Chemical Management Procedure

Purpose and Scope

This procedure outlines the planned arrangements for the safe management of chemicals at Murdoch University. This procedure applies to all workers, students, visitors, volunteers, and contractors for acquiring, storing, handling, or using chemicals for research, teaching or support services. The established methodology for managing chemicals and associated risks will ensure, the health and safety of staff, students, visitors, volunteers, contractors and/or workers.

Overarching Policy

Health and Safety Policy

Procedure

1. In this procedure, the following terms have the following meanings:
   - 1.1 “Dangerous Goods” means solids, liquids, or gases, which have been classified as dangerous under the Australian Code. Due to their physical properties that have the immediate potential to harm people, property, or the environment.
   - 1.2 “Hazardous chemical” means a substance that has the potential to cause acute or chronic health effects, damage to property or environment.
   - 1.3 “Hazardous substances” is defined as substance that has the potential to cause harm to a person’s health.
   - 1.4 “Chemical” used to define chemical substances, including Dangerous Goods, Hazardous Substances as well as substances that do not fall into either classification (may be solids, liquids or gases, pure substances, or mixtures).
   - 1.5 “Bunding” means fire resistant Facility/ Equipment/ Device/ Mechanism to contain any leaks or spillages and to prevent them from contaminating the surrounding soil or entering any watercourse or water drainage system (e.g. bunding or pipework).

[OFFICIAL]

1.6 “Label” means written printed or graphical information elements concerning a hazardous chemical that is affixed to, printed on, or attached to the container of a hazardous chemical.

1.7 “University” means Murdoch University all campuses.

1.8 “Safety Data Sheet (SDS)” means a document which provides information on the identification, precautions for use and safe handling of a specific chemical product, and which complies with relevant legislation.

1.9 “Decanting” means a process of separation of liquid from solid and other immiscible (non-mixing) liquids, or transferring from one container to another such as from large volume storage to smaller working volumes.

1.10 “Placard” means a sign or notice displayed or intended for display in a prominent place, or next to a container or storage area for hazardous chemicals at a workplace, that contains information about the hazardous chemical stored in the container or storage area.

1.11 “Spill” means an uncontrolled release of a hazardous chemical, either as a solid, liquid or gas.

1.12 “Chemwatch” means a web based chemical information database, which allows for searching for a chemical and then printing of a manufacturer safety data sheet.

1.13 “Chemical User” means a person who has the commitment as part of the role and responsibility to use, store, handle and transport chemicals and with relevant competence to perform chemical works safely, periodically review the relevant processes, perform risk assessment and able to communicate the hazards, risks and the controls to other users and have successfully completed training in upkeeping, updating and monitoring using Chemwatch software.

1.14 “Personal Protective Equipment (PPE)” means equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

2. Chemical Register

A chemical register must be developed and maintained for each area where hazardous chemicals are located. The primary chemical register for all Murdoch University chemicals is Chemwatch. It is a web-based database that is used to monitor and store the chemicals present on campus, therefore it is essential that all laboratories, workshops, and buildings ensure that chemical inventories are up to date in Chemwatch and are to be kept by Campus/Building/laboratory or workshop example: South Street/ B340/ 2.010.

2.1 Chemwatch

Murdoch University utilises Chemwatch as the chemical management system. Chemwatch has several uses:

- Search – ability to search register for available SDS’s within the Chemwatch system.
- Risk Assessment – section to track chemical risk assessments (including the risks for the usage (decanting, pipetting, dispensing, storage, handling and transportation).

[OFFICIAL]

- Chemical Manifests – lists all approved chemicals for use on Murdoch University, per building and laboratory, and lists available safety data sheets (SDS) within the Chemwatch system.

2.2 Safety Data Sheet (SDS)

All individual chemicals must have a SDS readily available, at the storage location and this needs to be the chemical manufacturers SDS. Where a mixture containing more than one chemical is provided by a supplier, individual chemical SDS are not required and a single supplier SDS for the mixture is sufficient. Commercially supplied kits containing multiple chemicals and chemical mixtures require an SDS for the kit only.

The supplier or worker must provide a compliant SDS in accordance with legislative requirements. All SDS hold a validity of no more than 5 years from the date it is published by the manufacturer.

