



Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals Procedure

Related Policy	<i>Work Health and Safety Policy</i>
Responsible Officer	Executive Director – Human Resources
Approved by	Executive Director – Human Resources
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Responsible Organisational Unit	Work Health and Safety Unit

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1 Objective

This procedure has been developed in support of the University of Tasmania's duty to eliminate risks to health and safety, so far as is reasonably practicable due to exposure to prohibited carcinogens, restricted carcinogens or restricted hazardous chemicals; and if not reasonably practicable to eliminate risks, to minimise those risks so far as is reasonably practicable.

2 Scope

This procedure applies to all University of Tasmania (University) workplaces where there is a risk of exposure to a worker or any other person to any of the prohibited carcinogens, restricted carcinogens or restricted hazardous chemicals.

3 Procedure

3.1 Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals

The legislation applicable to this procedure is the *Work Health and Safety Act, 2012* and [Work Health and Safety \(WHS\) Regulations, 2012](#), specifically regulation 340 and regulations 380 – 384.

Appendix 1 lists the Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals as specified in [SCHEDULE 10 of the WHS Regulations](#).

3.2 Risk Assessment

Prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals shall not be used at a University workplace unless a suitable and sufficient risk assessment has been conducted.

Risk assessments shall include:

- a review of the current Safety Data Sheet (SDS);
- a review of relevant additional information available; and
- an assessment of the actual work to be performed with the potential for exposure to that substance.

Risk Assessment may be based on the [ChemWatch system](#), or on the process contained in [Managing Hazardous Chemicals in the Workplace Code of Practice](#). A form is provided in Appendix 1 of the *Managing Risks of Hazardous Chemicals in the Workplace Minimum Standard*.

Risk assessments shall be documented and recorded in the area's Hazardous Chemical Register by the Hazardous Chemicals Coordinator. The Hazardous Chemicals Risk Assessment forms may be used for this purpose.

Risk assessments shall be reviewed by the Hazardous Chemical Coordinator when there are significant changes to the use of the prohibited carcinogen, restricted carcinogen or restricted hazardous chemical and at least every five (5) years.

3.3 Laboratory Notifications

Prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals (Appendix 1) shall not be used unless an appropriate Laboratory Notification has been submitted and approved.

Laboratory Notifications are to be forwarded by the Hazardous Chemical Coordinator to the WHS Unit for review and submission to the Regulator.

Laboratory Notifications (Risk Assessment forms may be used for this purpose) must include the following information:

- the applicant's name and business address;
- the location(s) where the carcinogen will be used, handled or stored;
- the name of the carcinogen;
- the name and address of the supplier of the carcinogen;
- the quantity of the carcinogen to be used, handled or stored at the workplace each year;
- the purpose and activity for which the carcinogen will be used, handled or stored;
- the number of workers that may be exposed to the carcinogen;
- information about how the person will manage risks to health and safety, including a summary of the steps taken, or to be taken, by the person in relation to the following:
 - hazard identification;
 - control measures;
- if elimination or substitution of the carcinogen is not reasonably practicable, why the elimination or substitution is not reasonably practicable.

3.4 Authorisation to use, handle or store prohibited and restricted carcinogens

In accordance with Regulation 383 of the *WHS Regulations*, the Organisational Unit may apply in writing through the WHS Unit to the Regulator for authorisation to use, handle or store a prohibited carcinogen or restricted carcinogen referred to in Schedule 10 at the workplace.

The application must include the information stipulated in the Regulations and any other information requested by the Regulator.

In accordance with Regulation 383 of the *WHS Regulations*, where the Regulator grants an authorisation to use, handle or store a prohibited carcinogen or restricted carcinogen under this regulation the Regulator may impose any conditions on the authorisation that the Regulator considers necessary.

In accordance with Regulation 383 of the *WHS Regulations*, where an Organisational Unit applies under regulation 383 for authorisation to use, handle or store a prohibited carcinogen or restricted carcinogen, the organisational Unit through the WHS Unit, must give the Regulator written notice of any change in the information given in the application

before the change or as soon as practicable after the Organisational Unit becomes aware of the change.

3.5 Post Approval Notifications

Once approval has been granted by the Regulator for an Organisational Unit to use a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical, that an Organisational Unit Health and Safety Representative and Hazardous Chemical Coordinator will be notified of the approval by the WHS Unit.

