

## PURCHASE AND STORAGE OF SCHEDULED POISONS

This poster accompanies the Using Chemical Procedure. This poster gives guidance on which poison schedule a chemical substance is designated to and the requirements of each schedule. Please note that some chemicals will be designated to multiple schedules depending on the other ingredients and concentration of the chemical. General information on scheduled poisons including the Industrial & Educational Permit application form and the Poison Control Plan template can be found at the Department of Health website (<http://www.health.vic.gov.au/dpcs/industrial.htm>). For a list of scheduled poisons please see the Poison Standard (<http://www.comlaw.gov.au/Details/F2012L01200>).

SCHEDULE	EXAMPLES	PERMIT REQUIRED	SUMMARY OF REQUIREMENTS
<b>S1</b>	Not in use at the present time	N/A	N/A
<b>S2</b>	Pharmacy medicine (medicinal poisons for therapeutic use)	✓	<ul style="list-style-type: none"> <li>Store according to <i>Storing Dangerous Goods in Laboratories</i></li> <li>Complete and maintain relevant <a href="#">Poisons Control Plan</a>.</li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S3</b>	Pharmacist only medicine Drugs of higher potency	✓	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Personally ensure delivery to correct person</li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S4</b>	Prescription only medicine (dangerous drugs)	✓	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Records of all transactions (as per S8 poisons) must be kept for 3 years Notify resource/facility manager or safety officer of any thefts or losses</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Health</li> </ul>
<b>S5</b>	Caution (Low potential for harm - domestic poisons)	No	<ul style="list-style-type: none"> <li>Store according to <i>Storing Dangerous Goods in Laboratories</i></li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S6</b>	Poison (moderate potential for harm - industrial and agricultural poisons)	No	<ul style="list-style-type: none"> <li>Store according to <i>Storing Dangerous Goods in Laboratories</i></li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S7</b>	Dangerous poisons (high potential for harm – special poisons)	✓ <b>See Note 1 below</b>	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Store separately to other poisons</li> <li>Records of all transactions (as per S8 poisons); records must be kept for 3 years</li> <li>Notify resource/facility manager, safety officer and Monash OH&amp;S of any thefts or losses</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Health</li> </ul>
<b>S8</b>	Controlled drugs (drugs of addiction)	✓	<ul style="list-style-type: none"> <li>Store in a locked drug safe (steel safe fitting specific requirements, see Monash OH&amp;S) as described in the relevant Poisons Control Plan (<a href="#">part 1</a> &amp; <a href="#">part 2</a>). Store and transport separately to other poisons</li> <li>Records must contain the following information, in hardcopy form, locked with the poison(s) and must be kept for 3 years:               <ul style="list-style-type: none"> <li>– Date of use</li> <li>– Name, form, strength and quantity of poison</li> <li>– Name and address of person/process where poison is transferred, supplied or administered or disposed of</li> <li>– Name and address of person who supplied the poison</li> <li>– Records must show an accurate balance at the end of each transaction</li> <li>– Records must be kept such that they cannot be altered, obliterated, deleted or removed without detection</li> </ul> </li> <li>Conduct quarterly inspections to ensure that amounts are reconciled</li> <li>Notify resource/facility manager, safety officer and Monash OH&amp;S of any thefts or losses or discrepancies in reconciliation of amounts</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Health</li> <li>Destruction of Schedule 8 poisons may only be undertaken by at least 2 people of those listed on the relevant Poisons Control Plan</li> </ul>
<b>S9</b>	Prohibited substances	✓	<ul style="list-style-type: none"> <li>These substances may only be used for special uses for which a permit is required</li> <li>Conditions of purchase, storage and use are stricter than those for Schedule 8</li> <li>Contact Monash OH&amp;S for assistance with the requirements for these substances</li> </ul>

1. Required for certain items only (See [Poisons Standard](#) Appendix J) e.g. acrylonitrile, arsenic, benzene, cyanides.