

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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SUMMARY	This procedure provides information for managing, storage and use of Hazardous Chemicals (HS, DG, carcinogens and poisons) at all SESLHD sites. Included are links to the Ministry of Health Hazardous Chemicals Information sheets that provide specific detail and requirements.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

This procedure aligns with the requirements of the Work Health and Safety Act 2011, Work Health and Safety Regulation 2017 and related SafeWork NSW Codes of Practice.

2. BACKGROUND

This procedure assists managers, supervisors and other workers in preventing incidents and injury associated with the use of hazardous chemicals, and to effectively respond and manage incidents if they occur. Medications are exempt from this procedure, for further information regarding medication registration; please refer to [NSW Health Policy Directive PD2013_043 – Medication Handling in NSW Public Health Facilities](#).

This procedure provides a systematic method for identifying and controlling potential chemical hazards in order to minimise the risk of adverse health and safety effects to people, the environment or property. Without assessing the risks of uncontrolled hazardous chemicals could result in spontaneous and violent reactions that could cause acute and/or chronic injury and disease.

This procedure applies to all workers, patients, volunteers, students, visitors and contractors. Activities include working with or supervising the use of hazardous chemicals including storage and labelling requirements or when working on or away from SESLHD sites.

3. DEFINITIONS

Refer to Appendix 1 - Definitions

4. RESPONSIBILITIES

Employees will: comply with Health Safety and Wellbeing procedures and any workplace systems or measures put in place to protect health and safety in the work environment. Report any hazardous chemical related incidents, injury, risks, or issues in the IMS+ reporting system and to their manager.

4.1. Line Managers will: follow SESLHD procedures for risk management.

Apply their duty of care by implementing the SESLHD Hazardous Chemicals procedure through:

- Ensuring all workers are trained and informed of chemical hazards and associated risk controls
- Monitoring the work environment to ensure it is safe and without risk of harm
- Monitoring workers health where required
- Consulting with workers and health and safety representatives on health and safety matters related to chemicals used in the workplace including the workplace environment
- Ensuring appropriate Safe Work Procedures (SWP's) are developed, implemented and all relevant workers are trained
- Monitoring and evaluating workers WHS performance in relation to hazardous chemical management responsibilities in line with procedure [SESLHDPR/415 - Performance and Talent](#).

- Documented departmental emergency procedures which are regularly check and evaluated for effectiveness
- Ensuring all the department's chemical risk management processes are documented and auditable
- Regularly reporting on WHS performance to Senior Managers/ Service Managers
- Escalating hazardous chemical risks to Senior Managers for resolution where the control is beyond the managers delegation
- Reporting notifiable incidents in line with SESLHD Policies, Procedures and Guidelines and the WHS Act and Regulation requirements
- Reporting any hazardous chemical related incidents, injury, risks, or issues in the IMS+ reporting system and to their manager.

