USING CHEMICALS PROCEDURE

SCOPE

This Procedure relates to all activities under the management and control of Monash University in Australia and applies to affected workers, students, contractors and visitors.

PROCEDURE STATEMENT

This procedure sets out the requirements for the use of chemicals in teaching and research at Monash University.

1. Abbreviations

AICIS	Australian Industrial Chemicals Introduction Scheme
DHHS	Department of Health and Human Services
EPA	Environment Protection Authority
GHS	Globally Harmonised System of Classification and Labelling of Chemicals
MTLD	Monash Talent & Leadership Development
OH&S	Monash Occupational Health and Safety
OHS	Occupational Health and Safety
SCBA	Self Contained Breathing Apparatus
SDS	Safety Data Sheet

2. Risk Management

2.1 OHS risk management must be completed in accordance with the OHS Risk Management Procedure:

- Before activities involving chemicals can commence;
- Before procuring new chemicals or equipment that uses chemicals;
- Before the introduction of new procedures, processes or equipment that use chemicals; and
- When procedures, processes or equipment that use chemicals are modified.

Further guidance on what to include in the risk assessment can be found in the Risk Management Guidelines: Chemical.

3. General requirements for using chemicals

3.1 Procurement

3.1.1 Prior to procuring chemicals for the first time, you must:

- Undertake a Risk Assessment in accordance with the OHS Risk Management Procedure;
- Obtain and review the most current Australian Safety Data Sheet (SDS);
- Complete the Pre-purchase checklist to determine if the chemical is classified as a:
    - Dangerous Good;
    - Hazardous Substance;
    - Scheduled Poison;
    - Cytotoxic;
    - Scheduled Carcinogen;
    - Chemical of Security Concern;
    - Prescribed Chemical or Apparatus; or
    - Safeguards Material

3.1.2 The Chemwatch Gold SDS (Section 15) can also be checked to identify whether the chemical is found on any relevant regulatory lists.

3.1.3 This information will assist with determining:

- Subsequent regulatory requirements;
- Controls required for the safe use, storage and transport;
- Waste management requirements; and
- First Aid and Emergency Management requirements.

3.1.4 Australian Industrial Chemicals Introduction Scheme (AICIS)

You must check the AICIS website prior to directly importing an Industrial Chemical into Australia to determine if the Chemical needs to be assessed by AICIS.

3.1.5 AICIS defines industrial use by exclusion. This means that industrial use is any use that is not:

- An agricultural chemical product – as defined by the AgVet Code;
- A veterinary chemical product - as defined by the AgVet Code;
- Used as a substance or mixture of substances prepared by a pharmacist or veterinary surgeon, or in the preparation of these as defined by paragraph 5(4)(a) of the AgVet Code;
- A therapeutic good – as defined by the Therapeutic Goods Act 1989; or
- Used as food for humans or animals, or in the preparation of it.

3.1.6 If the chemical you are importing is not listed in the AICIS database and it meets the requirements of an Industrial Chemical you will need to follow the guidance on the AICIS to register the Industrial Chemical and ensure it is assessed prior to importation.

3.2 Facilities

3.2.1 The requirements for laboratories/studios/workshops when working with chemicals are defined in Australian standards for laboratory design and construction (AS/NZS 2982) and Safety in the laboratory series (AS/NZS 2243).

3.2.2 If a new laboratory/studio/workshop is built or the facility is upgraded it must be brought into compliance with AS/NZS 2982.1 and the AS/NZS 2243 series. Contact your OHS Consultant/Advisor for advice.

3.2.3 The laboratory/studio/workshop must display signage at the entrance(s), stating the hazards or restricted access and those staff/students who are authorised to enter. Areas requiring regulatory or hazard signage are identified in the Regulatory and Hazard Signage Guidelines.

