



Hazardous Substances Standard Operating Procedure

1. Purpose

To define the requirements for hazardous substances with respect to handling, storage, use and disposal.

2. Scope

This SOP applies to all hazardous substances (excluding asbestos) in areas, buildings and vehicles at Central Coast Region operated facilities. References and guidance used throughout this document are from the table identified in Section 6.1.

3. Procedure

3.1.1 Hazardous Substances Register

The Hazardous Substances register is an alphabetical index of the safety data sheets (SDS) approved substances for use on Central Coast Region operated facilities and a hard copy is located at the following locations:

- Rowallan Park – Tractor Shed.
- Seonee Park – Camp Petrel
- Lake Awoonga – TBA

3.1.2 Approval of Substances

It is important that no unauthorised substances be allowed onto Central Coast Region operated facilities.

Where a substance not currently in the Hazardous Substances Register is required to be used at Central Coast Region operated facilities, the ARC Campsites shall carry out a risk assessment on that substance using the manufacturer's SDS and instructions for use.

If the results of the risk assessment define the use of the substance is at an acceptable level of risk, the ARC Campsites will ensure that substance is included in the site Hazardous Substances Register.

3.1.3 Contractor Compliance

All Contractors undertaking work at Central Coast Region operated facilities shall ensure that all substances in use comply with this procedure. The ARC Campsites shall monitor compliance on a regular basis.

3.1.4 Labelling

The ARC Campsites shall ensure all labels comply with the *National Code for the Labelling of Workplace Substances*.

3.1.5 Storage

Storage of substances shall be in accordance with the SDS. It is the responsibility of the person storing the substance to ensure incompatible chemicals are not stored together.



3.1.6 Use & Handling

The safe handling and precautions for use of hazardous substances are described in the relevant manufacturer's SDS. The ARC Campsites shall ensure that all persons using a substance do so in accordance with the SDS.

All workers have a responsibility to themselves and to their fellow workers to ensure that the safety aspects prescribed in the SDS are followed. Where any doubt exists, ask the ARC Campsites for assistance.

PPE shall be supplied and worn in accordance with the substances SDS or risk assessment.

Upon completion of the task involving the use of hazardous substances, individuals are required to remove the equipment, wash and store it in an approved manner. To prevent any possible contamination, wash themselves thoroughly before eating, drinking, or leaving Central Coast Region operated facilities.

3.1.7 Decanting

Whenever a Hazardous Substances is decanted into another container:

- a) Personnel shall ensure that the new container is labelled with the chemicals name and class as specified on the original label
- b) This label shall be in place before decanting commences
- c) The label shall stay in place until the container has been completely decontaminated

Left over or contaminated residue of a decanted substance, including containers, shall be appropriately disposed of.

Under no circumstances shall any foodstuffs or drink container be used to contain hazardous substances.

3.1.8 Disposal

The SDS contains details of the safe disposal requirements of all substances.

Hazardous substances shall be disposed of in accordance with manufacturer's guidelines and legislative requirements and shall not be disposed of by emptying into drains or placing in garbage bins.

No substance shall be disposed of without prior approval from the ARC Campsites.

3.1.9 First Aid

First aid for a person affected by hazardous substances shall follow the requirements of the SDS and consider, as a minimum:

- a) Emergency response requirements
- b) Access to patient
- c) SDS for product used
- d) Correct PPE for responders
- e) Decontamination procedures
- f) Competent First Aid Personnel



4. Audit and Review

The individual Standard Operating Procedure will be reviewed:

- Three yearly.
- When triggered by any event or findings that identify improvements in the controls that effectively manage the identified hazards.

5. Definitions

Competent Person – Person assessed as being able to perform a task.

Personal Protective Equipment (PPE) – Clothing equipment and/or chemicals which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace.

Responsible Person – A person who has the demonstrated skills and knowledge required to perform a task to a standard.

Rule – A rule is a rule or Regulation made for the carrying out of requirements of the Workplace Health and Safety Act.

Shall and Should – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory advised or recommended.

SOP – Standard Operating Procedure

6. Document Information

6.1 Reference Information

Reference information, listed in **Table 6-1** below, is information that is directly related to the development of this document or referenced from within this document.

Reference
Queensland Branch Scouting Instructions
AS 1596 – LP Gas, Storage and Handling
AS 4332 – Storage of Gas Cylinders
QLD Government: Managing Hazardous Chemicals in the workplace Code of Practice 2013
QLD Government: Labelling of workplace hazardous chemicals Code of Practice 2011
Australian Code for the Transport of Dangerous Goods by Road and Rail (DG7:2015)

Table 6-1 - Reference Information



6.2 Change Information

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in **Table 6-2** below.

Version	Date	Review Team	Details of Change
1.0	01/04/2017	Dougal McWhinney	Document created

Table 6-2 - Reference Information