4.2. Senior Managers/Service Managers will:

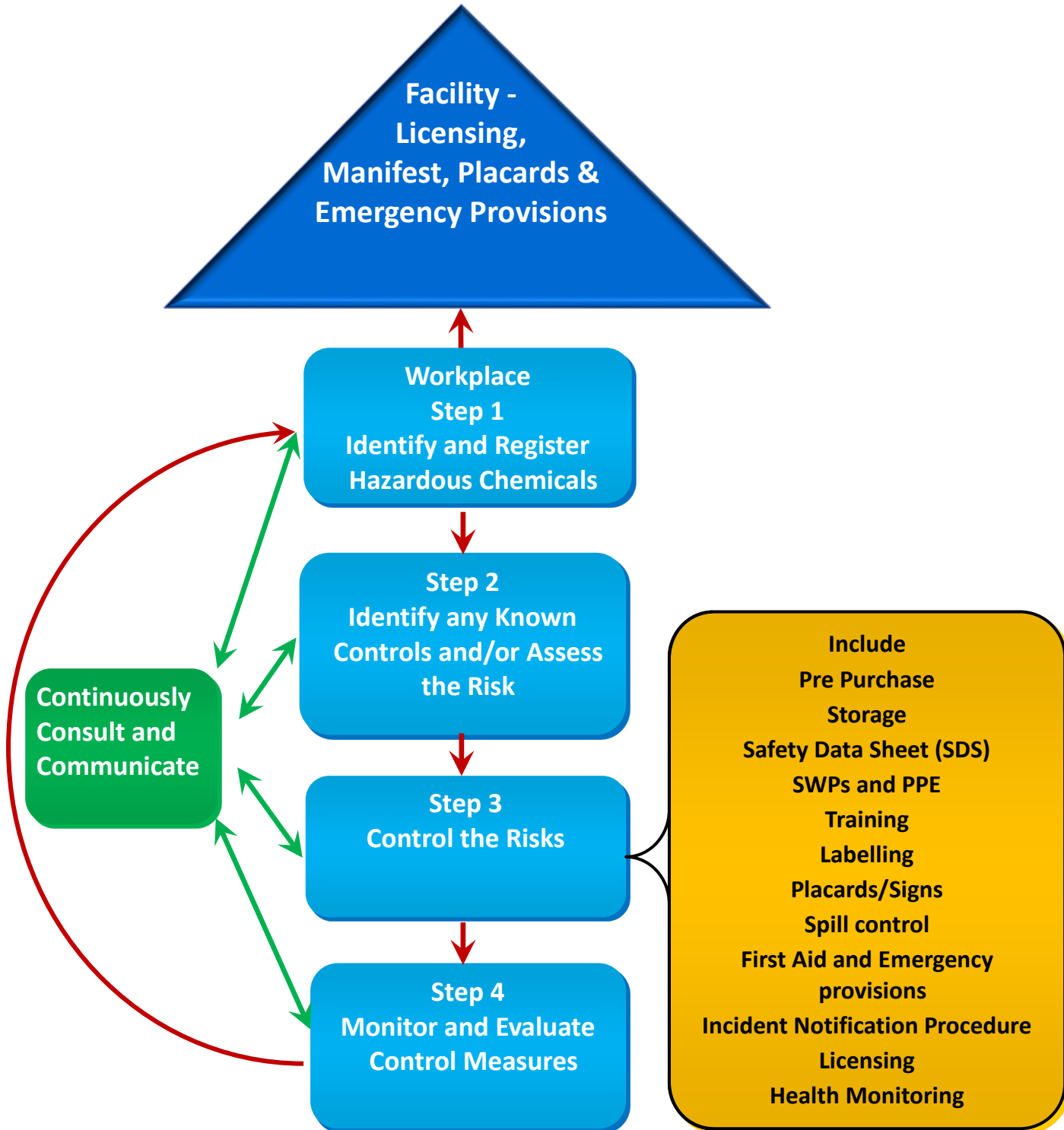
- Apply due diligence by monitoring the implementation of the SESLHD Hazardous Chemicals Risk Management procedure and confirming the establishment and maintenance of SESLHD chemical risk management procedures
- Resolve WHS issues brought to their attention in a timely and informed manner. Report the departments/services chemical risk management achievements and deficits to the SESLHD Chief Executive and Board
- Apply due diligence to demonstrate every reasonable precaution has been taken to ensure the departments and services under the managers control are acting to prevent harm to its workers and others
- Report any hazardous chemical related incidents, injury, risks, or issues in the IMS+ reporting system and to their manager.

4.3. Medical staff will:

- Apply due diligence by ensuring compliance with the most up to date version of SESLHD Hazardous Chemical procedure,
- Use the chemical risk control resources and information
- Report any hazardous chemical related incidents, injury, risks, or issues in the IMS+ reporting system and to their manager.

5. PROCEDURE

The following diagram outlines the Hazardous Chemical Management processes:



5.1. Facility Requirements**5.1.1. Manifests and Placards**

Each Facility in SESLHD must maintain an up to date manifest of all Hazardous Chemicals that is greater quantity than the placarding and prescribe manifest level, as detailed in Schedule 11 of the WHS Regulations.

Ref: WHS Regulations 2017 - 347 Manifest of Hazardous Chemicals

All Department Managers must submit (and update) the Chemical Register to the Site Controller/Facility Manager (or nominated person i.e. Fire Safety Manager) for inclusion in the site manifest. The specification for site manifests can be found at NSW Work Health and Safety Regulations 2017 – Schedule 12 Manifest Requirements.

The Site Controller/Facility Manager (or nominated person i.e. Fire Safety Manager) must develop and maintain a current Master Facility Chemical manifest:

- 1) Calculate the total quantity of hazardous chemical in each storage location, including those in process and empty containers (drums and tanks). Check the quantities for mixed classes of hazardous chemical
- 2) Determine if the quantities on site exceed the placarding or manifest limits in NSW Work Health and Safety Regulations 2017 – Schedule 11 Placard and Manifest Quantities. If there are hazardous chemicals of more than one class, and/or group, refer to notes in the Schedule 11 table
- 3) Ensure all Department Managers requiring placarding, are displayed in accordance with NSW Work Health and Safety Regulations 2017 – Schedule 13 Placard Requirements (NSW WHS Regulation 2017). Schedule 13 provides directions for the size, location, colours and information required on hazardous chemical placards. For safety signs and placards purchases, please contact WHS coordinator for advice.
- 4) Ensure that placard locations that contain total quantities of a Schedule 11 hazardous chemical or group of hazardous chemicals in excess of the placard limits are identified and a Hazchem placard is erected at the main entrances of the facility. It is recommended that quantities of Schedule 11 hazardous chemicals are kept below placarding limits
- 5) Complete and lodge a SafeWork NSW Notification of Schedule 11 Hazardous Chemicals if quantities of Schedule 11 hazardous chemicals exceed manifest limits
- 6) Review and update the emergency plan to comply with emergency requirements for hazardous chemicals. The plan and manifest must be kept on the premises in a place easily accessible to the emergency services.

