HAZARDOUS SUBSTANCES
POLICY

RATIONALE
- A healthy and safe working environment is vital to the successful functioning of our school.
- The use of safe work practices is a responsibility shared by all including staff, students and their families and visitors involved in school activities both on and off school property (eg camps, excursions).

AIMS
- To protect people involved in school activities from potential harm from hazardous substances.
- To establish a hazardous substance identification from information on the manufacturer’s or importer’s labels and Material Safety Data Sheets (MSDS).
- To implement a risk management control program.
- To educate people in correct use and storage of hazardous substances.

IMPLEMENTATION
- Hazard identification and risk assessment will be implemented in line with:
  - Codes of Practice for Hazardous Substances
  - Compliance Guidelines for Schools – Hazardous Substances
  - MSDS
- Staff will be trained so they have an appreciation of the hazards involved and why controls are necessary.
- The OHS –MR will establish a consultative process for hazard identification which will include:
  - HSR.
  - Those using and/or exposed to substances.
- A register of hazardous substances will be created.
- MSDS will be available for all hazardous substances.
- Containers of hazardous substances will be labelled with clear, accurate labels including signal words per Code of Practice.
- Staff will implement Risk Assessment whereby they:
  - Assess and document the risk arising from each hazardous substance.
  - Consider hierarchy of control for each hazardous substance.
  - Develop control measures in order of priority to control the risks
  - Review risk control measures;
    - Monitor implementation.
    - Ensure effectiveness.
    - Be aware and cater for changes to products or procedures.
- Refresher and induction training will be offered regularly.

Evaluation
- This policy will be regularly monitored and reviewed for its effectiveness in line with the OHS policy.

This policy was last ratified by School Council in…

References: