

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY (SHEWS) HANDLING AND STORAGE OF HAZARDOUS CHEMICALS AND DANGEROUS GOODS

1 PURPOSE

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.

The intention of this procedure is to meet or exceed obligations under current legislation.

2 SCOPE

This procedure applies to all CQUniversity staff, students, contractors and their staff, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 EFFECTIVE DATE 1 June 2016

4 LEGISLATIVE AUTHORITY

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

[Managing Risks of Hazardous Chemicals in the Workplace Code of Practice \(2012\)](#)

[Labelling of Workplace Hazardous Chemicals Code of Practice \(2015\)](#)

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

5 PARENT POLICY

[Work Health and Safety Policy](#)

6 PROCEDURE

These procedures provide 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.

As differing types and levels of risk exist, access to such items is necessarily restricted and will only be provided to a limited number of appropriately experienced personnel, endorsed by the Occupational Health and Safety (OHS) Unit.

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 the [OHS Portal](#).

The OHS Unit systematically audits University chemical storage areas and will provide assistance in setting up manifests on Chemwatch Gold FFX.

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

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

CQUniversity staff, students, contractors and their staff, and all 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 persons. They must comply with any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

The OHS Unit of CQUniversity assists management and others to facilitate compliance, monitoring and review.

Please also refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

- 7.2 Non-compliances with this procedure are to be reported to via the OHS Incident Report Form and will be investigated as an OHS Incident.

Records Management

- 7.3 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

[OHS Incident Report Form](#)

| Approval and Review | Details |
|--|---|
| Approval Authority | Vice-Chancellor and President (or delegate) |
| Advisory Committee to Approval Authority | Vice-Chancellors Advisory Committee |
| Administrator | Occupational Health and Safety Manager |
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| Approval and Amendment History | Details |
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