Note: Annual notification is no longer required

Notifications are required if:

- the quantity exceeds the manifest or placarding
- significant change of use, handling or manner of storage of the chemicals
- a new owner and/or PCBU
- requesting a closure of a record

- there is abandonment of an underground storage tank
- a change in contact details
- the notification certificate is lost, stolen, damaged, not received or there is a printing error.

For further information please WorkCover – Guidance Material SafeWork NSW Notification of Schedule 11 Hazardous Chemicals.

5.1.2. Licensed premises

If the Environmental Protection Authority (EPA) licenses the activity which may potentially cause an incident, the licence conditions may include incident notification requirements that apply in addition to the duty under section 148. To determine any need to apply for an EPA licence please review the Protection of the Environment Operations Act 1997 No 156 Schedule 1.

5.1.3. Emergency Plans

Emergency plans need to be available if the quantities of a hazardous chemical used, handled, generated or stored at the site exceeds manifest quantities for that hazardous chemical. Work Health and Safety regulations 2017 – Schedule 11 Placard and Manifest Quantities, and *Appendix 2 - WHS Classification and Labelling*.

5.1.3.1. Emergency response

If a pollution incident occurs, all necessary action should be taken to minimise the size and any adverse effects of the release. If the incident presents an immediate threat to human health or property, Fire and Rescue NSW, NSW Police and the NSW Ambulance Service should be contacted first for emergency assistance - phone 000. The other response agencies must still be contacted after that to satisfy notification obligations.

5.1.3.2. Emergency and First Aid Procedures

The purpose of the emergency plan is to minimise the effects of any environmental or serious incident that may occur involving hazardous chemicals. Examples would be a loss of containment of the hazardous chemical leading to a spread of liquid or vapour through the premises and possibly into adjacent departments or public places.

Emergency plans and first aid requirements must be reviewed and adjusted to prepare for potential incidents relating to hazardous chemicals on site.

If the quantity of a hazardous chemical used, handled, generated or stored at a workplace is equal or greater than those listed in *Appendix 2 - WHS Classification and Labelling*. An emergency plan must be developed in accordance with WHS Regulation 2017 Division 4 - Part 3.2 and a copy must be lodged with Fire and Rescue NSW. For further information or assistance, please contact the facility WHS coordinator.

If the primary emergency service organisation gives a written recommendation about the content or effectiveness of the emergency plan, the facility, service or department must revise the plan in accordance with that recommendation.

5.1.4. Pollution Incidents and incidents with material harm - must be notified

All pollution incidents causing or threatening material harm to the environment must be notified.

5.1.4.1. Notification must be made to all relevant authorities:

- Environment Protection Authority (EPA)
- Ministry of Health
- SafeWork NSW
- Local Council
- Fire and Rescue NSW

5.1.5. Contaminated land

Persons whose activities have contaminated land and owners of land who become aware, or ought reasonably to be aware, that the land has been contaminated must notify the EPA as soon as practicable, if the contamination meets certain criteria. The duty to notify is a requirement under section 60 of the Contaminated Land Management (CLM) Act 1997.

5.1.6. SafeWork NSW Incident Notification:

Notification is required for any incident in relation to a workplace that exposes a worker or any other person to a dangerous incident resulting from an immediate or imminent exposure to a chemical or exposure to a prohibited substance or carcinogen. [SafeWork Australia Incident Notification Fact Sheet](#).

If SafeWork incident notification is required, the Manager Health and Safety and/or the respective Health and Safety Partner must be contacted.

Contact details can be found on the intranet at the [Health, Safety and Wellbeing Partner Contact Directory](#).

Examples of work activities:

- Dealing with micro-organisms
- providing treatment or care to a person
- contact with human blood or body substances
- handling or contact with animals, animal hides, skin, wool or hair, animal carcasses or animal waste products

Implement procedure [SESLHDPR/322 - Work Health and Safety – Incident Management, Investigating and Reporting](#).

Note: The Work Health and Safety legislation requires preservation of the incident site until an inspector attends the incident site or as directed otherwise by the inspector or regulator. The action of preserving the site is to prevent further injury or harm occurring to any person and prevent the incident from escalating. Attending a person to provide first aid is accepted.

5.2. Department, Laboratory and Other Work Area Requirements**5.2.1. Identification of Hazardous Chemicals and Emissions**

Each department manager must identify and list in the F115 Chemical Inventory/ Safety Data Sheet (SDS) Register all hazardous chemicals in the department.