3.3 Amenities

3.3.1 Facilities for storage, preparation and consumption of food and drink must be provided outside the laboratory.

3.3.2 Hand washing facilities with hot and cold water must be provided inside each laboratory.

3.4 Safety Equipment

3.4.1 Safety shower and Eye wash stations

- Emergency drench showers and Eye wash stations must be available at a distance of no more than 15 metres or within approximately 10 seconds travel time from any position in the laboratory.
- In accordance with AS 4775:2007, Safety showers/Eye wash stations must be tested weekly to ensure the correct flow of water and that the water is clear and free from particles. Testing the safety showers on a less frequent basis can be conducted, provided the area can demonstrate that correct and clean flow of water is maintained.

3.4.2 Fume control equipment

- Fume cupboards or local exhaust ventilation must be used when working with volatile chemicals in an open process unless the risk assessment indicates it is not necessary.
- Fume cupboards must have a label to indicate that they have been tested within the last 12 months.

3.4.3 Air Monitoring

Risk assessment must be used to identify where a low oxygen environment may present an unacceptable risk to any person during both normal operations or in the case of an unintended release. In such cases, air monitoring can be used to provide early warning of a hazard.

- All monitors installed for this purpose must be placed below (where the gas density is heavier than air) or above (where the gas density is lighter than air) the expected breathing zone of where any person may be working. The expected breathing zone is defined as 500mm from the nose of any operator whilst conducting normal duties.
- In addition, they must be placed such that they provide an early indication of a potentially harmful reduced oxygen environment (e.g. <18% oxygen concentration) for any person in that workplace conducting normal duties. This often results in monitors being located:
    - Between the source of the hazard and any operators whenever practicable.
    - High enough and away from the source such as to avoid false positive alarms.

3.4.4 Self-contained breathing apparatus (SCBA)

3.4.4.1 SCBA is typically suitable for entering a workplace that has or may have reduced oxygen levels or that is immediately dangerous to life and health due to hazardous substances and/or materials. Consideration for the practicality of utilizing SCBA will revolve around:

- The likelihood of a scenario occurring that would warrant SCBA;
- The burden of risk associated with operators against the option to seek assistance directly from the relevant emergency services;
- Cost of purchase;
- Ongoing maintenance requirements; and
- Provision of suitable training to ensure all operators are competent.

3.4.4.2 Where SCBA may be required to safely enter a workplace, an entry/exit procedure detailing any provisions for entry and exit and an accompanying risk assessment must be completed. Where SCBA is identified as a control through risk assessment, the risk approver must ensure that:

- Adequate consideration has been undertaken to ensure the suitability of the number of kits available at the workplace.
- SCBA kits and spare tanks are located such that they are easily accessible but that unauthorised use or tampering is prevented. All SCBA equipment must be clearly marked in green and white in accordance with the requirements of AS 1319:1994 Safety signs for the occupational environment.
- Weight and ease of use of the apparatus. Note that negative pressure demand SCBA no longer meets the requirements of AS 1716 and should no longer be used.
- Volume of air available to provide a suitable airflow for the duration of time necessary to effectively perform an SCBA operation (e.g. Air supply longer than 15 minutes).
- Maintenance of all SCBA kits has been performed in accordance to AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment and AS/NZS 1716:2012 Respiratory Protective Devices.
- Cylinders shall be recharged before the contents have dropped to below 80% of full working pressure. Cylinders with less than 80% full pressure should not be used.

- SCBA operators have:

  Completed the relevant training (Breathing Apparatus (PUAFIR207B)) through Monash Talent & Leadership Development (MTLD) as outlined in the OHS Training Requirements Matrix;
  Attended skills maintenance sessions every 12 months following completion of training and ensure that a skill maintenance record is logged by the qualified training provider;
  Approval from the Occupational Health team to operate SCBA, which is received by completing the SCBA Medical Questionnaire (link to be added) before receiving Breathing Apparatus training and then every 12 months; and
  No facial hair, long hair, prescription glasses or any other attire that would inhibit normal operation of the SCBA.