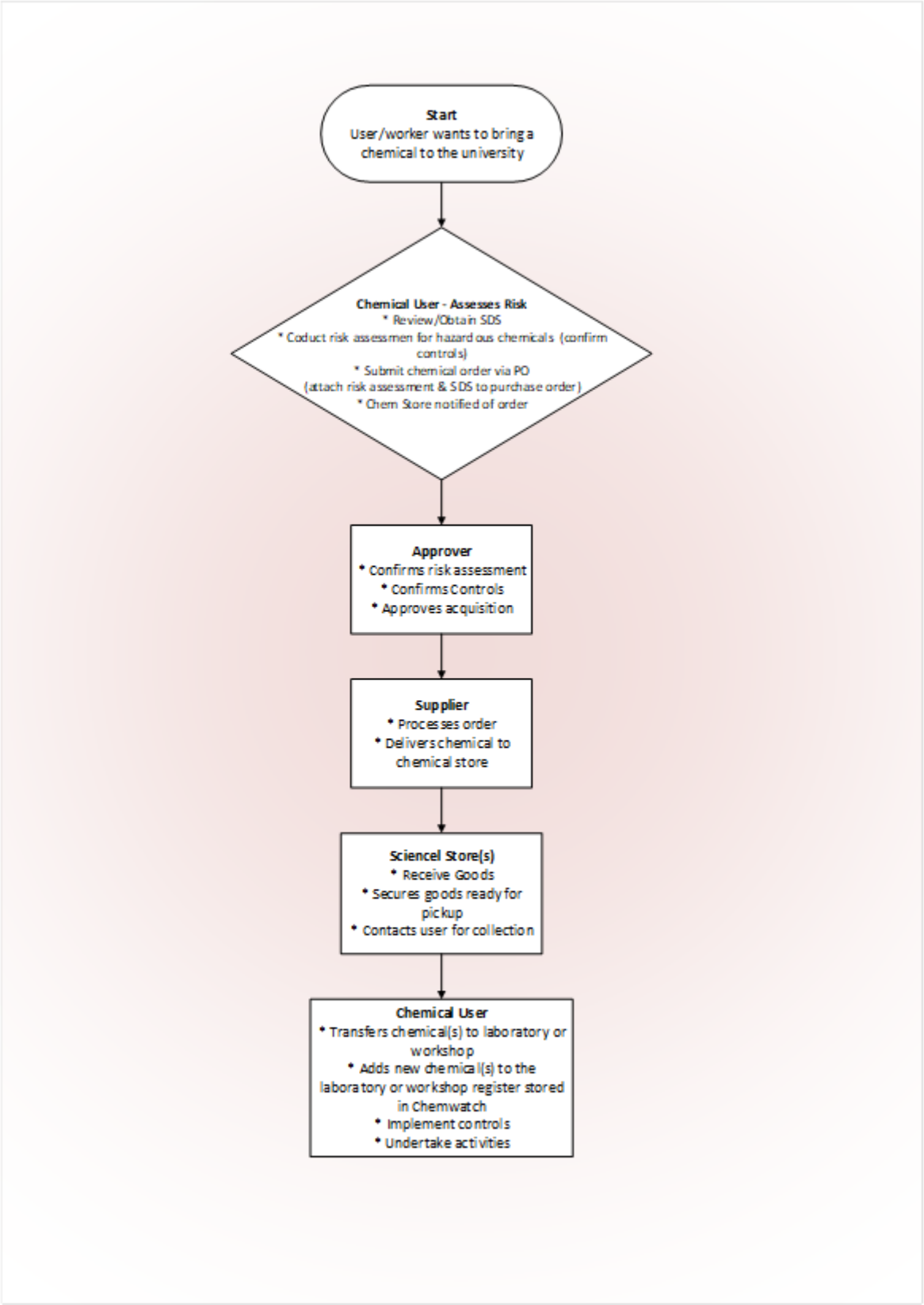
Product SDS can be looked up in Chemwatch. If an SDS is not available on Chemwatch, the purchaser of the chemical will need to contact the supplier of the chemical to request for a Western Australian standard compliant SDS (including overseas supplier) prior to placing an order. The SDS may need to be referred in terms of storage of the chemicals and the incompatibility that may arise. Also if the Chemicals are purchased from overseas, the Australian Industrial Chemicals Introduction Scheme (AICIS) to be complied. It is highly recommended to source for a locally produced/ distributed chemicals.

2.3 Chemical Approval Process

All hazardous chemicals used on the university must be risk assessed and approved for use. Chemical risk assessments are to be completed via a RAMP form.

Follow the chemical approval process flow outlined below.

[OFFICIAL]



* Chemical user

- Review and obtain valid Australian compliant SDS.