All fields of the form must be completed using information from the chemical safety data sheet (SDS).

A hazardous chemical can be identified by:

- a clear statement in the SDS defining the product is hazardous
- the use of pictograms, warning words and phrases on labels and packaging
- The product fits within one of the categories listed in the table *Appendix 2 - WHS Classification and Labelling*.

Managers must undertake a workplace inspection when reviewing the hazardous chemical register, to confirm the departments register against current chemicals used and stored in the department. Hazardous chemicals can be packaged in a variety of forms therefore the inspection must include an examination of the hazardous chemical packaging.

Identify the substances, products or emissions involved and assess each task where the hazardous chemical is used, including information about:

- the storage location
- the form of storage – e.g. in a tank, packages on pallets, bottles
- handling the hazardous chemical
- transporting to and from locations
- loading or unloading vehicles
- decanting, mixing, diluting and measuring
- spraying – where the substance may become airborne
- generation of dusts or fumes by the work
- using dangerous goods with or within plant – e.g. process vessels, vats

Managers must provide an SDS for each hazardous chemical and ensure that the SDS is made available for staffs who are working with the hazardous chemical or is likely to be effected by the hazardous chemical.

The chemical supplier must renew the SDS at least every 5 years or whenever necessary to ensure the SDS contains correct and current information as per NSW Work Health and Safety Regulations 2017 – Schedule 7, Clause 2.

The most current SDS must be provided by the supplier for the chemical and only the full SDS which contains 16 Headers provides all required information, this is the preferred option for obtaining an SDS.

If using ChemAlert to obtain the SDS you must print of the manufacturers SDS from within ChemAlert. Users not sure on how to read an SDS can review the document “How to Read an SDS.

When decommissioning a hazardous chemical workplace, please use procedure [SESLHDPR/420 - Decommissioning a Workplace](#).

5.2.2. Identify if a risk assessment is required

A risk assessment (RA) is not required if the SDS identifies the substance as Non-Hazardous and has no listed controls for its use when used as prescribed in the SDS.

If the SDS identifies the substance as hazardous and stipulates control measures to be implemented, a full chemical risk assessment is not required, provided all the controls stated in the SDS are implemented and monitored.

However, it is still necessary to document the agreed controls utilised by the Department. For this purpose, use the implementation section of the F121 Chemical Substance Risk Assessment form. This will provide adequate documentation to show auditors or SafeWork NSW Investigators.

A full risk assessment is required if:

- any one of the control measures listed within the SDS cannot be implemented
- the hazardous chemical is to be used in combination with other hazardous chemicals
- the hazardous chemical is to be used in a 'non-standard' manner (anything other than stipulated on the manufactures SDS)
- two or more hazardous chemicals are mixed together (i.e. Unleaded Petrol and Two Stroke Oil)
- stored or transported in a manner outside that specified in the SDS

Use F21 Chemical Substance Risk Assessment to conduct a full risk assessment and to document the agreed controls.

5.2.3. Prioritise each hazard

Each risk assessment must be prioritised for action by providing a risk rating using the NSW Health Risk Matrix, taking into consideration the likelihood of someone being harmed and the effectiveness of the existing control measures. The aim of prioritisation is to ensure the focus remains on controlling items of higher risk first.

Wherever possible the hazardous chemicals should be eliminated or at least substituted by a non-hazardous/non-dangerous alternative. If the hazardous chemicals cannot be eliminated or substituted, other means of control will need to be selected using the hierarchy of controls.

5.3. Hazardous Chemical risk control requirements

5.3.1. Pre-Purchasing

Before introducing a new hazardous chemical, it must be trialled to ensure safe storage, handling, use, transport, and disposal.

Specific controls prescribed by the products SDS, Code of Practice or Australian Standard must be implemented, and workers must be trained in the controls appropriate use before the chemical is introduced into the workplace.

If this cannot be followed or the hazardous chemical is to be used in a manner other than as specified in the SDS then the Manager of the department must ensure a F121 Chemical Substance Risk Assessment is conducted and appropriate controls are implemented before the chemical is purchased, contact the WHS&IM department for further assistance.

Keep the F115 Chemical Inventory/ Safety Data Sheet (SDS) Register. up to date by entering new substances/chemicals as they come into the workplace and removing obsolete substances/chemicals that are no longer used or kept in the workplace. All chemicals purchased must be labelled as per Work Health and Safety Regulations 2017 - Schedule 9 Classification, Packaging and Labelling Requirements.

5.3.2. Storage

Quantities of hazardous chemicals should be kept to a minimum. Storage conditions specified in the SDS must be followed to ensure stability (e.g. maintain stabilizers or refrigeration, keep packages dry) and not above the manifest or placarding level. Hazardous chemicals may include requirements for separation and segregation by class type for all incompatible substances. This may require having dedicated Australian Standard approved cabinet for each type of hazardous chemical (depending on quantity stored).

