



DANGEROUS GOODS & HAZARDOUS SUBSTANCES POLICY

Rationale

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

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 Footscray North Primary School 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 2007

Implementation

- 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.
- 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 download and utilise DET's Chemical Register proforma.
- 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:

- 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.
- Please refer also to the school's *Risk Management Policy*, the *Emergency & Incident Reporting Policy* and the *Emergency & Critical Incident Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-August 2019).

Reference:

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