[OFFICIAL]

- Highlight the health effects and requirements for health monitoring, specific PPE, safe health and environmental precautions, emergency response and first aid measures.
- Obtain information on the characteristic of the material e.g. flammable, explosive, corrosive, chemicals of security concern, chemicals requiring health monitoring, poison schedule.
- Consider a Standard Operating Procedure (SOP) on the process (from receiving at the Science Store, transferring to laboratory storage, decanting, other relevant processes, and disposal) and submit for supervisor approval.
- Arrange a risk assessment forum with technical experts including poison permit holder (if applicable) and the supervisor.
- Use the approved SOP as a guide to identify hazards at each stage of the process.
- Share and consult with other chemical users for feedback and suggestion. Submit the risk assessment for supervisor approval. Communicate the approved risk assessments with other chemical users in the laboratory and Science Store staff and store the risk assessment, SDS and SOP.

* Approver

- Participate in the risk assessment, review and approve the risk assessment in conjunction with the SOP

* Chemical user

- Chemical user transfers the chemical(s) to the laboratory as per the method risk assessed.
- For heavy materials, proper material handling technique should be employed as per the risk assessment.
- Update the Chemwatch chemical register and store the chemical safely as per the risk assessment.
- Communicate the hazards, risks and controls to all lab users.
- Labels, signs to be placed at locations.

2.3.1 Control Measures

Risk reduction measures should be implemented to reduce the risk to As Low As Reasonably Practicable (ALARP). The hierarchy of controls should be used to determine appropriate control measures.

Examples of risk control can include:

- Elimination – assess whether the chemical is required at all, review the work activity or current practice.

[OFFICIAL]

- Substitution – replace the chemical with a less hazardous alternative e.g. water-based paint can be used to replace solvent-based paint.
- Isolation – separating people from the hazard e.g. hazardous chemicals could be stored in a separate and secure area away from workers.
- Engineering control – physical alteration of the workplace to reduce exposure to hazards such as installation of mechanical ventilation system to extract out hazardous fumes.
- Administrative controls – Implementation of standard operating procedures, written safety policies, rules, supervision, schedules, and training.
- Personal Protective Equipment – glasses, gloves, laboratory coat etc.

2.3.2 Risk Assessment

A chemical risk assessment is a record of the identification of hazards and risks associated with chemicals, and the risk controls that have been implemented to mitigate these factors.

A risk assessment must be completed for hazardous chemicals and dangerous goods and must be completed by the chemical user. Risk assessments must be performed by staff with sufficient knowledge of the chemical and the work to be conducted with the chemical. The factors that will need to be considered prior to conducting the risk assessment are the availability of the SDS which houses the information on the usage, handling, storage, transportation, health effect and PPE requirements and emergency response of the chemical, the processes involved as per the standard operating procedures, availability of technical experts and/ or poison permit holder(s) if applicable and relevant training.

The hazard chemical risk assessment includes:

- The task or activity for which the chemical is to be used.
- Potential for interaction with other chemicals and incompatibilities.
- Quantities being stored and storage location.
- Environmental effects.
- Health effects and health monitoring requirements.
- Risk rating according to the risk matrix

A SDS must be in Chemwatch to be able to conduct a risk assessment using a RAMP form and to purchase a chemical.

Access the Chemwatch Database (GoldFFX) by navigating to the Health, Safety and Wellbeing website and then search for the chemical and view the associated SDS.

[OFFICIAL]

Using the completed Risk Assessment/SDS this can be placed together and submitted with the purchase order request (1.3.3 Chemical Purchasing).

2.3.3 Chemical Purchasing

Before a chemical can be purchased, consideration should be given to the possibility of substituting the chemical with one with less risk in accordance with the hierarchy of controls. The quantity purchased is to be kept to a minimum to avoid costs associated with disposal of unused chemicals. All chemicals must be purchased from an Australian supplier where possible. This ensures the chemical has come from a supplier required by Australian legislation to provide a compliant SDS and labelled container.

All chemicals without exception are required to raise a purchase order as per the *Procurement Procedure (1003)* . Orders placed on credit cards to purchase chemicals are not permitted (exceptions may apply when purchasing chemicals internationally).

To purchase a chemical the following documentation is required:

- Australian Chemical SDS.
- The SDS for each chemical must be from the manufacturer, supplier, or importer of the chemical, and present in Chemwatch database.
- Risk Assessment completed prior to use and attached to purchase order.
- Upon receipt into the receiving laboratory, workshop; Chemwatch must be updated.

Chemicals must not to be purchased privately via credit cards.

It is not permitted to accept chemical donations as most often their provenance age and stability are difficult to verify.

The purchase of chemicals will be controlled by the centralized Procurement Department through the preferred university supplier(s).

All chemicals are required to arrive through the dedicated chemical store within your local area.