All stored hazardous chemicals must retain original label as per sections 4.3.4.1 or if decanted, the hazardous chemical must be labelled as per sections 4.3.4.2.

5.3.3. Safety Signs and Placards for Chemicals

Safety signs provide warning of the hazards associated with hazardous chemicals and they must be clearly visible and displayed in the workplace, next to or on the hazardous chemicals and dangerous goods storage area. For safety signs and placard purchases, please contact WHS coordinator for advice.

5.3.4. Chemical Label Requirements - Packaged, Decanted and Enclosed systems

5.3.4.1. Packaged products

Chemical products purchased from suppliers, manufactures or importers must comply with the following labelling requirements. Where a chemical does not comply with these requirements it must be returned to the vendor.

The label must be in English and contain the following:

- Name of the product.
- Risk and safety phrases - as stated in National Occupational Health and Safety Council's document
- Dangerous goods information - as stated in the Australian Dangerous Goods (ADG) Code.
- Chemical names of particularly hazardous ingredients

- Chemical or generic names of certain other ingredients.

If the manufacturer has amended a SDS, the label should be changed to ensure that it is consistent with the information in the amended SDS.

5.3.4.2. Labelling Decanted Products

If products are decanted for **immediate use**, by the person who decanted them, the chemical will not require a label providing the container is cleaned out and decontaminated directly after use.

If a hazardous chemical has been decanted or transferred from the container in which it was packed and it will **not** be used immediately or is **supplied to someone else**, the following labelling conventions must be complied with:

- 1) If used within 12 hours, the label must be written in English and include the full product name and a hazard warning such as a pictogram (as per Appendix F of the Code of Practice Labelling of Workplace Hazardous Chemicals), or hazard statement consistent with the correct classification of the chemical e.g. appropriate risk and safety phrases.
- 2) If the hazardous chemical remains in the decanted container for an extended period or the container and is repeatedly used to decant the hazardous chemical, then a permanent label with all the general labelling information must be attached to the container. Permanently labelled containers must not be used to contain any other substances or mixtures than those specified on the label.

Labels for most chemicals can be printed from ChemAlert.

5.3.4.3. Enclosed Systems

Hazardous substance contained in an enclosed system (such as a pipe or piping system or a process or reactor vessel) need to be identified and labelled. Suitable means of identification include colour coding refer to (AS 1319, Safety Signs for the Occupational Environment and labelling AS 1345 Identification of the Contents of Piping, Conduits and Ducts).

The label must be readily visible on or near the pipe work or vessel.

5.3.5. Safe Work Procedures

Safe Work Procedures (SWPs) are required for any tasks which involve hazardous chemicals and must be documented using the F131 Safe Work Procedure Form. All staff involved in these tasks must receive training on the SWPs (including new staff and students) in proportion to the level of risk and level of competency of the user. Records of the training/inductions must be retained and stored as part of the WHS documentation process.

A review of SWP is recommended every three (3) years. While this is not mandated it is considered best practice. The aim of the review is to ensure changes in the workplace that occur overtime are captured and accounted for in the SWP.

5.3.6. Personal Protective Equipment

Personal protective equipment (PPE) includes items such as overalls, aprons, gloves, dust masks, respirators, self-contained breathing apparatus, footwear, goggles or face shields, hard hats, and fully encapsulated suits. PPE must meet Australian Standards and be selected in accordance with the relevant SDS and risk assessment. For guidance on the various types of PPE available, contact the site WHS Consultant or refer to the relevant Australian Standard.

All PPE must be safely stored and maintained as per the manufacturer's recommendations.

5.3.7. Information, Training and Supervision

A competency-based induction and training program must include information about hazardous chemicals to which workers are (or may be) exposed to in the course of their work. Information should include the nature of the hazards, risks to health arising from exposure, the degree of exposure and routes of entry of the hazardous chemical into to the body. This includes information on the forms of hazardous substances including dusts, fumes and other atmospheric contaminants. The training is to ensure that where required, staff can:

- recognise Hazardous Chemicals and the harm they could cause
- access, read and understand the SDS and label
- accurately follow work procedures and instructions to control the risk of the hazard
- accurately follow first aid and emergency procedures in place to manage incidents related to hazardous chemicals
- accurately fit, use and maintain any personal protective equipment (PPE) required to protect them from the hazard

This training must be recorded using the District form F129 - SESLHD Department Training Register.

Staff who are, or may be exposed to, hazardous chemical must be provided with suitable and adequate supervision. The level of supervision required should be assessed by the manager based on:

- the nature of the risks associated with the hazardous chemical
- the information, training and instruction provided
- the level of experience of the worker

5.3.8. Disposal

All chemical waste needs to be: handled, stored, labelled, and disposed of safely in accordance with the [NSW Health Policy Directive PD2020_049 - Clinical and Related Waste Management for Health Services](#) and environmental legislation.

