

WHS016 Hazardous Substances

Legal Application: As per WHS Act 2011 s.27(5)(b)(c) the 'officer', as part of their due diligence requirement are expected to have an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations.

The 'officer', should ensure the business has appropriate resources to eliminate or minimise risks. ch.3 of the WHS Regulation 2017 and Section 17 of the WHS Act 2011 address Risk Management generally.

Reference Documents:

- SafeWork Australia: Managing Risk of Hazardous Chemicals – Code of Practice
- HIISafe Online Resource – SafeWork: Cleaning Beer Lines Checklist
- SafeWork NSW: Risks Associated with Cleaning Beer Lines – Safety alert
- SafeWork Australia: How to Manage and Control Asbestos in the Workplace – Code of Practice
- SafeWork NSW: Reading Labels and Safety Data Sheets Guide
- SafeWork NSW: Chemical Spills – Safety alert

Purpose

To ensure the safe use and storage of chemicals, both hazardous and non-hazardous in all areas.

Scope

This procedure applies to all chemicals used at the workplace including cleaning chemicals, those used in the bar and cellar, those relating to maintenance of plant and equipment and those used for swimming pools. It also covers the management of asbestos in the workplace.

Responsibilities

Management have the responsibility to:

- ensure procedures are in place for the safe storage, use, first aid and disposal of all chemicals.
- ensure workers are trained and instructed as appropriate to their job role.
- ensure the building has been surveyed for asbestos and an appropriate register kept if required.

Workers have the responsibility to:

- adhere to training and follow procedures.
- notify management of any issues that may arise with use of a particular chemical.
- report any damage to areas containing asbestos.

Procedure

- Obtain SDS (Safety Data Sheets) from suppliers for all chemicals.
- Enter details of all chemicals on the Hazardous Substances register module in HIISafe.
- The SDS will describe the composition of the chemical, storage recommendations, method of use, First Aid information, information regarding spills, dilution etc.
- The SDS will be retained at a central location or Hazardous Substances module in HIISafe and also in close proximity to the storage and area of use for the individual hazardous substances.
- All workers using hazardous substances will be trained in their safe use and where PPE is required this will be provided.
- Workers will be sufficiently familiar with the location and content of the SDS to ensure that in the event of a spill or if first aid is required there will be no delays in applying the correct procedure.
- Where necessary spill kits will be readily available and workers trained in their use.
- Hazardous substances will be stored correctly as directed by the SDS.
- Strong acids (low pH value) will not be stored with strong alkali's (high ph value).
- Only exact quantities will be decanted/diluted.
- **Unlabelled containers will not be used for hazardous substances.**

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.

- Disposal of hazardous substances will be carried following instructions contained in the SDS. Pouring excess chemical down the drain may cause a chemical reaction and / or contamination or environmental damage.

Beer Line Cleaning

- Management to ensure all equipment to be regularly maintained and inspected for faults or damage, with workers fully instructed in its use.
- Management to liaise with the supplier to determine if there are new, less toxic chemical options for beer line cleaning.
- Workers to closely follow manufacturer's instructions and 'safe operating procedures' when undertaking beer line cleaning. **PPE including long sleeves/ pants, enclosed shoes, aprons, gloves (basic kitchen latex gloves are often not sufficient), eyewear or face shields must be worn at all times.**
- Workers to be trained in how to use correct PPE and correct beer line cleaning process. The chemical supplier may assist with any relevant training.
- Beer lines will not be tangled or kinked.

Carbon Dioxide Cylinders

- A risk assessment has been carried out to see if the gas canisters need monitoring equipment. They do not. There is sufficient ventilation and air drainage to ensure any leakage will not accumulate in the Cellar
- Workers handling the gas cylinders are trained on the correct handling and use of gas cylinders and how to identify leaks or other faults.
- All gas cylinders are to be secured with ropes or chains at all times to reduce the risk of falling and exploding cylinders.

Asbestos Management and Register

Asbestos has been identified in the Club premises and an asbestos register is available. A copy is on the Goulburn Club Board webpages.

- It will be maintained to ensure up-to-date information
- It will be given to the person conducting a business or undertaking (PCBU) when there is a change of management or controller of the workplace.
- Contractors will be notified of location of asbestos and given access to the asbestos register.
- The condition of asbestos will be monitored to ensure it remains in good condition and is sealed.
- **Asbestos locations will be labelled, where possible –yet to be done.**