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SAFE STORAGE AND DISPOSAL OF CHEMICALS POLICY

St. Agnes' Primary School



RATIONALE:

Safe storage and disposal of chemicals and hazardous substances is vital to ensure the safety and health of all staff and those who are in their care, including students and school families

AIMS:

To ensure that all staff will manage Hazardous Substances in the workplace in a manner that is consistent with the intent of the Work health and Safety Act (2011) and WHS Regulations (2011). This will ensure the safety of all staff and those who are in their care.

To achieve this, the following procedures must be adhered to by all staff.

IMPLEMENTATION:

Inventory

- The school will maintain a Material Safety Data Sheets (MSDS) inventory that lists all the Hazardous Substances and Dangerous Goods used in the school. MSDS supplied by manufacturer will be stored on site.
- Persons Conducting Business or Undertakings (PCBU), the Principal or Delegate will be responsible for the maintenance of this inventory and it will be displayed in the front of the folder containing the Material Safety Data Sheets. This "MSDS Register" folder will be kept where chemicals are stored, eg. In the Maintenance Shed, cleaners trolley and the chemical storage containers in classroom.
- All Hazardous Substances entering the school must be reported to the Principal and/or delegate for inclusion on the inventory.

Labeling and Decanting

The school will not allow the use of any chemicals that are not appropriately labelled according to the requirements of the WHS Regulations (2011). This stipulates that the label must include:

- symbol or keyword e.g. red diamond box with warning and/or safety phrases such as 'keep out of reach of children'
- product name
- chemical name of substance and /or ingredients
- risk information
- directions for use
- safety information
- first aid directions
- emergency procedures
- name and phone number of manufacturer/supplier

Decanted substances are only stored in correctly labelled bottles.

Material Safety Data Sheets (MSDS)

- The Principal/ PCBU/ and/or delegate will be responsible for obtaining the MSDS in one of the following ways:-
 - from CD provided with the Chemical Safety in schools kit;
 - through central stores – request MSDS on order form;
 - purchasing locally – ring manufacturer using phone number on label;
 - through web site – msdsonline.com or chemwatch.com or supplier website.
- Any new MSDS in the workplace will be stored with chemicals and staff will be given copies to keep in their area, if deemed necessary.

Contractors

- Any Hazardous Substances left on the premises by contractors (i.e. cleaners) must be included on the inventory.
- The school must ensure that chemicals brought into the school by a contractor is used and stored in accordance with the manufacturer's instructions.

Storage and Transportation

- The school will transport and store all chemicals in accordance with the information contained on the label and/or the MSDS.
- All spills will be managed in accordance with the information provided by the manufacturer.
- All chemicals should be secure and out of children's reach.

Reviewed: **February 2011**
Ratified: **February 2011**
Reviewed: **May 2016**
Ratified: **February 2014**
Next Review: **May 2019**

**ST AGNES' PRIMARY SCHOOL
PORT MACQUARIE**

CHEMICAL REGISTER

Name of Chemical	Use	MDS SHEET HELD	Address and Phone Number	Safety Directions	First Aid Requirements	Advice	Where held at school