POLICY STATEMENT

1 Intent

The University of Tasmania is committed to preventing harm to persons, property and the environment as a result of dangerous substances. This policy seeks to ensure that all University staff, Divisions, Sections, Faculties, Schools, Institutes and Centres comply with all relevant legislative, regulatory requirements, National Standards and National Codes with respect to all dangerous substances.

2 Scope

This policy applies to:

- all University of Tasmania staff, students, visitors and contractors on University property and/or in University facilities;
- all aspects of handling dangerous substances including their handling, use, storage, manufacture, processing, supply, dispensing, packing and disposal;
- all aspects of dangerous substance handling systems;
- the safe management of facilities; and
- the safe management of emergencies and situations involving dangerous substances.

There are no exceptions.
3 Objective(s)

- To ensure that the risks associated with the handling of dangerous substances on University property and/or in University facilities are maintained As Low As Reasonably Practicable (ALARP) through University-wide compliance with relevant legislative and regulatory requirements, National Standards and National Codes;
- To ensure that total volumes of campus dangerous substances holdings are as low as reasonably practicable;
- To monitor campus dangerous substances holdings to ensure that no campus reaches the minimum volume requiring declaration as a Major Hazard Facility (MHF) or Possible Major Hazard Facility (PMHF);
- To ensure that dangerous substances handling and storage is kept to a minimum commensurate with needs and the Hierarchy of Control (see below).

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable Person</td>
<td>An individual who assumes responsibility for the health or welfare of any persons in a workplace by providing instruction, direction, assistance, advice or services, in accordance with the Workplace Health and Safety Regulations 1998. All management and supervisory staff (including those with responsibility for students) are therefore considered ‘accountable persons’.</td>
</tr>
<tr>
<td>Agvet Chemical</td>
<td>An agricultural chemical product within the meaning of the Agvet Code of Tasmania; or A veterinary chemical product within the meaning of the Agvet Code of Tasmania.</td>
</tr>
<tr>
<td>Australian Dangerous Goods</td>
<td>The Australian Code for the Transport of Dangerous Goods by Road and Rail published by the Commonwealth, as from time to time amended.</td>
</tr>
<tr>
<td>Combustible Liquid</td>
<td>As per Australian Standard AS 1940: The Storage and Handling of Flammable and Combustible Liquids:&lt;br&gt; - C1: A combustible liquid with a flashpoint greater than 60.5°C and less than 150°C.&lt;br&gt; - C2: A combustible liquid with a flash point greater than 150°C.</td>
</tr>
<tr>
<td>Dangerous Substance Emergency</td>
<td>An incident that exposes people, property or the environment to immediate risk of serious harm. It may include escape, spillage, leakage, fire, explosion, a harmful reaction or the production of flammable corrosive or toxic airborne contaminants.</td>
</tr>
</tbody>
</table>
### Dangerous Substance Location

University facilities which handle dangerous substances may be classified as a Large Dangerous Substance Location (LDSL); a Dangerous Substances Location (DSL); or a location storing Minor Quantities of dangerous substances:

- A facility is a Large Dangerous Substance Location (LDSL) if it handles dangerous substances in excess of the manifest quantities in Schedule 1 of the *National Standard Storage and Handling of Workplace Dangerous Goods* or explosives greater than the amount specified in Regulation 11 of the *Dangerous Substances (Safe Handling) Regulations 2009*.

- A facility is a Dangerous Substance Location (DSL) if it handles dangerous substances in excess of the placarding quantities in Schedule 1 of the *National Standard Storage and Handling of Workplace Dangerous Goods* or explosives in amounts specified in Regulation 10 of the *Dangerous Substances (Safe Handling) Regulations 2009*.

- Minor quantities are defined as handling dangerous substances (including fireworks) less than the placard quantities in Schedule 1 of the *National Standard Storage and Handling of Workplace Dangerous Goods*.

### Dangerous Goods

Substances or articles that:

- are capable of being classified as an explosive substance or explosive article under the *Australian Explosives Code*; or
- are listed in the *Australian Explosives Code* Appendix 1 or 2; or
- are capable of being classified as dangerous goods under the *Australian Dangerous Goods Code*; or
- are listed as dangerous goods or goods too dangerous to be transported under the *Australian Dangerous Goods Code*; or
- are capable of being classified as a combustible liquid under Australian Standard AS 1940: *The Storage and Handling of Flammable and Combustible Liquids*; or
- are prescribed to be dangerous goods.

### Handling

A person handles a dangerous substance if they do one or more of the following:

- import or export the dangerous substance;
- manufacture, process or treat the dangerous substance;
- sell, supply, receive or dispense the dangerous substance;
- pack the dangerous substance;
- mark or label articles, containers or packages of the dangerous substance;
- put up placards or signs in relation to the dangerous substance;
- possess, or otherwise have custody or control of, the dangerous substance;
- store or keep the dangerous substance;
- use the dangerous substance;
- dispose of the dangerous substance or render it
harmless;
- design, manufacture or import a handling system for the
dangerous substance;
- install, use, alter or maintain a handling system for the
dangerous substance;
- organise, provide or undergo training in relation to the
dangerous substance or any aspect of its handling;
- carry out a prescribed activity in relation to the
dangerous substance.

Handling System

Any of the following used in connection with the handling of
dangerous substances:
- a bowser;
- a container;
- a spill containment system;
- a pipe or system of pipes;
- a fire-fighting or fire protection system;
- any other plant.

Hazardous Substance

A substance that is, or is capable of being, classified
according to the National Standard Approved Criteria for
Classifying Hazardous Substances.

Major Hazard Facility (MHF)

A facility undertaking complex operations involving
dangerous substances exceeding the threshold or
aggregate quantities in the National Standard for the
Control of MHF.

Occupier

An employer, or other person, who has overall
management of the Dangerous Substances Location,
including Heads of Division, Deans of Faculties, Heads of
School, Directors of Sections, Institutes and Centres.

Responsible Officer

Heads of Division, Deans of Faculties, Heads of School,
Directors of Sections, Institutes and Centres are
designated as Responsible Officers under the Workplace

Secretary

The Secretary of the Department of Justice (Tasmania).

Security-sensitive Substance

As listed in Schedule 1 of the Security-Sensitive
Dangerous Substances Act 2005. As at 1 July 2009 the
only substance listed is ammonium nitrate solids,
emulsions or mixtures containing greater than 45%
ammonium nitrate.

Schedule 1 Carcinogens

Carcinogens that are prohibited for use except in bona
fide research or analysis in a laboratory, where approval
has been granted by Workplace Standards Tasmania as
listed in Schedule 1 of the National Standard for the
Control of Workplace Hazardous Substances (Part 2 –
Scheduled Carcinogenic Substances).

Schedule 2 Carcinogens

Carcinogens that require Workplace Standards Tasmania
to be notified of the intended use before the substance
can be obtained are listed in Schedule 2 of the National
Standard for the Control of Workplace Hazardous
Substances (Part 2 – Scheduled Carcinogenic Substances).
5 Policy Maker

Vice-Chancellor

6 Policy Provisions

6.1 Processes for Identifying and Controlling Dangerous Substances and Hazards

The University will implement systematic processes for identifying and controlling potential hazards associated with dangerous substances to ensure risk is As Low As Reasonably Practicable (ALARP) to people, the environment and property.

Responsible Officers

Responsible Officers (i.e. Heads of Division, Deans of Faculties, Heads of School, Directors of Sections, Institutes and Centres) must minimise all risks associated with dangerous substance handling, use and storage by:

- implementing systematic processes for identifying and controlling potential hazards associated with dangerous substances;
- ensuring compliance with relevant legislation, regulatory requirements, National Standards and Codes; and
- providing suitable facilities and resources.

Where the relevant Australian Standard, National Standard and/or Code is not followed, Responsible Officers must be able to clearly demonstrate that the processes used achieved a level of risk control equal to or higher than that required in the relevant Standard and/or Code.

Hierarchy of Control and Strategies

The University will implement the Hierarchy of Control to minimise risk associated with dangerous substance handling, use and storage including:

1. Elimination of dangerous substances (e.g. adopt new technologies that minimise use of dangerous substances);
2. Substitution of dangerous substances (e.g. using less toxic dangerous substances);
3. Isolation (e.g. separation and segregation of dangerous substances);
4. Engineering controls (e.g. fume cupboards);
5. Administrative controls eg safe operating procedures, training;
6. Personal protective clothing and equipment (e.g. gloves, lab coats).

Strategies may include:

- Minimising holdings of dangerous substances by purchasing dangerous substances ‘on demand’ or long term but delivery ‘on demand’; establishing shared laboratories with specialist areas for the use of dangerous substances; and establishing shared dangerous substance storage facilities.
- Provision and maintenance of a safe place of work including safe handling systems.
- Development, implementation and maintenance of a Safety Management System for the facility or location (including what Standard and Codes will be implemented, and safe work procedures).
- Maintenance of a Dangerous Substances Inventory.
- Ensuring Material Safety Data Sheets are accessible in the work area and during an emergency.
- Ensuring all dangerous substances are appropriately labeled.
- Placarding all bulk dangerous substance locations.
- Maintaining an up to date site map.
- Providing appropriate induction, information, supervision, education and training to all persons at the facility or location so they may carry out their roles and duties safely.
- Ensuring that exposure to dangerous substances is controlled and monitored where the risk assessment identifies a significant risk or there is a reasonable likelihood that the Exposure Standard has been exceeded.
- Providing staff with Health Surveillance if identified as necessary by the risk assessment.
- Documenting or being able to demonstrate how the Occupier’s obligations have been complied with (i.e. keeping of records of risk assessments, safe operating procedures, personal exposure monitoring, and health surveillance).
- Notifying Responsible Officers of possible Large Dangerous Substance Locations (LDSL) and providing a site manifest.
- In consultation with staff, reviewing the Safety Management System at least annually and before any modification of the facility are undertaken that would significantly alter the risk.
- Reporting dangerous substances emergencies to Responsible Officers.

Steps to Minimise Risk

Risk minimization will involve a number of steps, including:

Step 1 Identification of hazards
Step 2 Application of the first two steps of the Hierarchy of Control (i.e. Elimination and Substitution)
Step 3 Conduct of a Risk Assessment in consultation with persons who handle the substance(s)
Step 4 Implementation of controls that minimise the likelihood of a dangerous substance emergency occurring, and the consequences of any emergency.

Safety Obligations

The regulatory framework governing the use, storage and disposal of hazardous substances remains in place (i.e. the Workplace Health and Safety Regulations 1995 and relevant Codes).

The University recognises that a person who has a safety obligation in one capacity under legislation may also have safety obligations in another capacity. In such instances, a person who has safety obligations is not relieved of those obligations because another person has the same obligations.
6.2 Facilities

The University recognises that the Dangerous Substances (Safe Handling) Act 2005 is designed to regulate a wide range of facilities:

- from small shops, workshops or other places where minor quantities of dangerous substances are handled, used and/or stored;
- to very large and complex facilities handling, using and/or storing large quantities of dangerous substances.

University facilities may be classified as:

- Dangerous Substance Locations;
- Large Dangerous Substances Locations; or
- facilities where only Minor Quantities of dangerous substances are handled.

The University recognises that community safety is an important part of the University’s engagement with the Tasmanian Community.

The University will not have a Major Hazard Facility on University property. Total volumes/holdings of dangerous substances handled on any campus must be kept to a minimum level. Total volumes/holdings will be monitored to ensure that aggregate sums do not trigger classification of the University as a Major Hazard Facility (MHF) or Possible Major Hazard Facility (PMHF).

6.3 Occupiers of University Facilities

All occupiers of University facilities where dangerous substances are handled, used or stored must minimise risk by complying with relevant legislation, regulatory requirements, National Standards and Codes. Such occupiers hold safety obligations under the Dangerous Substances (Safe Handling Act) 2005; failure to uphold these safety obligations may result in a penalty under the legislation.

6.4 Persons who Handle, Use and/or Store Dangerous Substances

All persons who handle, use or store dangerous substances must:

- comply with relevant legislation, regulatory requirements, National Standards and Codes; and
- take all reasonable precautions and care to achieve an acceptable level of risk (i.e. risk that is As Low As Reasonably Practicable (ALARP))¹.

Persons who handle dangerous substances must be aware of:

- the dangerous substance itself, what it is and its classification;
- the chemical, physical or biological properties of the substance;
- the correct labelling and packaging;
- whether the substance is in a condition that is safe to use; and
- how the substance must be stored and handled to minimise the risk of harm.

¹ ALARP has the same meaning as As Low As Reasonably Achievable (ALARA) or As Far As Reasonably Practicable (AFARP).
6.5 Environmental Responsibility

In all circumstances, the University requires that the handling, use, storage and disposal of dangerous substances and waste be environmentally responsible.

6.6 Emergency Plans

Occupiers of Large Dangerous Substances Locations (LDSL) must develop and establish Emergency Plans and Procedures through consultation with Asset Management Services, emergency services (such as the local Tasmanian Fire Service) and employees.

Emergency Plans and Procedures must be promulgated to ensure that, should a dangerous situation or dangerous substances emergency occur, all employees know and understand what must be done.

7 Supporting/Related Documents

National Standards and Codes:

- National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015 (2001)]
- National Standard for the Control of Workplace Hazardous Substances, Part 2 Scheduled Carcinogenic Substances
- National Standard for the Control of Inorganic Lead [NOHSC: 1012 (1990)]
- National Code of Practice for the Labeling of Workplace Substances [NOHSC:2012 (1994)]
- Approved Criteria for Classifying Hazardous Substances [NOHSC: 1007 (2004)]
- List of Designated Hazardous Substances [NOHSC:1005 (1999)] (Safe Work Australia internet database)
- Guidance Note Placarding Stores for Dangerous Goods and Specified Hazardous Substances [NOHSC: 3009 (1990)]
- Guidance Note for Emergency Services Manifests [NOHSC:3010 (1990)]

Australian Standards specified in Schedule 2 of the Dangerous Substances (Safe Handling) Regulations 2009, including but not limited to:

- Australian Standard AS/NZS 1596: The Storage and Handling of LP Gas
- Australian Standard AS 1894: The Storage and Handling of Non-flammable Cryogenic and Refrigerated Liquids
- Australian Standard AS 1940: The Storage and Handling of Flammable and Combustible Liquids
- Australian Standard AS/NZS 2243: Safety in Laboratories (Parts 1 to 10)
• Australian Standard AS 2507: The Storage and Handling of Agricultural and Veterinary Chemicals
• Australian Standard AS/NZS 3833: The Storage and Handling of Mixed Classes of Dangerous Goods in Packages and Intermediate Bulk Containers
• Australian Standard AS 4326: The Storage and Handling of Oxidising Agents
• Australian Standard AS 4332: The Storage and Handling of Gases in Cylinders
• Australian Standard AS/NZS 4360: Risk Management
• Australian Standard AS/NZS 4452: The Storage and Handling of Toxic Substances.

Australian Dangerous Goods Code (ADG) 7th Edition

8 Key Words

• Dangerous substance
• Dangerous good
• Hazardous substance
• AgVet chemical
• Scheduled carcinogen
• Cryogenic fluid
• Gases
• Security sensitive substance

9 Supporting Procedures / Guidelines

• OH&SPR 1.1 Controlled and Scheduled Substances (Drugs and Poison) Procedure
• OH&SPR 1.2 Scheduled Carcinogens Procedure
• OH&SG 1.1 Workplace Substances Risk Assessment Guidelines
• OH&SG 1.2 Dangerous Substances Storage Guidelines
• Dangerous Substances Inventory Template
• Dangerous Substances Risk Assessment Register Template
• Controlled and Scheduled Substances (Drugs and Poison) Template
• Scheduled Carcinogens Templates
• Workplace Substances Risk Assessment Template
• Workplace Dangerous Substances Inspection Checklists
• Workplace Dangerous Substances Compliance Audit Checklist

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Implementation</th>
<th>Heads of Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Heads of Sections</td>
</tr>
<tr>
<td></td>
<td>Deans Faculties</td>
</tr>
<tr>
<td></td>
<td>Heads of Schools</td>
</tr>
<tr>
<td></td>
<td>Directors/Managers of Institutes</td>
</tr>
<tr>
<td></td>
<td>Directors/Managers of Centres</td>
</tr>
<tr>
<td>Compliance</td>
<td>Heads of Budget Centres</td>
</tr>
<tr>
<td>Monitoring and Evaluation</td>
<td>Audit and Risk Committee</td>
</tr>
<tr>
<td></td>
<td>Heads of Budget Centres</td>
</tr>
<tr>
<td></td>
<td>OH&amp;S Committee</td>
</tr>
<tr>
<td>Development and/or Review</td>
<td>OH&amp;S Committee</td>
</tr>
<tr>
<td></td>
<td>Manager, Biological Safety/Risk Management-HR-OH&amp;S</td>
</tr>
</tbody>
</table>
Interpretation and Advice
Manager, Biological Safety/Risk Management-HR-OH&S

WHO NEEDS TO KNOW THIS POLICY?

- Staff, students, and contractors in University facilities where dangerous substances are handled, used, processed, stored, disposed of, etc.
- Persons who maintain plant or equipment that handles, uses, processes, stores, disposes of, etc dangerous substances.
- Visitors to a University facility where dangerous substances are handled, used, processed, stored, disposed of, etc.
- Contractors working at a University facility where dangerous substances are handled, used, processed, stored, disposed of, etc.
- Designers, suppliers and or installers of dangerous substance ‘handling systems’ in University facilities.
- Designers of University facilities where dangerous substances are handled.

EFFECTIVENESS OF THIS POLICY?

- Assessment against the requirements of the Dangerous Substances (Safe Handling) Act 2005 (and pursuant Regulations) and the Workplace Health and Safety Act 1995 (and pursuant Regulations).
- Annual inspection of all dangerous substances storage locations for compliance with the relevant Australian Standard(s) and evidence of stock minimisation (minimal holdings).
- Annual audit of facilities where dangerous substances are handled for evidence of documented Emergency Procedures, risk assessments and safe work procedures.

POLICY HISTORY

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>OH&amp;S 1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved / Rescinded</td>
<td>Approved</td>
</tr>
<tr>
<td>Date</td>
<td>9th October, 2009</td>
</tr>
<tr>
<td>A/g Vice-Chancellor</td>
<td>Professor David Rich</td>
</tr>
<tr>
<td>Signature</td>
<td>(signed)</td>
</tr>
<tr>
<td>Amended</td>
<td>December 2009</td>
</tr>
<tr>
<td>Amendment Approved</td>
<td>Belinda Webster</td>
</tr>
<tr>
<td>Date</td>
<td>9th December, 2009</td>
</tr>
<tr>
<td>Signature</td>
<td>(signed)</td>
</tr>
</tbody>
</table>