5.3.9. First Aid

First Aid provisions must be provided in accordance with the SDS specifications.

The department is to ensure that where a hazardous chemical is used, the first aid items and systems match those stipulated by the SDS including:

- the provision of first aid equipment
- that each worker has access to the equipment
- an adequate number of workers are trained to administer first aid or workers have access to an adequate number of people who have been trained to administer first aid relevant to the chemical
- all workers have access to facilities for the administration of first aid

5.3.10. Department Emergency Plans

Emergency procedures need to be in place with workers trained in their implementation for each hazardous chemical used, handled, generated or stored in the workplace.

The department's emergency plan should typically include:

- potential emergency event/s the chemical may cause
- injuries that would be expected and their first aid
- immediate actions to prevent escalation of the incident
- secondary actions to escalate the incident where it becomes uncontrolled – (Site Code Yellow incident response request)
- responsibilities
- resources needed to contain and manage the incident

5.3.11. Spill Kits

Where necessary an appropriate spill kit which complies with the relevant Australian Standard, and which includes any necessary PPE must be readily available. Training in the use of the spill kit must also be provided and documented. The spill kit must be kept up to date and monitored as part of the monthly inspections checklist.

Spill prevention must be incorporated in the instructions for use of all substances using:

- the advice provided in the SDS
- risk assessment conducted on the substance
- SWPs developed using the SDS and or risk assessment (RA)

SWPs must include advice on action/s to be taken in the event of a substance spill as defined by the SDS or any associated risk assessment. Spill Kits must be readily available at all locations where hazardous chemicals are stored or used. All relevant staff must be trained in the SWP's and spill kit use.

A spill kit containing all equipment and PPE necessary to deal with spills or leaks, including absorbent material, neutralising or decontaminating material, and relevant SWPs must be maintained at all sites where hazardous chemicals are used or stored. Any spills or leaks must be cleaned up immediately. Contaminated or spilt hazardous chemicals should not be returned to their original packaging, except for the purposes of disposal or where this will not increase the risk. Spilt hazardous chemicals which are unsafe to be reused must be disposed of as chemical waste.

Relevant SWP and/or RA should be reviewed after a spill, amendments made where necessary to reduce the likelihood of another spill.

Bunding (liquid containment facilities that prevent leaks and spillage from spreading or escaping) is to be provided in areas where bulk quantities of hazardous chemicals are stored.

5.4. Monitor and Evaluate

Managers must periodically monitor and evaluate the control measures to ensure they have been effectively implemented and to ensure new hazards haven't been inadvertently introduced. This may include observations, air monitoring and health surveillance or formal inspections depending on the hazard and the risk control measures.

5.4.1. Review

Risk assessments must be reviewed if new information about the hazard and the harm it could cause becomes available. They also need to be reviewed:

- when more effective risk control methods become available
- when the risk control measures fail or are not as effective as intended
- when the effectiveness of the risk control measures could be impaired by any proposed changes
- when the SDS is updated
- when an injury or illness results from exposure to the hazard
- every 3 years to ensure the most up-to-date hazardous chemical information is taken into account

There are other certain situations where you must review your control measures under the WHS Regulations as mentioned in section 4.1 of this document and, if necessary, revise them:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review

Please refer to procedure [SESLHDPR/212 - Work Health and Safety – Risk Management](#) for further information on requirement and frequency of review.

5.4.2. Changes and Improvements

Communicate all changes or improvements relating to:

- a change in chemical or the way it is used
- the equipment involved in the task
- PPE requirements
- health and environmental monitoring to all workers, contractors and others that may be affected by the change

Updates to SWP's, PPE, equipment and monitoring must be revised in line with any agreed changes and all workers must be briefed accordingly.

5.5. Health Monitoring

Health monitoring may be required for hazardous chemicals which are toxic or have other health hazards and risks. Further advice on the control of individual exposure to hazardous chemicals is provided in the Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace.

Many hazardous chemicals have personal exposure standards that must not be exceeded (WHS Regulation 2017, Clause 49) – see:

- Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace,
- Workplace Exposure Standards for Airborne Contaminants
- Hazardous Chemical Information System (HCIS)
- Globally Harmonised System of Classification and Labelling of Chemicals.

For information on Health Surveillance for exposure to hazardous chemicals, contact the local WHS Consultant or refer to the procedure [SESLHDPR/378 - Health Monitoring - Occupational Health Exposures other than Infectious Diseases](#).