3.4.4.3 When intending to use SCBA to respond to incident, an impact assessment must be conducted between all SCBA operators intending on entering a workplace using SCBA to evaluate:

- The nature of the hazard and the level of risk for those entering the workplace;
- Whether there is a means of continuously evaluating the risk during operations (e.g. air monitoring);
- Whether an alternate response is more appropriate (e.g. relying upon emergency services, additional SCBA operators on standby);
- What the scope of the operation is and what is considered out of scope;
- The means of oversight and ability to request assistance if an operator is distressed or unresponsive (panic button, observer, standby response team); and
- The means of aborting the operation.

3.4.4.4 During SCBA operations, SCBA operators must:

- Check, both before and after use, for any:
  - Breaks or kinks in face piece or liner;
  - Adequate seal around face (inhale with face piece on);
  - Adequate pressure in the cylinder (80% full on gauge); and
  - Operation of air feed (sharp breath in with face piece on).
- Conduct a secondary equipment (buddy) check by a SCBA trained person before use.
- Initiate emergency management procedures in the event the operation or any situation arising during an operation becomes life threatening to anyone other than the SCBA operators (e.g. break glass alarm).
- Follow any direction given by an emergency services personnel.
- Assess the residual level of risk in the environment and ensure that re-entry during and after operations has been prevented until an all clear can be established.
- Ensure that at the completion of any operation:
  - All equipment that has been used has been suitably disinfected, and that,
  - An anti-fog preparation to lenses and visors has been applied and that face pieces are stored in a suitable container (e.g. plastic bag) to keep free of dust.

3.4.5 Additional requirements

- Risk assessments must be used to determine any additional controls, e.g. emergency spill equipment, glove boxes, mobile extraction units, personal protective equipment.

3.5 Chemical Register

3.5.1 All areas that use chemicals must maintain a chemical register in Chemwatch in accordance with the Chemwatch Procedure.

3.6 Safety Data Sheets (SDS)

3.6.1 Product SDS can be looked up in Chemwatch or obtained directly from the supplier if not available in Chemwatch.

3.6.2 The SDS for each chemical must:

- Be from the manufacturer, supplier or importer of the chemical;
- Conform to the 16 section format as stipulated in the Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals 2020;
- Have been issued in the last 5 years;
- Contain a statement of the hazardous nature of the substance; and
- Contain Australian Emergency contact details.

3.6.3 Chemwatch will ensure that these requirements are met.

3.7 Waste Management

3.7.1 Chemicals must be correctly disposed of by ensuring:

- Trade waste agreements are adhered to, e.g. no disposal down the sink;
- Correct handling by competent staff with knowledge and access to appropriate personal protective equipment;
- Appropriate secondary containment for transport to the designated waste storage area;
- Segregation, packaging and labelling in accordance with the Chemical Waste Disposal Information sheet and Chemical Waste Management poster.
- Secure, designated storage in accordance with EPA requirements;
- Collected by a licensed prescribed waste contractor.

3.8 Labelling of decanted chemicals

3.8.1 The requirements for the labelling of decanted chemicals are outlined in the Labelling of Decanted Chemicals OHS Information sheet.

3.8.2 Labels are available to print directly from Chemwatch using the D-Gen Module.

3.8.3 In addition:

- Unlabelled containers must not be left unattended; and
- Re-used containers must have old label:
    - Removed; or
    - Totally covered with new label.
- Food and beverage containers, e.g. yoghurt containers, drink bottles, are not permitted to be re-used for chemical storage.