3.6 Using, handling and storing prohibited carcinogens

In accordance with Regulation 380 of the *WHS Regulations*, the University must not use, handle or store, or direct or allow a worker at the workplace to use, handle or store, a prohibited carcinogen referred to in Schedule 10, table 10.1, column 2 unless:

- the prohibited carcinogen is used, handled or stored for genuine research or analysis; and
- the Regulator has authorised the use, handling or storage of the prohibited carcinogen under Regulation 384.

3.7 Using, handling and storing restricted carcinogens

In accordance with Regulation 381 of the *WHS Regulations*, the University must not use, handle or store, or direct or allow a worker at the workplace to use, handle or store, a restricted carcinogen referred to in an item in Schedule 10, table 10.2, column 2 for a purpose referred to in column 3 for the item unless:

- the Regulator has authorised the use, handling or storage of the restricted carcinogen under regulation 384.

3.8 Using, handling and storing restricted hazardous chemicals

In accordance with Regulation 382 of the *WHS Regulations*, the University must not use, handle or store, or direct or allow a worker at the workplace to use, handle or store, a restricted hazardous chemical referred to in an item in Schedule 10, table 10.3, column 2 for a purpose referred to in column 3 for the item.

The University must not use, handle or store, or direct or allow a worker at the workplace to use, handle or store, polychlorinated biphenyls (PCBs) unless the use, handling or storage is:

- in relation to existing electrical equipment or construction material; or
- for disposal purposes; or
- for genuine research and analysis.

3.9 Duty to provide health monitoring

The University must ensure that health monitoring is provided in accordance with *WHS Regulations*, regulation 368 – 378 and with the University's *Health Monitoring Minimum Standard*.

The head of the Organisational Unit or delegate, in consultation with the WHS Unit is to:

- ensure that appropriate health monitoring is provided;
- ensure health monitoring is supervised by registered medical practitioner with experience and pay costs of health monitoring;
- obtain a health monitoring report and give health monitoring report to worker and to the Regulator;
- keep health monitoring records

3.10 Statement of exposure to be given to workers

In accordance with Regulation 387 of the *WHS Regulations*:

- where the University is authorised to handle or store a prohibited carcinogen or restricted carcinogen at the workplace; and
- a worker uses, handles or stores the chemical at the workplace, the head of the Organisational Unit or delegate in consultation with the WHS Unit and HR must give to the worker, at the end of the worker's engagement by the University, a written statement that includes:
 - the name of the prohibited or restricted carcinogen to which the worker may have been exposed during the engagement;
 - the time the worker may have been exposed;
 - how and where the worker may obtain records of the possible exposure;
 - whether the worker should undertake regular health assessments, and the relevant tests to undertake.

3.11 Recordkeeping Requirements

In accordance with Section 388 of the *WHS Regulations*:

- where the University is authorised to use, handle or store a prohibited carcinogen or restricted carcinogen at the workplace, the head of the Organisational Unit or delegate must:
 - record the full name, date of birth and address of each worker likely to be exposed to the prohibited carcinogen or restricted carcinogen during the period of authorisation;
 - keep a copy of each authorisation given to the person including any conditions imposed on the authorisation; and
 - keep the records for 30 years after the authorisation ends.

3.12 Accidental Exposure

Where accidental exposure of any person to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical is reasonably thought to have occurred, the head of the Organisational Unit or delegate shall notify that person and the WHS Unit as soon as practicable and ensure the appropriate incident notification lodged.

3.13 Regulator may cancel authorisation

In accordance with Regulation 386 of the *WHS Regulations*, the regulator may cancel an authorisation to use, handle or store a prohibited carcinogen or restricted carcinogen if:

- the University has not complied with a condition of the authorisation; or
- the risk to the health or safety of a worker that may be affected by using, handling or storing the carcinogen has changed since the authorisation was granted.

4 Responsibilities

Organisational Unit head or delegate

Ensure that:

- all prohibited carcinogens, restricted carcinogens or restricted hazardous chemicals have been identified;
- risk assessments have been conducted concerning their storage, handling and use;
- appropriate safe work procedures have been developed; and
- agreed controls are implemented to minimise risk of exposure;
- any spill or incident, which has, or could result in exposure of a person is reported as soon as possible to the Work Health & Safety (WHS) Unit;
- risk assessments are reviewed as required (at least every five years). See the *Work Health and Safety Record Management Guidelines* for further information.

