

# procedure

## Hazardous Substances and Dangerous Goods – Maintenance Operations - NSCCAHS

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<b>Intranet location/s</b>	Corporate – Maintenance Operations
<b>Summary</b>	Outlines the procedure to be followed by Maintenance Operations staff in relation to the management of hazardous substances and dangerous goods used within their department.
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<b>Sector/Service</b>	Maintenance Operations
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### 1. Scope of Practice

All Maintenance Operations staff and contractors.

### 2. Expected Outcome

This procedure will help Trades Staff, Handyperson Staff, External Service Providers (contractors), Leading Hands, Site Engineers and Managers prevent incidents associated with the use of hazardous substances and dangerous goods, and to effectively respond to incidents if they do occur. Additionally, it will assist in ensuring the safe use, storage and handling of Hazardous Substances & Dangerous Goods.

### 3. Definitions

- **NOHSC** – National Occupational Health & Safety Commission
- **NSCCAHS** – Northern Sydney Central Coast Area Health Service
- **Dangerous goods** - refer to regulated articles and substances (including explosives, gases and chemicals) that have been classified by United Nations criteria because they require particular care during transport. The same classification is also used to regulate the storage of these goods
- **Hazardous substances** - refer to regulated substances (including solids, liquids and gases) that have been classified by NOHSC criteria because they are hazardous to health and require particular care during use

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## 4. Procedure

### 4.1 Policy Statement/Rationale

Across NSCCAHS hazardous substances and dangerous goods are used by maintenance operations staff. This document provides advice to assist employers ensure that they are effectively managing hazardous substances and dangerous goods in the workplace and meeting associated legislative requirements. It supports implementation of the NSW Health policy directive PD2005\_409 Workplace Health and Safety: Policy and Better Practice Guide, and should be read in conjunction with that document.

The NSW Occupational Health and Safety (OHS) Regulation 2001 requires employers to establish and maintain a register of all hazardous substances and dangerous goods used at the employer's place of work. NSW Health Guideline GL2006\_010 Hazardous Substances and Dangerous Goods in NSW Health: Guidelines for Safe Use' reflects this requirement, and should be read in conjunction with this procedure. Chemical registers must include a list of all hazardous substances and dangerous goods used in the workplace, along with their Material Safety Data Sheets (MSDS), and be accessible to all staff, contractors and others who use or might be exposed to the hazardous substances and dangerous goods used in that workplace. Chemical registers can be paper based or computer based. NSCCAHS employs ChemAlert to facilitate this.

### 4.2 Requirements

- A general incident prevention programmes
- Specific hazard management programmes
- Related policies and procedures
- Access to ChemAlert

### 4.3 Risks

Hazard(s):	Control(s):
<ul style="list-style-type: none"> <li>• Occupational illness and injury</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of a general incident prevention programme</li> <li>• Specific hazard management programmes implemented</li> <li>• Related policies and procedures adhered to</li> </ul>

### 4.4 Actions

<b>Step 1</b>	Complete a risk assessment for the hazardous substance/dangerous goods to be used referring to information in the MSDS. Determine if alternate non-hazardous substance/goods can be used to achieve a similar result, if possible use less hazardous item.
<b>Step 2</b>	Identify the hazards and risks involved in any task involving hazardous substances and dangerous goods.
<b>Step 3</b>	Perform a risk assessment of the task.
<b>Step 4</b>	Allocate a priority/risk rating to the task.
<b>Step 5</b>	Apply identified risk elimination and controls prior to commencing the task as identified in the documented work instruction and/or safe work method (SWM).
<b>Step 6</b>	Review of risk assessments and control measures with consultation.
<b>Step 7</b>	Make sure ChemAlert Chemical Information Management System is implemented as outlined in PD2009_006 ChemAlert Chemical Information Management System - <a href="http://www.health.nsw.gov.au/policies/pd/2009/pdf/PD2009_006.pdf">http://www.health.nsw.gov.au/policies/pd/2009/pdf/PD2009_006.pdf</a>

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## 5. Records

- BEIMS Dockets
- The hazard/risks identified
- Risk assessment
- Its priority/risk rating
- Key sources of information that led to the above
- Key consultation groups
- The risk controls implemented, including any changes made and the person responsible for them
- Unsafe work practices caused by or relating to the hazard
- Hazardous Substances Register in hard copy or electronic format

## 6. References

- The New South Wales Occupational Health and Safety Act 2000 (OHS Act).  
<http://www.legislation.nsw.gov.au/fullhtml/inforce/act+40+2000+FIRST+0+N#cd>
- The New South Wales Occupational Health and Safety Regulations 2001.  
<http://www.legislation.nsw.gov.au/fullhtml/inforce/subordleg+648+2001+FIRST+0+N>
- PD2005\_409 Workplace Health and Safety: Policy and Better Practice Guide NSW Health  
[http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005\\_409.pdf](http://www.health.nsw.gov.au/policies/PD/2005/pdf/PD2005_409.pdf)
- PD2009\_006 ChemAlert Chemical Information Management System – Implementation  
[http://www.health.nsw.gov.au/policies/pd/2009/pdf/PD2009\\_006.pdf](http://www.health.nsw.gov.au/policies/pd/2009/pdf/PD2009_006.pdf)
- GL2006\_010 Hazardous Substances and Dangerous Goods in NSW Health – Guidelines for Safe Use  
[http://www.health.nsw.gov.au/policies/gl/2006/pdf/GL2006\\_010.pdf](http://www.health.nsw.gov.au/policies/gl/2006/pdf/GL2006_010.pdf)

## 7. Revision & Approval History

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