

Chemical Safety in Schools Extract from online tool.

Section 1: General information for all staff

1.1: Overview of Chemical safety in schools

- General introduction to CSIS, detailing the development of the package, the contents, target group, distribution etc.

1.2: Legal context

- Sets the package and the training in the context of the OHS Legislation and related Regulations (Occupational Health and Safety Act 1983, Hazardous Substances Regulation 1996 and Dangerous Goods Act 1975 and Regulation 1978). This Section explains employer and employees responsibilities under the legislation.

1.3: Dangerous Goods legislation

- Provides further information about the legislative requirements as well as specific advice about how schools can comply with these requirements. Implications for schools are storage, labelling, licensing and transport of dangerous goods. Section 1.3.3 provides information for government schools on the DET group licensing scheme for storing Class 3 flammable liquids.

1.4: Hazardous substances regulation 1996

- Provides additional information about the legislative requirements as well as specific advice about what schools need to do to comply with these requirements. Implications for schools are training for all staff in risk assessment, providing risk and safety information for everyone working with or near hazardous substances (labelling and material safety data sheets), establishing procedures to ensure risks from hazardous substances are assessed and controlled, and record keeping (chemical register, risk assessment register and training record).

1.5: Risk assessment

- Contains detailed information about the process of risk assessment according to WorkSafe Australia. DET has completed a generic risk assessment on approximately 900 of the chemicals used in schools. This Section describes the process followed by DET and establishes the procedures which must be used in all schools when working with chemicals.

1.6: Control measures for schools

- Supplements **Section 1.5** and describes the control measures that DET has developed to ensure staff and students work safely with chemicals. The controls are largely

administrative and have both a systemic and school focus. DET requires that these control measures be applied in all government schools.

1.7: Chemical register

- Provides practical advice for schools to assist with establishing and maintaining a chemical register.

1.8: Managing chemicals in the school environment

- Deals with the acquisition and disposal of chemicals. Guidelines for disposal of chemical waste have been developed on advice from the Environment Protection Authority (EPA). Risk assessment is applied to the purchasing of chemicals, plant and equipment. Guidelines have been developed to protect schools when making or receiving donations of chemicals. There is also advice for principals on chemical related property issues.

1.9: Protective equipment

- The use of personal protective equipment and facilities such as fume cupboards is required in schools where the risk assessment indicates there is a need. This Section provides advice about the equipment, safety specifications and procedures for purchasing from Q-stores.

1.10: The principal's guide to implementation

- This Section is a modification of the principal's guide to the CSIS package which was sent to schools prior to the distribution of the CSIS package. Implementation models are provided for primary and secondary principals. Each model identifies the key issues schools need to address.

1.11: References

- Many source documents were used to ensure the information included in the package is technically correct. These resources are listed in this Section.