4. Dangerous Goods

4.1 Storage

4.1.1 All Dangerous Goods must be stored in accordance with the:

- Dangerous Goods and Combustible Liquids Segregation chart
- Dangerous Goods Minor Storage poster

4.2 Use

4.2.1 Safe work practices, as determined by the risk assessment, must be adhered to. The following guidance material applies:

- Fume cupboard Information sheet

4.2.2 The minimum requirements for Personal Protective Equipment are specified in AS/NZS 2243.2:1997. In summary they are:

- Long-sleeved lab coat/gown
- Safety glasses
- Fully enclosed footwear

4.2.3 Gloves with the appropriate chemical resistance must be worn if direct contact with chemicals is likely. Information on different glove types can be found in the SDS or by accessing the Ansell Chemical Hand Protection Tool.

4.2.4 Any additional Personal Protective Equipment (PPE) as identified in the risk assessment e.g. fitted P2 solvent/particulate mask.

5. Hazardous Substances

5.1 Storage

5.1.1 A Hazardous substance can also be a dangerous good and/or a drug, poison or controlled substance and the SDS must be consulted to determine all applicable storage requirements and ensure these are met.

5.1.2 Laboratory cupboards used for the storage of hazardous chemicals must have spill trays and be labelled to indicate their contents.

5.1.3 Where necessary, ventilation of the cupboard must be provided in accordance with AS/NZS 2243.10:2004.

5.2 **Use**

5.2.1 Safe work practices, as determined by the risk assessment, must be adhered to. The following guidance material applies:

- Fume cupboard Information sheet

5.2.2 The minimum requirements for Personal Protective Equipment are specified in AS/NZS 2243.2:1997. In summary they are:

- Long-sleeved lab coat/gown;
- Safety glasses; and
- Fully enclosed footwear.

5.2.3 Gloves with the appropriate chemical resistance must be worn if direct contact with chemicals is likely. Information on different glove types can be found in the SDS or by accessing the Ansell Chemical Hand Protection Tool.

5.2.4 Any additional Personal Protective Equipment (PPE) as identified in the risk assessment e.g. fitted P2 solvent/particulate mask.

5.3 **Scheduled Carcinogens**

5.3.1 If a chemical is classified as a Scheduled Carcinogen, a Scheduled Carcinogen license must be obtained from WorkSafe prior to purchasing the chemical.

5.3.2 Record of use: A register of use of the scheduled carcinogen must be maintained and must contain:

- A list of the product name of the scheduled carcinogenic substance;
- A copy of the SDS for each of the carcinogenic substances;
- A running inventory of the amounts used and by whom.

5.3.3 The register must be readily accessible to any authorised person.

5.3.4 Records of use for each person required to use a scheduled carcinogen must be maintained as per the "Scheduled Carcinogens: User Notification Record".

5.3.5 Upon ceasing work/study at Monash University the user of the scheduled carcinogen must be provided with a written statement of work as described in the "Scheduled Carcinogens: Exit statement".

5.3.6 The academic/administrative unit must retain the completed forms in accordance with the OHS Records Management Procedure.

5.3.7 In addition, records of carcinogen use must be sent to OH&S including completed copies of the:

- Licence application letter;
- Risk assessment for the scheduled carcinogen to used;
- Granted licence from WorkSafe Victoria;
- Scheduled carcinogens: User Notification Record; and
- Scheduled Carcinogens: Exit statement.

5.3.8 OH&S will use this information to maintain a central register of carcinogen use. If staff/students wish to seek access to any personal records of carcinogen use they must first contact their supervisor or OH&S.

6. Scheduled Drugs and Poisons

6.1 Supervisors must ensure that the area has a current permit from the Department of Health and Human Services (DHHS) to possess and store Scheduled Drugs and Poisons.

6.2 **Storage**

6.2.1 Scheduled Drugs and Poisons must be stored in accordance with the Purchase & Storage of Poisons poster.

6.3 **Use**

6.3.1 Safe work practices, as determined by the risk assessment, must be adhered to. The following guidance material applies:

- Fume cupboard Information sheet

6.3.2 The minimum requirements for Personal Protective Equipment are specified in AS/NZS 2243.2:1997. In summary they are:

- Long-sleeved lab coat/gown;
- Safety glasses; and

- Fully enclosed footwear.