Records of health monitoring must be provided to the following persons, as soon as is practicable:

- to the worker
- to the regulator, if the results indicate that the worker may have contracted an injury or illness from work related exposure to hazardous chemicals, or if the report recommends the service/facility/department manager must undertake remedial measures
- to all other organisations or contractors who have a duty to provide health monitoring to the worker.

5.6. SDS requirements for Pharmaceuticals and Laboratories

SDS must be provided by suppliers of laboratory reagents and pharmaceuticals if the product is known or considered to be Hazardous or Dangerous. SDS are not required for subsequent preparations, laboratory samples or reaction intermediates, or for retail pharmacies. SDS are required where a laboratory or pharmacy manufactures a dangerous goods or a hazardous chemicals and supplies this for use at work (e.g. in a hospital).

Further information can be found in section 5.2.1 *Identification of Hazardous Chemicals and Emissions* of this procedure.

Note: additional requirements for schedule 8 poisons are included in the NSW Health Policy Directive PD2013_043 - Medication Handling in NSW Public Health Facilities. If there is intention to use prohibited or notifiable carcinogens the organisation must first have a permit from SafeWork NSW authority.

5.7. Notification of Intended Use of Carcinogenic Substance

Prohibited or restricted carcinogens, e.g. cyclophosphamide, must not be used unless the Service or Department Manager has notified SafeWork NSW in writing. A full list of prohibited and restricted carcinogens can be located in the NSW Work Health and Safety Regulation 2017 - Schedule 10, Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals. Notifications must be completed every 5 years for continual use, and whenever there are changes to the use of the prohibited and restricted carcinogen occurs, using the SafeWork NSW Authorisation to use, Handle or Store Prohibited and Restricted Carcinogens - Application.

5.8. Statement of exposure to be given to workers

Any worker who may have been exposed to a prohibited carcinogen or restricted carcinogen, at the end of the workers employment the employer must provide, a written statement of the following details of exposure or potential exposure to cyclophosphamide F113 Cyclophosphamide - statement to employees exposed:

- the name of the prohibited or restricted carcinogen to which the worker may have been exposed during the engagement
- the time the worker may have been exposed
- how and where the worker may obtain records of the possible exposure
- whether the worker should undertake regular health assessments, and the relevant tests to undertake.

6. AUDIT

This procedure is audited during the Health Safety and Wellbeing WHS Audit Program every two years.

7. REFERENCES**External:**

[ChemAlert](#)

[Safe Work NSW Code of Practice – Labelling of Workplace Hazardous Chemicals](#)

[Safe Work NSW Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace](#)

[Contaminated Land Management \(CLM\) Act 1997.](#)

[Duty to Notify Pollution incident](#)

[Globally Harmonised System of Classification and Labelling of Chemicals 3rd Revised Edition](#)

[Hazardous Chemical Information System \(HCIS\)](#)

[NSW Legislation Work Health and Safety Regulations 2017 - 347 Manifest of Hazardous Chemicals](#)

[NSW Legislation Work Health and Safety Regulations 2017 – Schedule 7, Clause 2](#)

[NSW Legislation Work Health and Safety Regulations 2017 - Schedule 9, Classification, Packaging and Labelling Requirements](#)

[NSW Legislation Work Health and Safety Regulation 2017 - Schedule 10, Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals](#)

[NSW Legislation Work Health and Safety Regulations 2017 - Schedule 11 Placard and Manifest Quantities](#)

[NSW Legislation Work Health and Safety Regulations 2017 - Schedule 12 Manifest Requirements](#)

[NSW Legislation Work Health and Safety Regulations 2017 - Schedule 13 Placard Requirements](#)

[NSW Legislation Protection of the Environment Operations Act 1997 No 156 Schedule 1 Scheduled Activities.](#)

[SafeWork Australia - Classification and Labelling for Workplace Hazardous Chemicals Poster](#)

[SafeWork NSW Authorisation to use, Handle or Store Prohibited and Restricted Carcinogens - Application.](#)

[SafeWork NSW Notification of Schedule 11 Hazardous Chemicals](#)

[NSW Legislation Work Health and Safety Act 2011](#)

[NSW Legislation Work Health and Safety Regulation 2017](#)

[Workplace Exposure Standards for Airborne Contaminants](#)

[SafeWork Australia Incident Notification Fact Sheet](#)

Internal

[F113 Cyclophosphamide - statement to employees exposed](#)

[F115 Chemical Inventory/Safety Data Sheet \(SDS\) Register](#)

[F121 Chemical Substance Risk Assessment](#)

[F129 SESLHD Department Training Register](#)

[F126 WHS Record Keeping Matrix](#)

[F131 Safe Work Procedure Form](#)

[NSW Health Guideline GL2015_002 - Work Health and Safety - Controlling Exposure to Surgical Plume](#)

[NSW Health Guideline GL2019_007 - Work Health and Safety - Other Workers Engagement – Health, Safety and Wellbeing Team Portfolio Partner Contact Directory](#)