2.3.4 Contractors

Contractors from time to time will bring chemicals into the university. Under these circumstances, contractors should be managed under the same principles as university purchased chemicals. Contractors must supply a copy of the chemical risk assessments, approvals, relevant SOPs, SDSs and register for approval prior to mobilisation in accordance with the above processes.

2.4 Storage Segregation

[OFFICIAL]

Many chemicals have specific storage requirements because of their physical and chemical properties. Storage and segregation of chemical must comply with the Model Code of practice: Managing risks of hazardous chemicals in the workplace 2020.

General

- Chemicals are not to be stored in offices.
- Chemicals stored on the floor must be held within a bunding tray.
- Shelving units should be securely fastened to the wall or floors. Shelves should not be overloaded.
- Containers of all types must be in a sound condition, free from rust, deformity and be inspected for any signs of leakage.
- Do not reuse food or beverage containers for storage of chemicals excluding food/beverages that are used for research purposes.
- Liquids must not be stored above solids unless the liquids are bunded.
- When storing chemicals consider the weight of the chemicals as collapse of the shelves and breakage of bottles could occur.

Segregation

Segregation refers to physical isolation/separation of containers and isolation of potential spills and releases, with the goal of sufficient distance to prevent chemical reactions. The SDS is a source of guidance regarding conditions for safe storage and compatibility.

The recommended segregation distance table for hazardous chemicals will apply, the table can be found as attachment 1.

Cabinets

Bunded chemical cabinets (which are designed to contain spills) are available for minor storage of flammables, corrosive, oxidising, and toxic chemicals within buildings (venting may be required if storing volatile, extremely toxic, or corrosive substances). Shelving should be appropriate to the substances being stored.

Refrigerators

No food or drink items to be stored in refrigerators in laboratories unless for research purpose. A refrigerator may be used to store flammable chemicals provided it has been designed and manufactured to eliminate ignition sources. Domestic refrigerators or freezers shall not be used for storing flammable or explosive chemicals. ‘Intrinsically safe’ purpose-built laboratory refrigerators or freezers are preferred for all chemical storage where refrigeration is required.

The Australian standard AS/NZS 2243.10 (2004) Safety in laboratories – storage of chemicals lists the quantities of the storage location and the maximum amount.

Poisons Storage

[OFFICIAL]

All scheduled poisons must be stored securely, additional conditions for storage may be stipulated in individual permit conditions.

For more information, contact the university poison permit holders to ensure legislative compliance (https://www.health.wa.gov.au/Articles/J_M/Licences-and-permits).

2.4.1 Science Stores

The university has multiple chemical store locations, any purchase or disposal in or out is required to go through the chemical store in your local area to ensure the safe handling of the chemicals upon arrival to the university.

Stores will receive the chemicals, secure the chemicals (ready for pick up by the user), contact the user for collection of chemicals and have the user sign that they have received the chemical(s).

Chemical Store locations can be located using Murdoch Maps https://maps.murdoch.edu.au/

2.5 Labelling

All hazardous chemicals supplied, used, handled, or stored must be labelled in accordance with the Model Code of Practice – Labelling workplace hazardous chemicals, 2020.

While containers originating from a supplier or manufacturer will already be labelled, correct labelling is also required if the chemical is manufactured in the university; or decanted or transferred from the chemical's original container.

Chemical labels must be in English and as a minimum contain the following:

- the product identifier,
- the name, Australian address, and business telephone number of either the manufacturer or the importer,
- the identity and proportion disclosed for each chemical ingredient,
- any hazard pictogram(s) consistent with the correct classification(s) of the chemical as per GHS version 7 (https://www.commerce.wa.gov.au/publications/ghs-globally-harmonised-system-classifying-and-labelling-chemicals-what-you-need-know#:~:text=What%20is%20happening%20with%20the,required%20to%20be%20GHS%20compliant.),
- any hazard statement(s), signal word and precautionary statement(s) that is consistent with the correct classification(s) of the chemical,
- any information about the hazards, first aid and emergency procedures relevant to the chemical, which are not otherwise included in the hazard statement or precautionary statement, and
- the expiry date of the chemical, if applicable.

[OFFICIAL]

Any chemical that is incorrectly labelled or has no label must be clearly marked with 'caution, do not use: unknown substance' and removed from the university as soon as practical.

Where a container is too small to attach a label with all the information required for hazardous chemical labelling, then the label must be written in English and include the following:

- the product identifier,
- the name, Australian address, and business telephone number of either the manufacturer or the importer.

A hazard pictogram or hazard statement that is consistent with the correct classification of the chemical, and any other information required for hazardous chemicals label in general that is reasonably practicable to include.