6.3.3 Gloves with the appropriate chemical resistance must be worn if direct contact with chemicals is likely. Information on different glove types can be found in the SDS or by accessing the Ansell Chemical Hand Protection Tool.

6.3.4 Any additional Personal Protective Equipment (PPE) as identified in the risk assessment e.g. fitted P2 solvent/particulate mask.

6.4 **High Risk Drugs and Poisons (S8/S9/S4D) – Drugs of Dependence**

6.4.1 Requirements for the purchase, access, use and destruction of high risk Scheduled Drugs and Poisons are set out in the High Risk Scheduled Drugs and Poisons Procedure.

7. Cytotoxic Drugs

7.1 **Storage**

7.1.1 The SDS must be consulted to determine all applicable storage requirements and ensure these are met.

7.2 **Use**

7.2.1 Safe work practices, as determined by the risk assessment, must be adhered to. The following guidance material applies:

- Fume cupboard Information sheet;
- Working with BrdU; and
- Handling cytotoxic drugs in the workplace.

7.2.2 The minimum requirements for Personal Protective Equipment are specified in AS/NZS 2243.2:1997. In summary they are:

- Long-sleeved lab coat/gown;
- Safety glasses; and
- Fully enclosed footwear.

7.2.3 Gloves with the appropriate chemical resistance must be worn if direct contact with chemicals is likely. Information on different glove types can be found in the SDS or by accessing the Ansell Chemical Hand Protection Tool.

7.2.4 Any additional Personal Protective Equipment (PPE) as identified in the risk assessment e.g. fitted P2 solvent/particulate mask.

8. Safeguards Material

8.1 Supervisors must ensure that areas obtain the appropriate permit by contacting the Radiation Protection Officer, OH&S and develop an appropriate ledger system as required under the permit.

8.2 **Storage**

8.2.1 Safeguards material must be stored securely in the specific location nominated in the permit in accordance with the SDS.

8.3 **Use**

8.3.1 Safe work practices, as determined by the risk assessment, must be adhered to. The following guidance material applies:

- Fume cupboard Information sheet.

8.3.2 Gloves must be worn, in addition to any other Personal Protective Equipment identified in the risk assessment.

8.3.3 Avoid contamination of bench surfaces by using spill trays (metal or plastic) with disposable coverings such as benchcoat and clean the surface after use.

9. Chemical Stores

9.1 **Minor Storage**

9.1.1 The use of the storage area must meet the following requirements:

- The store must be a dedicated storage area;
- Chemicals must be stored in closed, labelled containers;
- Storage of items other than chemicals is to be kept to a minimum, especially combustible items;
- Food or drink must not be stored in the area;

- The location must not jeopardise the safety of any other areas in the building and must not impede fire-fighting operations;
- The store must be adequately ventilated to ensure there is no build-up of vapours;
- The storage area must be kept locked and access restricted to authorised personnel;
- There must be spill provisions and means to prevent spilled materials accessing drains;
- Chemicals must be stored in a labelled cupboard or on labelled shelf and not on the floor; and
- Separate, non-permeable spill containment for each class of dangerous goods is required, as well for incompatible items of the same Dangerous Goods class.

9.2 **Major chemical stores** (storage above minor quantities)

9.2.1 There are a range of specific regulatory design requirements for stores holding above minor quantities of chemicals.

9.2.2 These requirements are dependent upon both the quantity stored as well as the mixtures of chemicals stored, thus must be assessed individually to determine additional requirements.

9.2.3 For further information about the storage of chemicals in this type of store, contact your local safety officer or your OHS Consultant/Advisor to ensure legislative compliance.

