



# Dangerous Goods & Hazardous Substances

## Category: Risk Management & OH&S

### Policy and Procedure

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#### POLICY

BCH will ensure employees understand and comply with the Victorian Occupational Health and Safety Regulations 2007 which includes the handling and storage of Dangerous Goods & Hazardous Substances

#### RATIONALE

To provide information regarding safe storage, usage, labelling, training and handling of dangerous and hazardous substances.

#### SCOPE

All BCH staff members and contractors.

#### DEFINITIONS

##### *Dangerous goods*

Are objects or substances that are potentially harmful to people or the environment, such as explosives or chemicals. Dangerous goods may blow up, burn, corrode or poison and are required to be handled, stored and transported with great care.

Examples of dangerous goods include: compressed oxygen or other gases; explosives; flammable liquids, such as alcohol, and flammable solids, such as nitrocellulose; infectious substances; oxidising substances, such as ammonium dichromate or pool chlorine; radioactive materials.

Some dangerous goods such as chemicals and asbestos are also classed as *hazardous substances*. Common hazardous substances in the workplace include: acids; caustic substances; disinfectants; glues; heavy metals; paint; pesticides; petroleum products; solvents.

The degree of hazard depends on the concentration of the chemical. Exposure to hazardous substances can lead to a variety of short and long term health effects, such as poisoning, skin rashes and disorders of the lung, kidney and liver, unless appropriate precaution are taken to reduce the exposure.

#### PROCEDURES

##### Assessment of Risk

All facilities will undergo an annual Dangerous and Hazardous Goods survey in order to determine the types and quantities of dangerous and/or hazardous goods being stored within the premises. These surveys will be coordinated by BCH Management, in consultation with the Occupational Health and Safety Committee. The review will determine any action to be taken with regard to the registration, notification, licensing, handling, labelling and storage of dangerous and /or hazardous goods.



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#### Storage

Storage of dangerous and/or hazardous goods will be in accordance with the Material Safety Data Sheet (MSDS) supplied with the goods by the manufacturer or distributor.

#### Handling

BCH will ensure that all staff that is required to handle dangerous goods will be provided with appropriate personal protective equipment as specified in the MSDS. Staff will be trained in the use and maintenance of personal protective equipment and emergency measures.

#### Material Safety Data Sheets

BCH will ensure all Material Safety Data Sheets are available at the site reception in addition to with the good, for substances classified as hazardous and/or dangerous and which are used or stored at that site. MSDS's will be checked with the quarterly site inspections

#### Labelling

BCH will ensure all hazardous and/or dangerous substances will be labeled clearly and in accordance with the MSDS.

#### Ordering

An MSDS should be obtained by the staff member seeking to order a non-standard substance which has the potential to be a danerous and/or hardardous substance prior to ordering.

### POLICY HISTORY

Adapted From	BCH Policy Manual
Distribution:	All Staff
Authorised by:	Chief Executive Officer
Policy Legislative Base	Occupational Health and Safety Act 2004
Related Policies	BCH Contractors & OH&S Policy
First Approved Date	10/01/2005
Review History:	10/07/2007
Review Frequency:	Triennial
Next Review Due	2010
Responsibility for Review:	OH&S Team