

HANDLING AND STORAGE OF HAZARDOUS CHEMICALS AND DANGEROUS GOODS PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with handling and storing hazardous chemicals and dangerous goods.
- 1.2 This procedure provides guidelines for developing local safe work procedures to effectively control risk associated with the handling and storage of hazardous chemicals and dangerous goods in the workplace.

2 SCOPE

- 2.1 This procedure applies to all employees, students, contractors and their employees, and visitors who participate in CQUniversity business operations and activities.

3 PROCEDURE

- 3.1 As differing types and levels of risk exist, access to hazardous chemicals and dangerous goods will be necessarily restricted and only be provided to a limited number of appropriately experienced personnel, endorsed by the Safety and Wellbeing Unit.
- 3.2 Work Area Supervisors and Laboratory Technical Personnel will familiarise themselves with the current Codes of Practice and any suppliers and/or manufacturer's documentation (e.g. safety data sheets). CQUniversity provides access for all personnel to the Chemwatch Gold FFX database via [StaffNet](#). To determine the level of risk associated with the use of the chemical, a risk assessment should be performed prior to its first use, using the [Risk Assessment Template – Hazardous Substances/Dangerous Goods](#).
- 3.3 Any new hazardous chemicals purchased will be recorded in the Chemwatch Gold FFX system by the responsible person, so that relevant safety data sheets, storage quantities, storage compatibility and risk data can be obtained and recorded in line with legislative requirements.
- 3.4 Any persons using a hazardous chemical on a CQUniversity site will follow the requirements specified on the safety data sheet and chemical labelling. If a hazardous chemical is decanted, it is the responsibility of the person decanting the chemical to ensure that the decanted product is suitably labelled with the product name and risk phrases.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Safety and Wellbeing Unit will systematically audit University chemical storage areas and assist in setting up manifests on Chemwatch Gold FFX.
- 4.3 The Director People and Culture and Safety and Wellbeing Unit are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.4 Non-compliances with this procedure are to be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

[Chemwatch Gold FFX](#): the central location for Risk Assessments, Training, Safety Data Sheets and manifests.

6 RELATED LEGISLATION AND DOCUMENTS

[Labelling of Workplace Hazardous Chemicals Code of Practice](#)

[Managing Risks of Hazardous Chemicals in the Workplace Code of Practice](#)

[National Code of Practice for the Storage and Handling of Workplace Dangerous Goods](#)

[Risk Assessment Template – Hazardous Substance/Dangerous Goods](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
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Required Consultation	N/A
Administrator	Director People and Culture
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Notes	This document was formerly known as the Safety Health Environment WorkCover Sustainability (SHEWS) Handling and Storage of Hazardous Chemicals and Dangerous Goods Procedure (16/03/2016).