2.6 Decanting

Where a chemical is decanted from the original container to another container and is not utilised immediately, the container must be labelled with:

- brand name
- product name
- a hazard pictogram or hazard statement that is consistent with the correct classification of the chemical, and any other information required for hazardous chemicals label in general that is reasonably practicable to include.

Such labels can be printed from Chemwatch using the Chemwatch labelling functionality.

Immediate use of a decanted chemical can only be considered to be used immediately in a situation where:

- the chemical is not left unattended by the worker who decanted it,
- the chemical is used only by a worker present at the decanting process,
- the container is subsequently rendered free from any hazardous chemical immediately after use, so the container is in the condition it would be in if it had never contained the chemical.

2.7 Signage and Placarding

Placards are signs or notices in which that the requirement for placarding is determined by the volume/quantities of dangerous goods/chemicals stored either locally (in laboratories, chemical stores, workshops) and centrally (buildings). Any type of storage area used to store dangerous goods/chemicals must meet Australian standards according to the dangerous good class.

[OFFICIAL]

2.8 Transporting Chemicals

Transporting dangerous goods must comply with the Australian Dangerous Goods Code.

Outside the University

- The chemicals are to be bunded and segregated.
- A vehicle used to transport chemicals on site and any equipment on the vehicle used for loading, unloading, or transferring all or part of the load should be suitable for the purpose.

Inside the University

- Use carriers, baskets, trolleys to carry chemicals, where possible. If you are transporting chemicals on Murdoch University grounds ensure you have suitable clothes, PPE and footwear.
- Never attempt to pick up a bottle by the cap.
- If transporting by trolley, the trolley should be stable under load and have wheels large enough to negotiate uneven surfaces. Bottles should not be placed near the edge of the trolley.
- Bottles should not be touching each other or other glassware during transport.
- Stairs not to be used when transporting hazardous chemicals.
- Lifts/Elevators shall have no passengers other than the individual(s) handling the chemical transport cart, dewar or dry ice container. Means will be provided to prevent the lift/elevator from being summoned to other floors.
- The transferring of hazardous chemicals and waste to and from the Science Store should be planned to avoid peak hours to minimize people traffic.

2.9 Chemicals of Security Concern

The Australian Government developed a national code of practice for chemicals of security concern. A list of chemicals are identified by the Australian Government as requiring attention because of the potential for misuse, these are known as chemicals of security concern.

The risk assessment process must be used to consider the level of security needed for the chemicals and ensure that the appropriate controls are in place prior to the chemicals being brought to the university.

Access to chemicals of security concern should be limited. These chemicals should be kept in a locked container, monitor usage, carry out regular stock take checks, any suspicion of unusual activity, excessive usage, or unaccountability is to be reported immediately to Health, Safety and Wellbeing Team.

2.10 Scheduled Poisons

Schedule poisons include domestic, agricultural, and industrial chemicals that require caution in use or are categorised as highly dangerous. For more

[OFFICIAL]

information, contact the university poisons officer to ensure legislative compliance.

https://www.health.wa.gov.au/Health-for/Health-professionals/Medicines-and-poisons

2.11 Scheduled Carcinogens

Scheduled Carcinogens is a substance or mixture that causes cancer: A carcinogen is considered to be “occupational” if there is significant human exposure to the agent in the workplace, in terms of either prevalence or level of exposure. As per Workplace Health & Safety General Regulations table listed in 10.1 (Prohibited Carcinogens), 10.2 (Restricted Carcinogens) & 10.3 (Restricted hazardous chemicals) are prohibited and restricted.

For more information, contact the university Health, Safety and Wellbeing Team to ensure compliance.

https://www.safeworkaustralia.gov.au/safety-topic/hazards/carcinogens/overview

2.12 Training

2.12.1 Chemwatch User Training

Chemwatch users shall be granted access after successful completion of the Chemwatch training and online modules. The online training modules that are recommended for completion are:

- Basic module
- Cobra (risk assessments)
- Gold FX
- Credo (Decanting chemical risk assessments)

Access shall be granted by Health, Safety and Wellbeing Team, please email safety@murdoch.edu.au

2.12.2 Hazardous Chemical and Dangerous Goods Training

All staff and research students with potential for exposure to hazardous chemicals, and those supervising others using hazardous chemicals, training shall be undertaken with consideration to the following:

- the nature of the hazardous chemicals involved and the risks to the worker,
- the control measures implemented, how to use and maintain them correctly,
- the arrangements in place to deal with emergencies, including evacuation procedures, containing, and cleaning up spills and first aid instructions,
- the selection, use, maintenance, and storage of any PPE required to control risks and the limitations of the PPE,
- any health monitoring which may be required and the worker’s rights and obligations,

[OFFICIAL]

- the labelling of containers of hazardous chemicals, how to access the SDS, and the information that each part of the SDS provides, and
- the work practices and procedures to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous chemicals.

