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# 1.0 Purpose

This procedure outlines the requirements for safe and effective management of a chemical inventory at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.

# 2.0 Scope

This procedure applies to all staff, students, contractors and other relevant persons engaged by Griffith University that procure, use, store and dispose of chemicals as part of their work, research or study. It encompasses all aspects of chemicals management, except for managing asbestos, biological or radioactive materials (refer to specific procedures for these hazards).

### 3.0 Procedure

**Note:** The terms Hazardous Chemicals Register, Chemical Register and Manifest are used interchangeably at  $\tilde{O}_{\tilde{a}}$   $\tilde{a}$   $\tilde{a}$ 

## 3.1 Chemical Register

Accountability: Chemical Custodians

Maintain a Chemical Register in Chemwatch using the Manifest function. Include the following in the register:

The location,
The product name,

 $(k_{ij}) = k_{ij} k_{ij} + k$ 

The sign is 120 mm high and 600 mm wide. The letters are 100 mm high.

#### 3.3.2 Information Placards

Accountability: Chemical Custodians

Before placing chemicals into a chemical storage area, review the information placards and verify that the location is suitable to store the chemical.

Accountability: Laboratory Managers, Clinic Managers, Workshop Managers

Install information placards on all hazardous chemical storage areas to comply with Schedule 13 of the WHS Regulation. Ensure the information placard is:

Located as reasonably practicable to:

- The main entrance of the building,
- o The access point to each room or walled section of the building, and
- o The container holding the chemical, if the container is external to the storage unit,

Legible, and

Separate from other distracting signage.

## 3.4 Stocktaking Chemicals

Accountability: Chemical Custodians

All major chemical stores and minor mixed storage quantities must be audited annually by the person responsible for approving purchases to the storage location or their delegated representative. Record the chemical stocktake audit findings using the Gsafe "Hazardous Chemical Stocktake Inspection" form.

Update the Hazardous Chemical Register in Chemwatch if the stock changes.

### 4.0 Definitions

**ADG Code** is the *Australian Code for the Transport of Dangerous Goods by Road and Rail*, in its current form, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website.

Chemicals are any substance that has a defined composition.

**Hazardous Chemical** means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulation).

**Chemical Custodians** are personnel with operational control over chemicals at Griffith. This includes users of the chemicals, chief investigators and their supervisor.

Chemical kEineniti

 $(\mathbf{k}_{i}) = \mathbf{k}_{i} \mathbf{k}_{i} + (\mathbf{k}_{i})^{T} \mathbf{k}_{i} + (\mathbf{k}_{i}$ 

 $\textbf{GHS} \mid \land \triangle \mid \bullet \text{ At } \triangle \otimes \triangle \mid \text{ and } \triangle \mid \bullet \text{ and } \triangle \mid \bullet$ 

**SDS** refers to a safety data sheet prepared under Section 330 or 331 of the WHS Regulation.

WHS Regulation refers to the Work Health and Safety Regulation 2011 (Qld).