

Chemical Management PROCEDURE

Aim of this Procedure

To ensure that all risks associated with the storage, use and disposal of chemicals within Resurrection Catholic Primary School are controlled and managed appropriately.

Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Provision of a [Chemical Register](#) that lists all chemicals stored on-site.
- Provision of [Safety Data Sheets](#) (SDS) for all chemicals stored and used on-site.
- Ensuring a risk assessment process is implemented for the storage, handling and disposal of all chemicals on-site.
- Provision of any Personal Protective Equipment (PPE) to be worn when handling chemicals.
- Provision of any training to its employees in relation to this procedure.
- Conducting (at least) annual inspections to check what chemicals are stored on-site, and arrange appropriate disposal of chemicals, as required;

Health and Safety Representatives (HSR) are responsible for:

- Being consulted during risk assessments.

Employees are responsible for:

- Reading relevant sections of safety data sheets for chemicals they handle.
- Using Personal Protective Equipment (PPE) in the appropriate manner, as required;
- Reporting all incidents in line with Resurrection Catholic Primary School incident reporting process.
- Being consulted during risk assessments.
- Complying with this procedure.

Procedure

Chemical Register

The school leadership team is responsible for ensuring that all chemicals stored and / or used at Resurrection Catholic Primary School must be entered onto a [Chemical Register](#), and that chemicals classified as either a dangerous good and / or hazardous substance are identified in the register. Chemicals can be found in various areas within a school, such as art rooms, science labs, classrooms, storage areas (including cleaner's cupboards), maintenance / garden sheds, kitchens / canteens (including break out rooms), swimming pools etc. NB. Products such as glue and paint used in art rooms are considered chemicals.

Safety Data Sheets (SDS)

It is the responsibility of the school leadership team to ensure that all chemicals stored and used at Resurrection Catholic Primary School have a Safety Data Sheet (SDS) available, this is a document that provides critical safety information and can be obtained directly from the manufacturer or supplier. All SDS's must be stored at the point of use with a copy kept at reception, and must be within 5 years from its date of issue.

Procurement of Chemicals

To limit the purchase, use and storage of dangerous goods and hazardous substances at Resurrection Catholic Primary School, all chemicals purchased must be from the approved list of chemicals. Any new chemicals that staff wish to purchase must be approved by the school leadership team, and added to the approved list. The leadership team will review the chemical's SDS, and conduct a risk assessment prior to providing approval.

Chemical Risk Assessments

To ensure chemicals are used safely, the leadership team will conduct a [chemical risk assessment](#) to identify the hazards associated with each chemical, and identify suitable risk controls to ensure each chemical is used, stored and disposed of safely.

The leadership team will consult with HSR's and relevant staff when conducting risk assessments, as well as refer to safety data sheets for technical information. All chemicals regardless of location must be risk assessed, and will be reviewed every three years. Risk assessments should be reviewed sooner if a new supplier / manufacturer is used, or if there are any changes in how a chemical is used or stored.

Labelling of Chemicals

All chemical storage containers must be clearly labelled, and appropriate for use (refer to the SDS for more information). Labels should identify the chemical name, quantity, hazard statement(s), signal word(s), hazard pictogram, manufacturer / supplier and an expiry date (if applicable).

When decanting chemicals it is important to ensure that the container used is suitable for the chemical contents and preferably be of a type that is recommended by the manufacturer or supplier. Decanted chemicals should also be labelled with the product identifier and hazard pictograms or hazard statements, as a minimum.

Storage and Disposal

The school leadership team and staff must ensure that quantities of chemicals stored at Resurrection Catholic Primary School meet the needs of the school, and that excessive quantities of chemicals are not being purchased. It is important that staff refers to the safety data sheet when considering storage of the chemical, and that any incompatible chemicals are appropriately segregated. Any chemicals stored that exceed minor storage quantities of dangerous goods must have placards provided as a visual warning.

It is best practice for staff to conduct an annual school wide collection and disposal of chemicals by a licensed chemical disposal company. To arrange for the collection and disposal of chemicals contact one of the EPA approved chemical companies via the [EPA Prescribed Industrial Waste database](#). When disposing of chemicals, care must be taken to ensure it is properly packaged, labelled and stored in a suitable designated area whilst awaiting collection. Staff must wear the appropriate PPE as per the SDS, and appropriately label chemicals.

Health Surveillance

The school leadership team will conduct health surveillance, where necessary, to ensure that its employees are not exposed to concentrations of a substance that are above the exposure standard (if any), for that substance. Any health surveillance that must be conducted will be carried out at a frequency recommended by either the SDS, WorkSafe Victoria or other relevant authority.

Emergency Procedures

The school leadership team will ensure that appropriate emergency provisions are in place in the event of a chemical emergency, and that staff are aware of those provisions. These will include:

- Spill kits or containment equipment
- Safe Work Procedures for spills or release of chemicals
- Fire blankets / extinguishers
- First Aid Kits
- Eye wash stations / eye wash kits / emergency showers
- Emergency shutdown procedures for equipment
- Appropriate numbers of trained emergency wardens and first aiders
- Appropriately displayed emergency contact details
- Personal Protective Equipment

Authorised by: Mrs Jessica Davis (Acting Principal)
Policy ratified by: 20th July 2023

Signature: 
Next review: 20th July 2024

Relevant Legislation and Guidance

Occupational Health and Safety Act 2004

[Chemical Management – CECV](#)

[10 Steps for Managing Chemicals in Schools - YouTube](#)

[Managing Chemicals in the Workplace – A step by step guide](#)

[The Globally Harmonised System of Classification and Labelling of Chemicals – Information Sheet](#)

[OHS in Schools – A practical guide for school leaders](#)