The mix of information, instruction and training provided will depend on the severity of the hazards, the level of responsibility of the person and what the person already knows about the chemicals and their use.

The frequency of training is outlined within the university training matrix.

2.13 Chemical Waste Disposal

All out of date chemicals shall be disposed of on a periodic basis via the chemical waste disposal form which includes a supplier, amounts and cost code to reduce the overall hazard potential and minimise inventory tracking and updating.

Chemicals must be correctly disposed of by correct handling by competent staff with knowledge and access to appropriate personal protective equipment and appropriate containment for transport to the science store.

As per risk assessment, the transfer of waste materials or materials to be disposed to employ safe manual handling technique as per risk assessment.

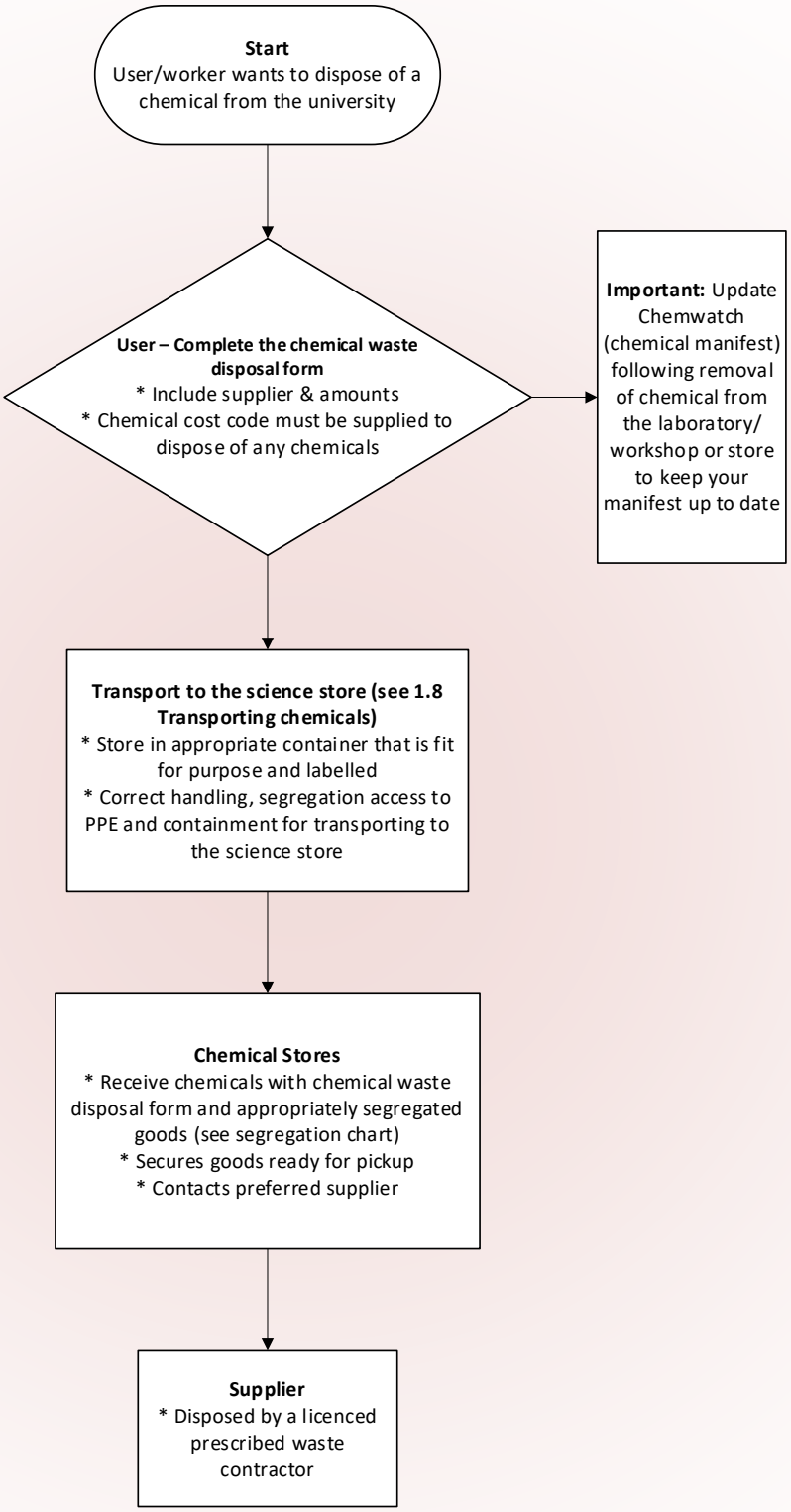
Ensure the correct packaging of the chemicals are secured for transport to the science store, this is the responsibility of the staff disposing of the chemical. Chemical waste must be stored in a container that is fit for purpose, labelled, and collected by a licensed prescribed waste contractor of the university (1.8 transporting chemicals).