10. Training

10.1 Training needs of staff and students must be assessed using the OHS Training Requirements matrix.

10.2 **Local Training**

10.2.1 Supervisors of each area must provide induction and training in the use of chemicals in the laboratory/studio/workshop that they supervise. This training must include:

- The location of SDS and risk assessments for the chemicals held and used in the area;
- The use and location of personal protective and emergency equipment for the use of chemicals;
- Local chemical procedures, processes or equipment that use chemicals;
- Local emergency procedures; and
- Chemical waste storage, handling, labelling and disposal procedures.

10.2.2 When a supervisor provides training in chemical procedures, the completion of the training must be recorded and retained locally.

10.2.3 The student or staff member being trained must be able to demonstrate competence in the task(s) before the supervisor completes the record of training.

10.3 **Training Courses at a University Level**

MTLD provides training courses on the use of dangerous goods and hazardous substances for staff and for Postgraduate and Honours students.

11. Health Surveillance at Monash University

Health surveillance of chemical users is conducted at Monash on a risk basis as outlined in the Health Surveillance Procedure.

12. Pregnancy and Breastfeeding

Workers who are either pregnant, considering pregnancy or breast-feeding, should refer to the Protecting Unborn and Breast-Fed Children Procedure and seek out further information provided on the OH&S website or by contacting their OHS Consultant/Advisor, the Occupational Health Physician or Occupational Health Nurse Consultant.

13. Emergencies involving Chemicals

13.1 **Incident and Emergency Response**

13.1.1 Local emergency procedures for chemical spills must be included in the risk assessment.

13.1.2 General emergency procedures for chemical spills are provided in the 333 Emergency procedure booklet.

13.1.3 All incidents involving chemicals must be reported in accordance with the Managing OHS Hazards and Incidents Procedure.

13.2 **Crisis Management**

13.2.1 Monash University has invested considerable resources on planning crisis management and recovery. This planning includes consideration regarding crises involving chemicals.

13.2.2 Further details can be found at the Crisis Management and Recovery website.

14. Responsibilities for Implementation

14.1 A comprehensive list of OHS responsibilities is provided in the document document OHS Roles, Responsibilities and Committees Procedure. The responsibilities with respect to using chemicals are summarised below.

14.1.1 Monash Occupational Health & Safety (OH&S): The responsibilities of OH&S include:

- Development, maintenance, review and audit of the University's policies, procedures and systems related to chemicals management;
- Providing monitoring of personal exposures and the environment, where there is significant risk of chemical exposure; and
- Providing information, instruction and training on chemicals management.

14.1.2 **Heads of academic/administrative units**: It is the responsibility of the head of academic/administrative unit to ensure that procedures and systems are in place in their area to manage chemicals effectively by ensuring that:

- Staff and students undertake recommended OHS training in the use of chemicals; and
- Resources are made available and appropriately maintained to ensure correct storage and safe use and disposal of chemicals.

14.1.3 **Supervisors:** Supervisors are responsible for controlling the OHS risks associated with the use of chemicals for the work or study that they supervise. They must ensure:

- That local procedures and practices comply with legislative requirements for the purchase, storage, use and disposal of chemicals;
- That staff and students undertake the recommended OHS training in the use of chemicals; and
- That all hazards, incidents and 'near miss' incidents are reported in accordance with the Managing OHS Hazards and Incidents Procedure.

14.1.4 **Staff and students**: Staff and students using chemicals must:

- Comply with OHS instructions, policies and procedures for the use of chemicals;
- Not wilfully or recklessly endanger the health and safety of any person at the workplace;
- Use appropriate control measures, as determined in the relevant risk assessment; and
- Immediately report all hazards, incidents and 'near miss' incidents in accordance with the Managing OHS Hazards and Incidents Procedure.

