



CHEMICAL SAFETY MANAGEMENT POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all. St Pius is committed to the development of a clear set of procedures and practices for the acquisition, handling, storage and disposal of chemicals.

Aim:

- To ensure that appropriate standards of workplace safety are maintained at all times with respect to the acquisition, handling, storage and disposal of chemicals.

Implementation:

- At St Pius X High School, Adamstown, Work Health and Safety will be maintained in accordance with the policies of the Catholic Schools Office (CSO), Diocese of Maitland-Newcastle and through these policies in accordance with the current WHS legislation.
- All staff (teachers & support staff) will be trained in line with the Chemical Safety in Schools (CSIS) guidelines. The Chemical Safety Trainer responsible for training staff must be appropriately accredited to conduct the training. Staff will receive training updates at least every two years. New staff to the school will receive training as soon as possible after they commence work.
- The WHS Committee will appoint a member of the Committee as Chemical Safety Officer to oversee the implementation of a school-wide Chemical Safety Management System as described in the following points.
- At St Pius, each Faculty and the Support Staff group must appoint at least one member of staff to be responsible for chemical safety within that Faculty and Support Staff group. More than one person may be needed in this role in some cases.
- The Chemical Safety Officer will supply audit forms to enable Faculties and Support Staff to record the names, quantities and locations of every chemical used.
- The Chemical Safety Officer will supply the Chemical Register template for hazardous chemicals to Faculties and Support staff.
- The Chemical Safety Officer will then train each appointed staff member in how to enter chemicals into the register, find Safety Data Sheets (SDSs) using Chemwatch, read chemical storage compatibility assessments and any other important aspect of Chemwatch.
- Once the appointed staff members have been trained, it is their responsibility to maintain the chemical register for their Faculty/Support Staff group in Chemwatch. This will require regular updating of the information as chemicals are used and/or purchased.
- A hard-copy of the up-to-date chemical register and SDSs must be kept in the vicinity of bulk chemical stores eg in a chemical store in a Science Preparation Room.
- It is the responsibility of Studies Coordinators, Office Manager, Head of Cleaning Team, Maintenance Officer and Groundsman to ensure that chemicals purchased for their particular work type and environment are legal to have on site, are stored safely, labelled correctly and disposed of in a safe and legal manner.
- All staff have access to SDSs on the R Drive and online. See Appendix 1 of this policy for instructions on how to access these sheets. Staff must read the appropriate SDS for a chemical

when assessing the risks associated with the use, storage or disposal of the chemical in the workplace.

- Staff who purchase, use the last quantity of or dispose of a chemical must inform the person in their Faculty or Support Staff group who has responsibility for updating the chemical register that they have done so.
- All chemicals are to be stored and labelled according to legislative requirements.
- A risk assessment must be completed for activities involving the use of chemicals. These may be standardised within Faculties/Support Staff groups.
- Only staff who have appropriate training are permitted to use specified chemicals.
- Students must only use chemicals which are appropriate to their age/year groups.
- All recommended requirements re the wearing of personal protective equipment must be followed.

Budget:

- Sufficient funds will be allocated in the school budget to facilitate all aspects of the operation of the WH&S Management System.

Evaluation:

- This policy will be reviewed at the end of the 2021 school year and thereafter every 5 years or as the need arises. This policy has been updated in November 2017 as we have moved to the new GHS (Globally Harmonised System) for classification and labelling of chemicals. It is the responsibility of the School Executive to implement such reviews and to update this policy when necessary.

APPENDIX 1

What is an SDS?

A Safety Data Sheet (SDS), previously called a Material Safety Data Sheet (MSDS), is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace. 1 January 2017 saw the implementation of Globally Harmonised System of Classification and Labelling of Chemicals (GHS). The GHS aims to internationally standardise chemical classification, labelling and Safety Data Sheets in the workplace. It uses a common set of pictograms, signal words, hazard and precautionary warnings to universalise classifications. It is important that a GHS compliant SDS is used. You can find more information below:

http://www.safework.nsw.gov.au/data/assets/pdf_file/0009/55539/GHS-fact-sheet-8028.pdf

An SDS includes information on:

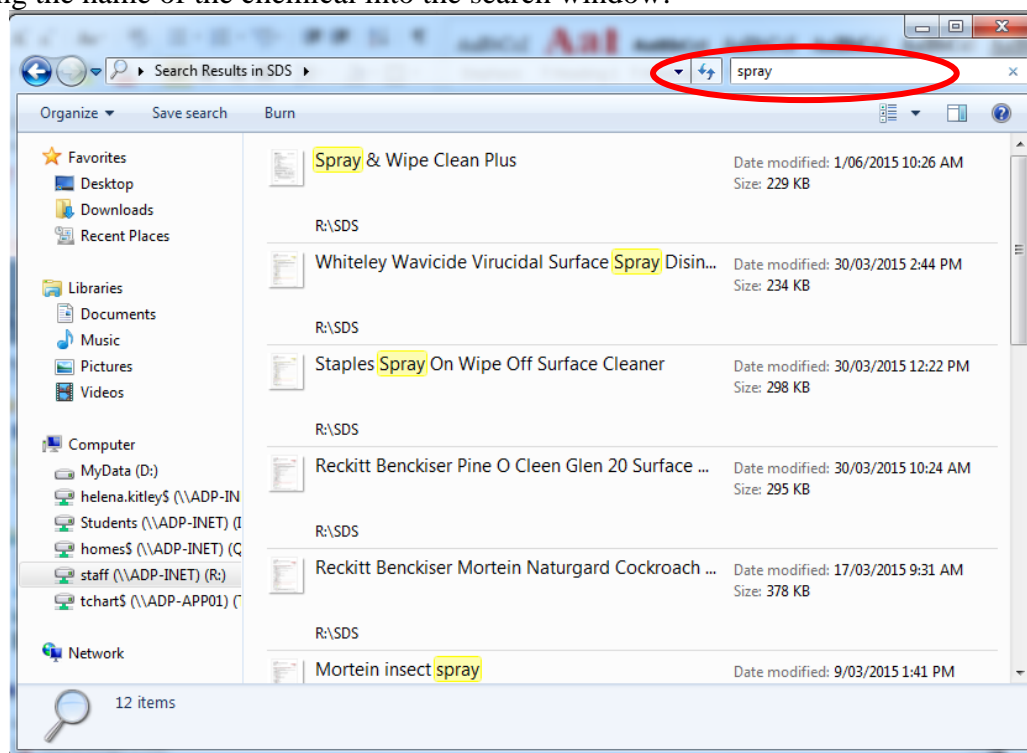
- the identity of the chemical,
- health and physicochemical hazards,
- safe handling and storage procedures,
- emergency procedures, and
- disposal considerations.

The SDS should always be referred to when assessing risks in the workplace.

Finding an SDS

All materials currently recorded in the Chemical Register have been saved as PDFs and stored in a folder “SDS” on the R Drive.

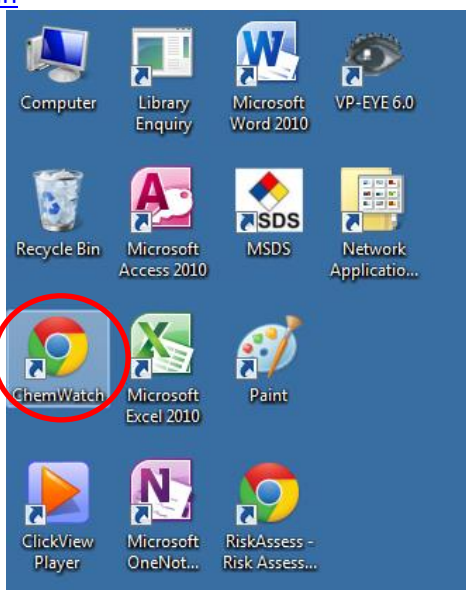
1. Open the SDS folder in the R Drive. Or open the SDS folder from the shortcut icon on the desktop:
2. Start typing the name of the chemical into the search window:



3. Scroll through until you find the required chemical. If chemical not found, log into Chemwatch and locate chemical there. (See instructions for how to find an SDS using Chemwatch on the next page)

Finding an SDS using Chemwatch (if material not found in SDS folder on R drive)

1. Click on the Chemwatch icon on the Staff Desktop. Or follow the link:
<https://jr.chemwatch.net/chemwatch.web/account/login>
2. Enter login details on the Chemwatch login page.