Chemical Waste Disposal Form to be completed and sent to sciencestoreops@murdoch.edu.au, you must supply a cost code to dispose of any chemicals.

Time-sensitive chemicals can degrade over time and develop additional hazards if not correctly maintained. These hazards have the potential to cause significant injury to personnel and damage to surrounding infrastructure. These need to be tracked in terms of the expiry and their disposal.

If you are conducting a research project and leaving the laboratory that you are assigned, you need to dispose of all unwanted chemicals prior to the space being reallocated.

[OFFICIAL]


Start
User/worker wants to dispose of a chemical from the university
User – Complete the chemical waste disposal form
* Include supplier & amounts
* Chemical cost code must be supplied to dispose of any chemicals
Important: Update Chemwatch (chemical manifest) following removal of chemical from the laboratory/ workshop or store to keep your manifest up to date
Transport to the science store (see 1.8 Transporting chemicals)
* Store in appropriate container that is fit for purpose and labelled
* Correct handling, segregation access to PPE and containment for transporting to the science store
Chemical Stores
* Receive chemicals with chemical waste disposal form and appropriately segregated goods (see segregation chart)
* Secures goods ready for pickup
* Contacts preferred supplier
Supplier
* Disposed by a licenced prescribed waste contractor

[OFFICIAL]

2.14 Emergency Management

General prevention strategies can reduce the severity of an emergency, this can be achieved by reducing the holding of chemicals, ensuring that incompatible chemicals do not mix, and reducing the fuel load.

Emergency equipment-each area using hazardous chemicals shall have accessible safety shower and eye wash conforming to *AS 4775 (Emergency eyewash and shower equipment)*, *fire extinguisher (suitable for chemicals) and chemical spill kits*. For information on emergency management refer to the SDS.

For a major chemical emergency incident, the university emergency management guidelines would be followed.

2.15 Monitoring

2.15.1 Inspections/Audits

Inspections of chemical storage areas shall be undertaken as organised by the HSR, laboratory, workshop owner on a risk-based frequency to ensure storage and management is in accordance with this procedure.

2.16 Spills

All laboratories are required to have a chemical spill kit available in areas where hazardous chemicals are present to deal with spills.

The nature of the spill is determined by the risk from the hazardous substance and the level of containment of the spill.

Minor Spill

- Containment – spills must be cleaned up promptly and thoroughly.
- Approach with care – many harmful chemicals lack colour or offensive odours. Never assume that they are harmless.
- Identify the chemicals and hazards involved – check SDS.
- Use the information on the SDS to judge response and evacuation procedures.
- Decontaminate equipment, clothing, and personnel.
- Dispose of contaminated equipment and materials only after receiving advice.
- Ensure emergency procedures are in place and practiced.

Major Spill

- Emergency Procedures should consider the immediate danger to person(s) and ensure effective containment and clean up, appropriate disposal of waste material and notification to all relevant authorities.
- Do not touch any harmful substance. Take precautions to protect yourself.

[OFFICIAL]

- Contact Campus Security (raise the alarm) – evacuate persons not involved in contamination from the area.

2.17 Incident Reporting

Any injury/illness or spill involving chemicals and hazardous substances must be reported and investigated through the online safety reporting system.

Responsibilities

Role	Responsibility
Managers/ Supervisor/ Line Manager/ Laboratory Owner	• All signage and placarding within their area of responsibility is in accordance with university and regulatory requirements. • Relevant chemical information and training is included in the local area induction. • So far as is reasonably practicable, chemicals are acquired in minimum quantities that mitigate or reduce waste. • Chemicals are disposed of in accordance with this procedure. • Local emergency procedures are developed and maintained that consider the physical properties of chemicals including, fire and explosion, environmental damage, and the likely health effects if exposure occurs. • All chemicals are accurately and durably labelled in accordance with university and regulatory requirements. • All chemicals in their area of responsibility have chemical risk assessments completed prior to use. • All chemicals are recorded into Chemwatch and take into account the chemical classification (hazardous substances, dangerous goods, controlled substances), storage location and quantities. • Ensure all lists in Chemwatch are current. • All incidents and hazards are reported into online reporting system. • Implement this procedure where it is relevant to their area of responsibility. • Ensure that no new chemicals are used without approval.
Health, Safety and Wellbeing Team	• Provide support, advice, and consultation in managing the risks of hazardous chemicals. • Review and update this procedure. • Ensure procedures in place to manage risk. • All hazards and incidents are controlled to as low as reasonably practicable.