Workers

Are to:

- store, handle and use prohibited carcinogen, restricted carcinogen or restricted hazardous chemical as directed and in accordance with safe work procedures;
- report any spill or incident, which has, or could result in exposure of a person to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical to the relevant Manager/Supervisor and the appropriate incident notification lodged.

Health and Safety Representative

Organisational Unit's Health and Safety Representative is to:

- be notified of the approval granted by both the Regulator and the Institutional Biosafety Committee (IBC) for an Organisational Unit to use a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical.

Hazardous Chemical Coordinator

Organisational Unit Hazardous Chemical Coordinator is to:

- ensure risk assessments are documented and recorded in the area's Hazardous Chemical Register.

- review risk assessments when there are significant changes to the use of the prohibited carcinogen, restricted carcinogen or restricted hazardous chemical and at least every five (5) years.
- be notified of the approval granted by the Regulator for an Organisational Unit to use a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical;
- forward Laboratory Notifications to the WHS Unit for review and submission to the Regulator.
- review laboratory notifications as required (at least every five years);
- advise the Regulator through the WHS Unit of any spill or incident that has, or is likely to have, resulted in exposure of a person to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical;
- keep adequate records (in consultation with the WHS Unit and HR) of the following for thirty (30) years:
 - a list of employees (name, date of birth and address) where position has been identified as having a likelihood of exposure to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical,;
 - copies of all notifications submitted to the Regulator;
 - copies of any conditions specified by the Regulator.
- advise the WHS Unit on termination of employment of personnel where exposure to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical, is likely to have occurred.

Work Health and Safety Unit

Is to:

- submit laboratory notifications to the Regulator;
- ensure laboratory notifications are reviewed as required (at least every five years);
- advise the regulator of any spill or incident that has, or is likely to have, resulted in exposure of a person to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical;
- ensure that adequate records of the following are kept for thirty (30) years:
 - a list of employees (name, date of birth and address) where position has been identified as having a likelihood of exposure to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical;
 - copies of all notifications submitted to the Regulator;
 - copies of any conditions specified by the Regulator.

See the *Work Health and Safety Record Management Guidelines* for further information.

- On termination of employment of personnel where exposure to a prohibited carcinogen, restricted carcinogen or restricted hazardous chemical, is likely to have occurred, the WHS Unit will provide written statements to those workers detailing:
 - the name of the prohibited carcinogen, restricted carcinogen or restricted hazardous chemical the employee was potentially exposed to;
 - the period of potential exposure;
 - details of how and where records can be obtained.

5 Definitions and Acronyms

Term/Acronym	Definition
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Hazardous Chemical Coordinator	A person appointed to this role by the Organisational Unit.
HSR	Health and Safety Representative
OU	Organisational Unit
Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals	Chemicals as specified in the Work Health and Safety (WHS) Regulations 2012, Sections 340 and 380-384 and defined in Appendix C of the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice.
Prohibited carcinogen WHS Regulations)	means a substance – (a) listed in Schedule 10, table 10.1, column 2; and (b) present in a concentration of – (i) for a solid or liquid, 0.1% or more, determined as a weight/weight (w/w) concentration; and (ii) for a gas, 0.1% or more, determined as a volume/volume (v/v) concentration;
Regulator	Head of the State Service Agency that administers the WHS Act in Tasmania - the Department of Justice.
Restricted carcinogen (WHS Regulations)	means a substance – (a) listed in Schedule 10, table 10.2, column 2 for a use listed in column 3; and (b) present in a concentration of – (i) for a solid or liquid, 0.1% or more, determined as a weight/weight (w/w) concentration; and (ii) for a gas, 0.1% or more, determined as a volume/volume (v/v) concentration;
Restricted hazardous chemical	is a chemical referred to in an item in the Work Health and safety Regulations, 2012, Schedule 10, table 10.3, column 2 for a purpose referred to in column 3 for the item.

**(WHS
Regulations)**

Worker

Worker is defined in the Work Health and Safety Act 2012 and includes and for the purpose of this Procedure, refers to any staff member or to any student or volunteer handling or using a prohibited carcinogens, restricted carcinogens or restricted hazardous chemical.

6 Versioning

Former Version(s)	Version 1 – <i>Scheduled Carcinogenic Substances</i> Policy and Procedures approved by the OH&S Committee 29 November, 2004; revoked by the WHS Committee 27 August 2013.
Current Version	Version 2 – <i>Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals Procedure (current document)</i> ; approved October, 2014. Amended in December 2016 to incorporate Colleges.

