

# Procedure

Placard and Manifest Quantities: Defined in Schedule 11 of the WHS Regulation,  
Hazardous cryogens and cryogenic or refrigerated liquids: Those classified as hazardous  
in GHS and/or the ADG Code, and  
Nanomaterials: as defined by the Australian Industrial Chemical Introduction Scheme  
(AICIS/previously NICNAS).

### 3.1.2 Safety Data Sheets (SDS)

*Accountability: Chemical Custodians*

Obtain a copy of the SDS before acquiring a chemical and ensure the SDS is readily accessible to all personnel involved in the chemical process or those exposed to the chemical. SDSs may be obtained and stored in the Chemwatch Manifest function.

Verify that the SDS complies with the requirements of Schedule 7 of the WHS Regulation.

An overseas SDS is acceptable if:

A translation of the SDS is attached to the original SDS,  
The attached information clearly states that the translation is not part of the original SDS,  
The original SDS aligns with the Schedule 7 requirements, and  
There is an Australian supplier and Australian emergency contact details.

If an overseas manufacturer's SDS does not comply with legislative requirements, the importer is responsible for preparing an SDS that does.

If Griffith imports a chemical directly from an international supplier, it assumes the role of importer and is responsible for ensuring the SDS meets the requirements of Schedule 7.

If a chemical is manufactured or supplied by Griffith, it assumes the role of the manufacturer and is responsible for developing the SDS.

If required to prepare the SDS, refer to the *Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2021* (Qld).

Contact [crs@griffith.edu.au](mailto:crs@griffith.edu.au) for guidance on this process.

## 3.2 Selecting a Sustainable Chemical Vendor

*Accountability: Chemical Custodians*

Consider the sustainability practices of suppliers when acquiring chemicals. Griffith has the right to prefer socially and ethically responsible vendors where the goods and services impact the environment and human health less. Sustainability issues may include:

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**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 Register**

**GHS** in its current form  
and published by the United Nations.

**Label** means written, printed or graphical information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the container of a hazardous chemical.

**Nanomaterials** refer to industrial materials intentionally produced, manufactured or engineered to have unique properties or specific composition at the nanoscale, that is a size range typically between 1 nm and 100 nm, and is either a nano-object (i.e.. that is confined in one, two, or three dimensions at the nanoscale) or is nanostructured (i.e.. having an internal or surface structure at the nanoscale).

**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).



## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Australian Dangerous Goods (ADG) Code Medicines and Poisons Act 2019 (Qld) Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021 (Qld) Therapeutic Goods (Poisons Standard July 2023) Instrument 2023 (Cwlth) National Code of Practice for Chemicals of Security Concern 2016 (Cwlth)
Policy	Health, Safety and Wellbeing Policy
Standard	Managing Chemicals Standard
Procedures	Risk Assessing Chemicals Procedure Maintaining a Chemical Inventory Procedure Handling, Using and Disposing of Chemicals Procedure Transporting Chemicals Procedure Managing Regulated Chemicals Procedure Special Approvers Guideline Griffith University Substances Management Plan
Local protocols	Managing Chemical Incidents and Emergencies Protocols
Forms	Laboratory Demobilisation Checklist