



WHS Hazardous Workplace Substances Procedure

The following document has been developed to provide information and guidelines for implementing adequate procedures for the control of hazardous workplace substances.

The objective of this procedure is to ensure that potential hazards are identified, assessments are conducted and appropriate risk controls are undertaken.

The Hut Management has a responsibility to ensure that all substances used in the workplace are:

- Identified
- Assessed
- Controlled

In order to identify if hazardous substances exist within the workplace, a process of identification and information gathering of substances is required.

Management is to conduct a survey of all substances that are used in their respective workplaces. The substances identification process will culminate in a site MSDS & Hazard Register.

Using the site MSDS & Hazard Register, Management/Staff must review all workplace substances by identifying all containers or vessels by the trade name identified on the label.

If any container or vessel is present that does not have a label and its content is unknown or it is no longer required, it must be discarded immediately using a licensed waste disposal contractor.

Material Safety Data Sheets (MSDS) must be obtained from suppliers of all the identified substances and their presence recorded on the MSDS & Hazard Registers.

Material Safety Data Sheets (MSDS) are to be maintained in a centralised file and/or in an appropriate position within the area where the substances are being used / handled.

Workers and Contract Labour personnel must be provided with training relative to Material Data Sheets (MSDS).

Material Data Sheets (MSDS) that have issue dates that are in excess of five (5) years must be identified and reviewed. This review would consist of contacting the supplier and requesting updated Material Data Sheets (MSDS).

Review dates must be included on the MSDS & Hazard Registers..

Purchasing Substances

When considering purchasing a substance for use on site, even if it is a trial substance, the substance MSDS must firstly be obtained and reviewed for use on site. Should the substance be classified as hazardous, the procedure requirements must be implemented. Sites have flexibility in developing a process for this requirement to suit their needs.

Hazardous Substances

Hazardous Substances are only those that can be harmful to health from either one or more of the following exposures:

- Inhalation
- Ingestion
- Absorption
- Injection.

Although any substance can be harmful, its risk factor will be dependent on **exposure, frequency** and the **severity** of the substance during its use and movement through the workplace. **Only those substances identified as presenting a moderate to high risk need be included on the MSDS & Hazard Registers.**

Identification

The most common method to identify whether a substance should be determined as being hazardous is to use the Material Data Sheets (MSDS). Additional sources of information may be obtained from the manufacturer, supplier or Government sources.

Assessment

All substances identified as being hazardous must be assessed in accordance with Workplace Hazardous Substances Risk Assessment Controls Form. The objective of the Workplace Hazardous Substances Risk Assessment Control Form is to determine whether the use or movement of the substance within the workplace can represent a risk to workers, contract labour personnel, contractors or visitors.

The Workplace Hazardous Substances Risk Assessment Controls Form includes:

- Forecast usage and potential exposure of the substance.
- Probability of the exposure to employees and contractors.
- Severity of exposure controls.

Assessments will deliver a plan of action for the site to implement and monitor, the objective being the reduction of risk to all workers, and contract labour personnel in respect to hazardous substances.

R.A.T. (Risk Assessment Team)

This review must be conducted by a R.A.T. consisting of management and staff with the objective of identifying appropriate controls using the following **Hierarchy of Controls**:

Controls:

- Elimination
- Substitution
- Engineering Controls
- Isolation
- *Administrative Controls
- *Personal Protection Equipment.

***Once either, or, both of these options are selected, they need to be supervised.**

IMPORTANT: The regulations do not allow workers to depend solely on the use of administrative controls or personal protective equipment as a means of controlling risk unless it is not practicable to use a 'higher order' control measure.

The date that the assessment is performed must be recorded on the MSDS & Hazard Registers and becomes a part of this procedure.

Substance Spillage

Any spillage or clean up of a substance will require immediate reference to the Material Data Sheets (MSDS) as spillages are usually categorised as **Minor** or **Major**. The appropriate control process for the spillage of the substance should be referenced on the Material Data Sheets (MSDS).

The standard categorisation for **Minor** and **Major** spills for THE HUT sites are as follows:

MINOR - less than the total contents of a 200 litre container.

MAJOR - the entire contents of a 200 litre container or more.

All THE HUT sites must have available the following minimum clean up materials, where such substances are stored/used:

- SULO Bin or equivalent (i.e. 200 litre drum to store spillage material).
- Two (2) bags of AUTODRI or a similar absorbent material (not flammable).
- Bucket of sand.
- Squeegee or broom

Procedures Approved (WHS Committee)		Date 03/03/2017
Signature		
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Date for review 03/03/2020	Responsibility WHS Committee	
To be reviews every 3 years		



HAZARDOUS SUBSTANCES RISK ASSESSMENT CONTROLS

SUBSTANCE DETAILS PROPOSED CONTROL METHODS		
Substance Name:		Storage Restrictions (quantities/locations):
Primary Usage/Purpose:		
Assessment Results		
Risk Score:		Usage Precautions (environment/PE):
Primary Exposure Routes:		
Likely Health Effects:		
ASSESSOR DETAILS	CONTROL METHOD IMPLEMENTATION	
Name:		Expected Completion Date:
Signature:		If date exceeded, give reason:
Name:		
Signature:		
Name:		
Signature:		Actual Completion Date: