Managing risks with chemicals in Department of Education workplaces

Audience

Department-wide

Purpose

This procedure states the ways risks from chemicals are to be managed in order to minimise the risk to the health and safety of people at Department of Education (department) workplaces and to other persons who may be affected by the activities carried out at these sites. Duties for managing chemicals including storage, handling and disposal of chemicals are also outlined in this procedure and associated guideline.

Overview

In compliance with the Work Health and Safety Act 2011 (Qld), the department has a duty to protect the health and safety of its employees and other persons, including students, volunteers and visitors to departmental workplaces.

This procedure and related guideline provide information to assist staff at department workplaces to meet legislative requirements for the safe use of chemicals and to implement effective management practices.

The department is committed to an environmentally sensitive approach to pest control through an integrated pest management framework. The aim is to prevent unacceptable levels of pest damage by the most economical means and with the least hazard to people, property and the environment. The use of physical and biological controls to prevent pests from being attracted, obtaining food and reproducing on department sites should be investigated prior to the implementation of chemical control strategies. The department aims to apply the principles of Integrated Pest Management (IPM) to pest management activities on all departmental sites.

Responsibilities

Officer in charge:

- control the risks of chemical exposure by implementing the processes for the management of chemicals as outlined in this procedure and the Guideline for managing risks with chemicals in department (DoE) workplaces.
Process

Officer in charge:
- ensure information, instruction and training is provided to employees, volunteers and visitors on the correct handling, use, storage and disposal of chemicals
- communicate to all staff their duties and the requirements for managing the risks from chemicals
- provide appropriate time and resources to support the management of chemicals in the workplace
- monitor work practices of staff, students and visitors to ensure compliance with appropriate work processes
- monitor the work plans and practices of contractors to ensure that their work complies with appropriate work processes
- ensure appropriate documentation such as, safety data sheets, risk assessments, register of hazardous materials and a record of personal protective equipment, is maintained
- provide appropriate resources for personal protective equipment to control the risks of chemical exposure
- review management practices regularly to ensure risks associated with chemicals are adequately managed
- ensure staff are aware of prohibited chemicals and ensure that staff do not purchase or use prohibited chemicals.

In addition, school principals:
- apply the principles of IPM to prevent unacceptable levels of pest damage by the most economical means and with the least hazard to people, property and the environment.
- ensure that the following prohibited chemicals are not used by Schools Officers (Education Queensland staff):
  - Schedule 6 poisons
  - Schedule 7 poisons
  - Organophosphate insecticides
  - Creosote
  - 2,4-D based insecticides.

Line managers/supervisors:
- conduct/provide information, instruction and training for employees, volunteers and visitors on the handling, use, storage and disposal of chemicals
- communicate to staff their duties and the requirements for managing the risks from chemicals
- implement the processes in the Guideline for managing risks with chemicals in department (DoE) workplaces to control the risks of chemical exposure
- maintain appropriate documentation such as safety data sheets, risk assessments, register of hazardous substances and a record of personal protective equipment
- monitor and approve risk assessments associated with the acquisition, use, storage and disposal of chemicals
- provide supervision and support to ensure safe chemical work practices are followed
- ensure volunteers and others follow safe work practices developed for the management of chemicals
• provide appropriate equipment for the purpose of workplace health and safety, including personal protective equipment and monitor its correct usage
• report any incidents or injuries to the officer in charge/administration at the department workplace
• ensure staff are aware of prohibited chemicals and ensure that staff do not purchase or use prohibited chemicals.

All employees:
• utilise information provided in the Guideline for managing risks with chemicals in department (DoE) workplaces
• assist in identifying, assessing and managing risks associated with the acquisition, use, storage and disposal of chemicals
• participate in training regarding the management of chemicals
• assist in the implementation of chemicals management practices to ensure the health and safety of staff, students and others
• follow safe chemical work practices
• ensure volunteers and others follow safe work practices developed for the management of chemicals
• be aware of prohibited chemicals and ensure they are not purchased or used at relevant department workplaces
• use appropriate equipment provided for the purpose of workplace health and safety including personal protective equipment
• take reasonable care of own health and safety and that acts or omissions do not endanger the health and safety of others
• report any incidents or injuries to the supervisor or administration at the department workplace.

Non-employees (e.g. contractors, volunteers, visitors and pre-service teachers):
• participate in induction training prior to using chemicals
• follow safe work practices for the management of chemicals
• take reasonable care of own health and safety and ensure that acts or omissions do not endanger the health and safety of others
• report any incidents or injuries to the supervisor or administration at the department workplace.

Definitions

| Integrated Pest Management (IPM) | IPM is an environmentally sensitive approach to pest control which takes into account the behaviour and biology of pests, their interaction with the environment, and the available physical, biological and chemical methods for controlling them. IPM aims to prevent unacceptable levels of pest damage by the most economical means, and with the least hazard to people, property and the environment. |
Legislation

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Health (Drugs and Poisons) Regulation 1996 (Qld) Appendix 7
- Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013

Delegations/Authorisations

- Nil

Related policies

- Nil

Related procedures

- Managing Risks in School Curriculum Activities
- Incident Management
- Managing first aid in the workplace

Guidelines

- Guideline for managing risks with chemicals in department (DoE) workplaces

Supporting information/websites

- Chemical risk assessment template
- Guidance notes chemicals risk assessment
- Chemical manifest and register template
- Prohibited and high risk chemicals in departmental workplaces
- Chemical safety operating procedure template

Contact

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Superseded versions

Previous seven years shown. Minor version updates not included.

2.0 Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces

3.0 Managing Risks with Chemicals in Department of Education, Training and Employment (DETE) Workplaces

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