Rationale

* The management of dangerous goods and hazardous substances in the workplace is a component of the risk management strategy of the school.

Purpose

* To ensure that all risks associated with the use of dangerous goods and hazardous substances in government schools are safely controlled and managed.
* To ensure Charles La Trobe College complies with DET guidelines and the legislative requirements of
* AS 1319 – Safety Signs for the Occupational Environment
* AS 1345 – Identification of the Contents of Piping, Conduits and Ducts
* Dangerous Goods Act 1985
* Dangerous Goods (Storage and Handling) Regulations 2000
* Dangerous Goods Storage and Handling Code of Practice 2000
* Hazardous Substances Code of Practice 2000
* Occupational Health and Safety Act 2004
* Occupational Health and Safety Regulations 2007

Implementation

* The Principal is responsible for ensuring that all dangerous goods and hazardous substances are identified within the school and included in a chemical register.
* Risk assessments and controls will be established for dangerous goods and hazardous substance use in consultation with the Health and Safety Representative and employees.
* Safe Work Procedures (SWP) specific to the handling of dangerous goods and hazardous substances stored in the workplace will be developed and implemented.
* Safety information, including Material Safety Data Sheets (MSDS) and the Chemical Register will be readily available.
* Chemicals will not be introduced without considering and managing any associated risk.
* Restricted substances will not be used or stored in the workplace.
* Appropriate training and Personal Protective Equipment (PPE) will provided for employees who may be exposed to dangerous goods and hazardous substances.
* Relevant signage will be displayed, highlighting the hazardous nature of chemicals used or stored in the workplace.
* The school will download and utilise DET’s Chemical Register proforma.
* The school will notify WorkSafe of incidents occurring at the school resulting in the escape, spillage or leakage of any substance, including dangerous goods as defined in the *Dangerous Goods Act 1985.*
* In the case of accidental poisoning or contamination:
* The Poisons Information Centre at the Royal Children’s Hospital on 13 11 26 is available 24 hours a day.  The centre can provide advice on all types of poisons and poisoning.
* If there is a case of accidental poisoning, telephone the Poisons Information Centre and provide the:
	+ name of the poison
	+ length of time of the exposure
	+ any signs and symptoms.
	+ If there is accidental contamination:
	+ clothing should be changed promptly
	+ skin washed (without scrubbing) with soap and water
	+ follow the directions on the label which might include getting to a doctor or hospital quickly.
* Please refer also to the school’s *Risk Management Policy,* the *Emergency & Incident Reporting Policy* and the *Emergency & Critical Incident Policy.*

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update late April 2017).

Ratification

This update was ratified by the College Council on 15th February, 2018..

Reference

[www.education.vic.gov.au/school/principals/spag/igovernance/Pages/dangerousgoods.aspx](http://www.education.vic.gov.au/school/principals/spag/igovernance/Pages/dangerousgoods.aspx)