15. Tools

15.1 The following tools are associated with this procedure:

- Chemwatch
- Chemical Waste Disposal Information sheet
- Chemical Waste Management poster
- Dangerous Goods Minor Storage poster
- Dangerous Goods and Combustible Liquids Segregation chart
- Fume cupboard Information sheet
- Labelling of Decanted Chemicals
- Pre-purchase Checklist
- Purchase & Storage of Poisons poster
- SCBA Medical Questionnaire
- Scheduled Carcinogens: User Notification Record

- Scheduled Carcinogens: Exit Statement
- Working with BrdU Information sheet

16. Records

For OHS Records document retention please refer to the OHS Records Management Procedure

DEFINITIONS

A comprehensive list of definitions is provided in the Definitions Tool. Definitions specific to this procedure are as follows.

Key word	Definition
Chemical	For the purposes of this document, a chemical is defined as any element, chemical compound or mixture of elements and/or compounds where chemical(s) are distributed.
Chemicals of Security Concern	Chemicals that can be used to make homemade explosives or toxic devices as listed in the National Code of Practice for Chemicals of Security Concern 2016.
Cytotoxic Drugs	Cytotoxic drugs are therapeutic agents intended for, but not limited to, the treatment of cancer. These drugs are known to be highly toxic to cells, mainly through their action on cell reproduction. Many have proved to be carcinogens, mutagens or teratogens.
Dangerous Goods	Dangerous goods are substances and articles classified on the basis of immediate physical or chemical effects such as fire, explosion, corrosion, oxidation, spontaneous combustion and poisoning that can harm property, the environment or people. Dangerous goods may be solids, liquids, gas, pure substances or mixtures. Dangerous goods are defined in the Dangerous Goods Act 1985 and listed in the Australian Dangerous Goods Code (ADG Code). A dangerous good can also be a hazardous substance and/or a drug, poison or controlled substance.
Scheduled Drugs and Poisons	A poison is a substance that causes injury, illness, or death, especially by chemical means. Drugs, poisons and controlled substances are defined and controlled in the Poisons Standard 2012 under the Drugs, Poisons and Controlled Substances Act 1981. The National Drugs and Poisons Schedule Committee classifies drugs and poisons into schedules, which are published as the Standard for the Uniform Scheduling of Medicines and Poisons No.31 (SUSMP 31). A drug, poison or controlled substance can also be a hazardous substance and/or a dangerous good. For the remainder of this document, drugs, poisons and controlled substances will be referred to as poisons.
Hazardous Substances	Hazardous substances are substances that can harm the health of people using them or anyone who may be exposed to them. The harm caused by hazardous substances depends on the substance and the level of exposure. They are classified in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS). Further information about hazardous substances can be found in the Hazardous Substances Information System. A hazardous substance can also be a dangerous good and/or a drug, poison or controlled substance.
Precursor Chemicals	Any substance whether natural or synthetic and specified in the Drugs, Poisons and Controlled Substance (Precursor Supply) Regulations 2010.
Precursor Apparatus	Any item or apparatus prescribed in Category 3 of the Drugs, Poisons and Controlled Substance (Precursor Supply) Regulations 2010.
Safeguards Material	Safeguards material includes uranium and thorium in any chemical form, including salts. Possession of these substances is regulated under the (Federal) Nuclear Non-Proliferation (Safeguards) Act 1987.
Scheduled Carcinogens	Carcinogenic chemicals are hazardous substances that may cause cancer. Two schedules of

	carcinogenic chemicals have been declared under the Occupational Health and Safety Regulations 2017 (Vic).These are: • Schedule 10 – Prohibited carcinogenic substances; and • Schedule 11 - Restricted carcinogenic substances.

GOVERNANCE

Parent policy	OHS Policy
Supporting schedules	N/A
Associated procedures	**Australian and International Standards** AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use OHSAS 18001:2007 Occupational Health & Safety Management Systems –requirements AS/NZS 2243.1: 2005 Safety in Laboratories - Planning and operational aspects AS/NZS 2243.2: 2006 Safety in Laboratories - Chemical aspects AS/NZS 2243.8: 2014 Safety in Laboratories - Fume cupboards AS/NZS 2243.10: 2004 Safety in Laboratories - Storage of chemicals AS/NZS 2982.1: 2010 Laboratory Design and Construction - General Requirements AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment AS/NZS 1319:1994 Safety signs for the occupational environment AS ISO 16900:2015 Respiratory Protective Devices (series) AS 4775:2007 Emergency Eyewash and Shower Equipment **Worksafe Victoria Documents** A step by step guide for managing chemicals in the workplace, 2017 Handling cytotoxic drugs in the workplace, January 2003 (Archived) **Monash University OHS Documents** Health Surveillance Procedure High Risk Drugs and Poisons Procedure Managing OHS Hazards and Incidents Procedure OHS Risk Management Procedure OHS Induction and Training Procedure Protecting Unborn and Breast-Fed Children Procedure Risk Management Guidelines: Chemical Using Ionising Radiation Procedure
Legislation mandating compliance	Australian Dangerous Goods Code v. 7.7 2020 Code of Practice for the Storage and Handling of Dangerous Goods 2019 (Vic) Dangerous Goods Act 1985 (Vic) Dangerous Goods (Storage and Handling) Regulations 2012 (Vic) Drugs, Poisons and Controlled Substances Act 1981 Drugs Poisons and Controlled Substances Regulations 2006 (Vic) Drugs, Poisons and Controlled Substance (Precursor Supply) Regulations 2010 (Vic) Environment Protection Act 1970 (Vic) Environment Protection (Industrial Waste Resource) Regulations 2009 (Vic) EPA Bunding 2015 Publication 347.1 (Federal) Nuclear Non-Proliferation (Safeguards) Act 1987

	Hazardous Substances Code of Practice 2019 (Vic) Industrial Chemicals (Notification and Assessment) Act 1989 Industrial Chemicals (Notification and Assessment) Regulations 1990 Model Work Health and Safety Regulations 2016 Model Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals 2020 National Code of Practice for Chemicals of Security Concern 2016 (Cth) Nuclear Non-Proliferation (Safeguards) Act 1987 (Cth) Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017(Vic) Poisons Standard October 2020 (SUSMP No.31) Public Health and Wellbeing Act 2008 (Vic)
Category	Operational
Endorsement	Monash University OHS Committee 18 March 2021
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) March 2021
Procedure owner	Manager, OH&S
Date effective	March 2021
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Version	6.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
4	March 2017	1. Updated hyperlinks throughout document 2. Updated Compliance and Reference sections 3. Updated Tools section 4. Replaced table in Records section with hyperlink to OHS Records management procedure 5. Added definitions for “Chemicals of Security concern” and “Precursor chemicals/apparatus” 6. Added section 6.4 Purchasing chemicals under General Requirements section 7. Condensed information in section 6.7 Labelling of Decanted Chemicals and added hyperlinks to OHS information sheet. 8. Condensed information in Risk Management section and added relevant hyperlinks.
4.1	August 2017	1. Updated logos in header 2. Updated OHS Regulations to 2017
4.2	June 2018	1. Added requirement for safety shower testing in section 2.3
5.0	December 2018	1. Added requirements for air monitoring and SCBA to section 2.3 2. Added SCBA Medical Questionnaire to Section 14 – Tools.
6.0	March 2021	1. Deleted specific requirements for purchasing of chemicals under each section of different types of chemicals. 2. Updated Risk Management section to outline all requirements in relation to the

		procurement of chemicals. 3. Added reference to Australian Industrial Chemical Introduction Scheme (AICIS) requirements, previously known as NICNAS. 4. Added section on pregnancy and breast-feeding. 5. Updated hyperlinks, associated procedures list and legislative references. 6. Updated definitions for scheduled carcinogens and scheduled drugs and poisons. 7. Updated information relating to Chemwatch. 8. Updated section for scheduled drugs and poisons with specific reference for high risk Scheduled Drugs and Poisons (drugs of dependence).