Workplace Hazardous Chemicals and Substances Policy

Document No: OHSMS 1.004
Version No: V 4.0
Date: 1 July 2010

Contact: OHS Compliance Specialist
OHS Compliance Unit
People, Workplace & Planning
OHS@services.nsw.gov.au
# Table of Contents

1. **Policy Statement**
   - 1.1 Ethical Conduct

2. **Related Policies & Documents**
   - 2.1 Policies
   - 2.2 Procedures

3. **Document Control**
   - 3.1 Document Approval
   - 3.2 Document Version Control
   - 3.3 Review Date
1 Policy Statement

DSTA recognises that the OHS of all employees and workplace visitors including customers, agency staff and contractors is of paramount importance.

All persons have an important role to play in creating and maintaining a safe and healthy workplace. Our managers and supervisors play an instrumental role in managing OHS risks associated with hazardous chemicals and substances including dangerous goods in their area of responsibility by identifying hazards, assessing risks and eliminating or controlling those risks in consultation with their employees.

Management is committed to:

- Managing all risks associated with hazardous substances used in the workplace and involving employees in this process
- Eliminating risks or where not reasonably practicable, controlling risks associated with hazardous chemicals and substances
- Ensuring Material Safety Data Sheets (MSDS’s) are kept for all hazardous chemicals and substances used at the workplace and that the register is readily accessible to all employees who may be exposed to hazardous chemicals and substances whilst at work
- Keeping and maintaining a register of hazardous chemicals and substances that is readily accessible to all relevant employees
- Ensuring that all legislative requirements are met with respect to record keeping and providing information including in relation to risk assessments and controls
- Ensuring that all hazardous chemicals and substances used in the workplace are appropriately labelled, used, stored transported and disposed of in accordance with legislative requirements and guidelines including providing employees with the appropriate Personal Protective Equipment (PPE)
- Providing training in hazardous chemicals and substances including induction training and hazard specific training as appropriate and as required in accordance with workplace needs
- Providing health surveillance for each employee who is exposed to hazardous chemicals and substances if there is a risk to their health and safety
Workplace Hazardous Chemicals and Substances Policy

- Providing monitoring in high risk areas where required
- Maintaining a manifest specifically for emergency services use

The DSTA Workplace Hazardous Chemicals and Substances Procedure OHSMS 6.008 supports this policy.

DSTA is committed to preventing all incidents and workplace related injuries and diseases. Our objective is “No injuries to anyone at anytime”.

1.1 Ethical Conduct

All activities must be conducted in an ethical and transparent manner and comply with the values, principles and articles in the Code of Conduct.
2 Related Policies & Documents

2.1 Policies

<table>
<thead>
<tr>
<th>Issuer</th>
<th>Reference</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Services Technology &amp; Administration</td>
<td>Feb 2005</td>
<td>Code of Conduct</td>
</tr>
</tbody>
</table>

2.2 Procedures

<table>
<thead>
<tr>
<th>Issuer</th>
<th>Reference</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Services Technology &amp; Administration</td>
<td>OHSMS 6.008</td>
<td>Workplace Hazardous Chemicals and Substances Procedure OHSMS 6.008</td>
</tr>
</tbody>
</table>
3 Document Control

3.1 Document Approval

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director-General</td>
<td>Signed</td>
<td>1/12/08</td>
</tr>
</tbody>
</table>

3.2 Document Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Status</th>
<th>Date</th>
<th>Prepared By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Draft</td>
<td>7/10/07</td>
<td>OHS Compliance Specialist</td>
<td>Draft</td>
</tr>
<tr>
<td>2.1</td>
<td>Review</td>
<td>20/10/08</td>
<td>OHS Compliance Specialist</td>
<td>Final</td>
</tr>
<tr>
<td>2.1</td>
<td>Approved</td>
<td>27/10/08</td>
<td>OHS Compliance Specialist</td>
<td>Approved &amp; Published</td>
</tr>
<tr>
<td>2.2</td>
<td>Updated</td>
<td>01/03/09</td>
<td>OHS Compliance Specialist</td>
<td>Approved &amp; Published</td>
</tr>
<tr>
<td>3.0</td>
<td>Review</td>
<td>11/01/10</td>
<td>OHS Compliance Specialist</td>
<td>Approved &amp; Published</td>
</tr>
<tr>
<td>4.0</td>
<td>Approved for public release</td>
<td>1/7/10</td>
<td>OHS Compliance Specialist</td>
<td>Approved &amp; Published</td>
</tr>
</tbody>
</table>

3.3 Review Date

This policy will be reviewed in July 2010.

It may be reviewed earlier in response to legislative changes or post-implementation feedback from Business Units.