

# Core Module Manual

Full Care Lifetime

## CHEMICAL USAGE AND STORAGE POLICY AND PROCEDURE

The purpose of this policy and procedure is to ensure the safety of staff, participants and other stakeholders when handling and storing chemicals. This policy and procedure apply to all staff and meets relevant legislation, regulations and standards. It should be read in conjunction with Full Care Lifetime Work Health and Safety Policy and Procedure.

### POLICY

The health and safety of staff and participants is of paramount importance to Full Care Lifetime. Full Care Lifetime is committed to the health and safety of its staff, employees, volunteers, contractors, participants, families, carers and visitors.

Full Care Lifetime is committed to ensuring that when chemicals are introduced onto Full Care Lifetime premises that they are recorded, handled and disposed of appropriately.

### PROCEDURES

- The Operations Manager will ensure that all dangerous goods and hazardous substances are identified and clearly labeled or signed within the workplace.
- The Operations Manager will ensure details of all dangerous goods and hazardous substances stored or handled in the workplace are entered into a Chemical Register.
- The Chemical Register is to be reviewed when new or additional quantities of chemicals are introduced into the workplace, or when risk controls have changed, or are no longer effective.
- The Operations Manager will ensure Safe Work Procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace are developed and implemented.
- The Operations Manager will ensure a hard copy collection of current Safety Data Sheets (SDSs) from manufacturers and suppliers is maintained. The SDSs obtained for each chemical must be the authorised version prepared by the manufacturer.
- The Chemical Register and associated SDSs are to be kept by the Operations Manager in a suitable location which is known and accessible to all staff in the workplace, as well as any other person who is likely to be exposed to the dangerous goods or hazardous substances.
- The Operations Manager will ensure that all dangerous goods and hazardous substance storage containers are clearly labelled. The label on the container in which the dangerous good or hazardous substance is supplied must remain intact, legible and unaltered. The date of receipt of a hazardous substance should be marked on the original container to allow for monitoring of the age of the chemical and promote the use of older materials first.
- Containers with unknown substances in them should be labelled 'CAUTION DO NOT USE: UNKNOWN SUBSTANCE' and then disposed of appropriately.
- The Management Team will ensure that appropriate emergency management provisions are available for use in the event of a chemical emergency. The emergency management provisions may include spill kits or containment equipment; safe work procedures for spills or release of chemicals; fire blankets/extinguishers; first aid kits; eye wash stations/eye wash kits/emergency showers; emergency shutdown procedures for equipment; appropriate numbers of trained emergency wardens and first aiders; and appropriately displayed emergency contact details.
- The Operations Manager will regularly refer to current SDSs to determine the health surveillance requirements for any staff exposed to hazardous substances in the workplace.

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- The Operations Manager and Compliance Coordinator will ensure that storage of chemicals is appropriate and only compatible substances are stored together (refer to SafeWork Australia Model Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace [https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing\\_risks\\_of\\_hazardous\\_chemicals2.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1702/managing_risks_of_hazardous_chemicals2.pdf)).
- The Operations Manager will ensure that if the workplace is storing dangerous goods exceeding minor storage quantities, placards are provided as a visual warning.
- The Operations Manager will ensure that all purpose-built cupboards, cabinets and refrigerators for storing chemicals are labelled to indicate the type and class of chemicals being stored in them. Additional warning signs may also be required, such as "DO NOT USE TO STORE FOOD".
- The Operations Manager will ensure that chemical waste is properly packaged, labelled and stored in suitable designated areas whilst awaiting collection. Labelling must include at a minimum the product identifier, workplace details and a hazard pictogram consistent with the correct classification of the chemical (if relevant).
- The Operations Manager will ensure dangerous goods, hazardous substances and chemical waste are disposed of as per the SafeWork Australia Model Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace.
- The Operations Manager will ensure that arrangements are in place for consultation with staff in relation to chemical management. Consultation should occur in relation to the introduction of new chemicals to the workplace; the identification and assessment of risks associated with chemicals at the workplace; decisions about control measures to be implemented; and induction and training requirements.
- Hazard identification and incident reporting relating to chemicals should be carried out in accordance with Full Care Lifetime's Incident Management policies and procedures.

### Monitoring and Review

Full Care Lifetime Management Team will review this policy and procedure at least annually. This process will include a review and evaluation of current practices and service delivery types, contemporary policy and practice in this clinical area, the Incident Register and will incorporate staff, participant and another stakeholder feedback. Feedback from service users, suggestions from staff and best practice developments will be used to update this policy.

Full Care Lifetime Continuous Improvement Plan will be used to record and monitor progress of any improvements identified and where relevant feed into Full Care Lifetime service planning and delivery processes.