7 **Appendix 1:****Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals**

The prohibition of the use of carcinogens listed in table C.1, column 2 and the restriction of the use of carcinogens listed in table C.2, column 2 apply to the pure substance and where the substance is present in a mixture at a concentration greater than 0.1%, unless otherwise specified.

Table C.1 Prohibited carcinogens

Item	Prohibited carcinogen (CAS number)
1	2-Acetylaminofluorene (53-96-3)
2	Aflatoxins
3	4-Aminodiphenyl (92-67-1)
4	Benzidine (92-87-5) and its salts (including benzidine dihydrochloride (531-85-1))
5	Bis (Chloromethyl) ether (542-88-1)
6	Chloromethyl methyl ether (107-30-2) (technical grade which contains bis (chloromethyl) ether)
7	4- Dimethylaminoazobenzene (60-11-7) (Dimethyl Yellow)
8	2-Naphtylamine (91-59-8) and its salts
9	4-Nitrodiphenyl (92-93-3)

Table C 2 Restricted carcinogens

Item	Restricted carcinogen (CAS Number)	Restricted Use
1	Acrylonitrile (107-13-1)	All
2	Benzene (71-43-2)	All uses involving benzene as a feedstock containing more than 50% of benzene by volume Genuine research analysis
3	Cyclophosphamide (50-18-0)	When used in preparation for therapeutic use in hospitals and oncological treatment facilities, and in manufacturing operations Genuine research or analysis
4	3,3'-Dichlorobenzidine (91-94-1) and its salts (including 3,3' – Dichlorobenzidine dihydrochloride (612-83-9))	All
5	Diethyl sulphate (64-67-5)	All
6	Dimethyl sulfate	All
7	Ethylene dibromide (106-93-4)	When used as a fumigant Genuine research or analysis
8	4,4'- Methylene bis (2-chloroaniline) (101-14-4) MOCA	All

Item	Restricted carcinogen (CAS Number)	Restricted Use
9	3-Propiolactone (57-57-8) (Beta-propiolactone)	All
10	o-Toluidine (95-53-4) and o-Toluidine hydrochloride (636-21-5)	All
11	Vinyl chloride monomer (75-01-4)	All

Table C.3 Restricted hazardous chemicals

Item	Restricted hazardous chemical	Restricted Use
1	Antimony and its compounds	For abrasive blasting at a concentration of greater than 0.1% as antimony
2	Arsenic and its compounds	For abrasive blasting at a concentration of greater than 0.1% as arsenic For spray painting
3	Benzene (benzol), if the substance contains more than 1% by volume	For spray painting
4	Beryllium and its compounds	For abrasive blasting at a concentration of greater than 0.1% as beryllium
5	Cadmium and its compounds	For abrasive blasting at a concentration of greater than 0.1% as Cadmium
6	Carbon disulphide (carbon bisulphide)	For spray painting
7	Chromate	For wet abrasive blasting
8	Chromium and its compounds	For abrasive blasting at a concentration of greater than 0.5% (except as specified for wet blasting) as chromium
9	Cobalt and its compounds	For abrasive blasting at a concentration of greater than 0.1% as cobalt
10	Free silica (crystalline silicon dioxide)	For abrasive blasting at a concentration of greater than 0.1% For spray painting
11	Lead and compounds	For abrasive blasting at a concentration of greater than 0.1% as lead or which would expose the operator to levels in excess of those set in the regulations covering lead
12	Lead carbonate	For spray painting
13	Methanol (methyl alcohol), if the substance contains more than 1% by volume	For spray painting
14	Nickel and its compounds	For abrasive blasting at a concentration of greater than 0.1% as nickel
15	Nitrates	For wet abrasive blasting
16	Nitrites	For wet abrasive blasting
17	Radioactive substance of any kind where the	For abrasive blasting, so far as is reasonably practicable

Item	Restricted hazardous chemical	Restricted Use
	level of radiation exceeds 1 B1/g	
18	Tetrachloroethane	For spray painting
19	Tetrachloromethane (carbon tetrachloride)	For spray painting
20	Tin and its compounds	For abrasive blasting at a concentration of greater than 0.1% as tin
21	Tributyl tin	For spray painting

Note: Regulation 382 deals with polychlorinated biphenyls