedures;
- The Register of Hazardous Substances and Dangerous will be available at the school office;
- A copy of the Code of Practice for Dangerous Goods Storage & Handling will be available from the school office; and
- Whilst there are no lower quantity limits for Dangerous Goods below which the Regulations apply, our school will not store or handle Dangerous Goods in a ‘Placarding Quantity’ which is a higher quantity level at which additional Regulatory requirements apply (see Placarding Quantities Schedule).

## **EVALUATION**

The Dangerous Goods Policy will be reviewed by the Principal and the Health & Safety Representative, in conjunction with the Education Policy Committee, every three years or sooner if required.