[How to read an SDS](#)

[NSW Health Information Sheet – Hazardous Chemicals Identification](#)

[NSW Health Information Sheet – Hazardous Chemicals – Managing Hazardous Chemicals in the Workplace](#)

[NSW Health Information Sheet – Hazardous Chemicals Using, Handling, Labelling, Storage and Transportation](#)

[NSW Health Information Sheet – Hazardous Classification Criteria for Chemicals in the Workplace under WHS Regulations 2011](#)

[NSW Health Risk Matrix](#)

[NSW Health Policy Directive PD2018_013 – Work Health and Safety: Better Practice Procedures](#)

[NSW Health Policy Directive PD2013_043 - Medication Handling in NSW Public Health Facilities](#)

[NSW Health Policy Directive PD2020 049 - Clinical and Related Waste Management for Health Services](#)

[SESLHDPR/212 - Work Health and Safety – Risk Management Procedure](#)

[SESLHDPR/322 - Work Health and Safety – Incident Management, Investigation and Reporting Procedure](#)

[SESLHDPR/378 - Health Monitoring - Occupational Health Exposures other than Infectious Diseases](#)

[SESLHDPR/420 - Decommissioning a Workplace](#)

8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
April 2004	Draft	WHS Coordinator, Risk Management Unit
January 2005	1	Reviewed and Format Revised in consultation with the Workplace Safety Unit. Re-issued without change
March 2007	2	Approved by Executive Sponsor, Matthew Daly, DCO on behalf of DWD. Final approval by Area Executive Committee 13 March 2007 as an interim area policy until March 2008
April 2009	3	K Sutton, T Williams & Peggy Opiel (Manager, Area Workforce Safety Injury Management Service) Change from PD to Procedure in accordance with the LHN governance framework. Approved by Executive Sponsor, G Rooney (Director Workforce) 1.5.09. Approved by Chief Executive at Area Executive Team meeting 15.6.09
Oct 2010	4	T Williams - Minor revision to include requirement to notify SafeWork NSW of intended use of Carcinogenic Substance
March 2012	5	J Hartley, Daniel Trazzera and Dieter Schultejoann – Revision to include WHS Legislation & Labelling of Hazardous Substances Code of Practice.
December 2012	6	Approved by SESLHD DET
February 2013	7	P Kuszelyk HSW Officer, Updated to include reference to MoH Chemical Management Information Sheets
June 2015	8	Ron Taylor WHS Consultant, updated to align with legislative changes and regulator reporting requirements
August 2017	9	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	9	Updates endorsed by Executive Sponsor
August 2018	10	Document title changed – Catherine Johnson, WHS Consultant
March 2020	11	Reviewed
March 2022	12	Minor review. Place into new format and update links – Ian Beard Health and Safety Advisor. Approved by Executive Sponsor.

Appendix 1 - Definitions























Key Term	Definition
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task
Environment Protection Authority – Duty to Notify Pollution Incident	Means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur and cause 'Material Harm'. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.
Material harm to the environment	<ul style="list-style-type: none"> ● Involving actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial ● Resulting in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) ● This loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment
Incident Notification – Dangerous Incident	For this Procedure - means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to an uncontrolled escape, spillage or leakage of a substance

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Appendix 2 – GHS Pictograms

Hazard pictogram	GHS Hazard classes	Dangerous Goods class label (pictogram)	Dangerous Goods classes
	Explosives Self-reactive Organic peroxides	   	Explosive
	Flammables Self-reactive Pyrophoric Self-heating Substances and mixtures which, in contact with water, emit flammable gases Organic peroxides	     	Flammability (Liquid, Solid or Gas) Pyrophoric Emits Flammable Gas Organic Peroxide
	Oxidisers	 	Oxidiser Oxidising gas
	Gases under pressure		Non-toxic non-flammable gas, flammable gas, oxidising gas, toxic gas
	Acute toxicity	 	Acute toxicity Acute toxic gas
	Acute toxicity Skin irritants Eye irritants Skin sensitisers	No equivalent	
	Carcinogens Respiratory sensitisers Reproductive toxicants	No equivalent	

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Hazard pictogram	GHS Hazard classes	Dangerous Goods class label (pictogram)	Dangerous Goods classes
	Target organ toxicants Germ cell mutagens		
	Eye corrosion Skin corrosion Corrosive to metal		Corrosive to metals
	Aquatic toxicity Not covered within the scope of workplace hazardous chemicals requirements		Environmental hazard
No equivalent hazard pictogram	No equivalent hazard		Miscellaneous dangerous goods
No equivalent hazard pictogram	Not covered within the scope of workplace hazardous chemicals requirements		Infectious
No equivalent hazard pictogram	Not covered within the scope of workplace hazardous chemicals requirements		Radioactive