[OFFICIAL]

	• Assist college/office with the requirements for chemical manifest (administer Chemwatch database). • Provide advice to ensure Dangerous Goods requirements for campus signage, placarding and manifests are correct and current.
Procurement Office	• Ensure agreements with preferred university suppliers are in place for purchase, disposal, chemicals of security concern.
Workers	• Participate in chemical risk assessments where required. • Comply with the SDS and controls implemented. • Ensure control measures are reviewed. • Participate in training on tasks involving hazardous chemicals as required. • Ensure you are aware of the relevant emergency contingency arrangements, including the emergency showers, eye wash stations and first aid provisions in your area. • Participate in any testing of emergency protocols. • Transport chemicals in accordance with the procedure. • Comply with Health & Safety instructions, policies and procedures for the use of chemicals. • Immediately report all hazards, incidents into the online reporting system
Contractors	• Comply with Murdoch University policies and procedures on the safe use of hazardous chemicals. • Immediately report all hazards, incidents to their contracting manager at Murdoch University and ensure the incident is reported into the online reporting system
Chemwatch User	• Ensure all chemicals are entered into Chemwatch register. • Update register and holdings in Chemwatch. • Review and obtain valid Australian compliant SDS. • Highlight the health effects and requirements for health monitoring, specific PPE, safe health and environmental precautions, emergency response and first aid measures. • Obtain information on the characteristic of the material e.g. flammable, explosive, corrosive, chemicals of security concern, chemicals requiring health monitoring, poison schedule. • Consider a Standard Operating Procedure (SOP) on the process (from receiving at the Science Store, transferring to laboratory storage, decanting, other relevant

[OFFICIAL]

	processes, and disposal) and submit for supervisor approval. • Arrange a risk assessment forum with technical experts including poison permit holder (if applicable) and the supervisor. • Use the approved SOP as a guide to identify hazards at each stage of the process. • Share and consult with other chemical users for feedback and suggestion. Submit the risk assessment for supervisor approval. Communicate the approved risk assessments with other chemical users in the laboratory and Science Store staff and store the risk assessment, SDS and SOP.
Science Store(s)	• Receives chemical. • Secures goods ready for pickup. • Notify staff member who places order of arrival. • Have staff member sign that they have received the chemical. • Update science store chemical manifest.
Undergraduate Students	• Complete the relevant laboratory, workshop or work area safety induction. • Follow safety instructions from supervisor, laboratory owner, lecturer.
Senior Manager (Head of School & Director level or above)	• Ensure responsible and compliant chemical management, hazardous chemical risk assessment and control implementation. • Set objectives and goals for improvement is safe chemical management at Murdoch University • Monitor compliance with this procedure and ensure risk mitigation systems are reviewed and allocated reasonable resources for implementation and ongoing maintenance.

Governance

Approval Authority	Senior Leadership Team
Owner	Chief People Officer
Legislation mandating compliance	Work, Health & Safety Act 2020 SWA – Model Code of Practice – Managing risks of hazardous chemicals in the workplace, 2020. SWA, Model Code of Practice – Preparation of safety data sheets for hazardous chemicals, 2020. SWA, Model Code of Practice – Labelling workplace hazardous chemicals, 2020

[OFFICIAL]

	SWA, Guidance material – Managing risks of storing chemicals in the workplace, 2020 AS1319-1994 Safety Signs for the Occupational EnvironmentAS1940-2004 The Storage and Handling of Flammable and Combustible Liquids National code of practice for chemicals of security concern
Category	Primarily a function of management
Related University Legislation and Policy Documents	Health and Safety Policy Murdoch University Critical Incident Management Plan (CIMP) Work, Health and Safety Risk Management Procedure Chemical Waste Disposal Form (attached below)
Date effective	05/04/2024
Review date	05/04/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative amendment	17/10/2025	
Administrative amendments	12/04/2024	
Approved	05/04/2024	

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.

[OFFICIAL]

Attachment 1 - *Waste Chemical Disposal Manifest Form*

[OFFICIAL]