Form fields for ChemWatch login:

- Username: cw1953
- Password: everyone
- Organization: cecnswcw
- Button: LOGIN

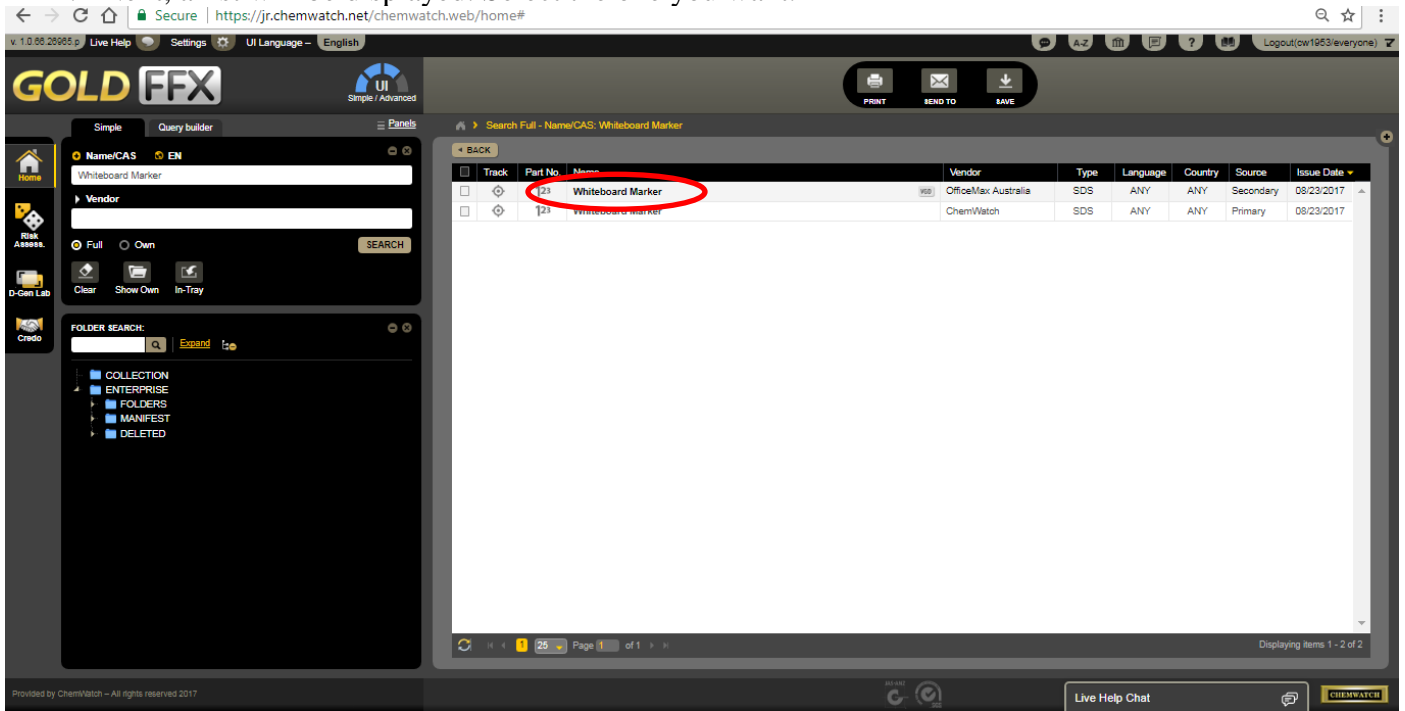
Remember me

3. Begin typing in the name of the material in the “Name/CAS” search box. You will see a list appear on the right. Select your material from this list by clicking on it. **THE SUPPLIER’S SDS IS ALWAYS PREFERRED** (check the Vendor Name column).

Search results table:

NAME	VENDOR NAME	CAS	RISK CODES
Whiteboard Pen (Staedtler Whiteboard Pen)			R11
Whiteboard Wipes	Advantus		
Whiteboard Cleaner	Pelikan artline (Northfork Chemical s)		
Whiteboard cleaner	Pelikan artline (Northfork Chemical s)		R19
Whiteboard Marker	OfficeMax Australia		R11, R36, R87, R38
Whiteboard Cleaner	Pelikan - Quartet (Pelikan Artline)		R41, R52/53
Whiteboard CLEANER	Dataperfekt		R12, R44, R87
Whiteboard Cleaner	Acco Brands		
whiteboard cleaner (Rankworth EXP741 Whiteboard Spray Cleaner)			
Whiteboard marker (Artline OPA QUE INK BOARD MARKER EPD-4)			R10, R22, R49
Whiteboard Cleaner (ABP Allboa			

4. Next, a list will be displayed. Select the one you want.



5. The SDS should now load. SAVE THE SDS TO THE SDS FOLDER ON THE R-DRIVE. (Use the name of the material as the file name)

