

WHSOP024 Hazardous Chemical Inventory Procedure

Section 1 - Overview

- (1) The properties of the chemicals purchased by the University shall be considered in regard to adequate and safe storage facilities, use, transport and waste management.
- (2) A chemical inventory identifies the nature, quantity and location of chemicals kept onsite at University owned and managed locations.

Section 2 - Scope

- (3) ChemWatch is the University's preferred electronic Safety Data Sheet (SDS) and chemical inventory management system and meets regulatory requirements and the University's chemical procedural requirements.
- (4) The chemical inventory is referred to as the 'chemical manifest' in ChemWatch.
- (5) ChemWatch shall be reviewed for current stock level before any purchase of hazardous chemicals, and updated upon receipt.

Section 3 - Procedures

- (6) Bulk solvents will be decanted as required or according to a suitable schedule e.g. weekly. It should be unnecessary to, and workers and students should not, store large volumes of solvent in labs.

Purchase of Hazardous Chemicals for Chemistry

- (7) All new chemicals will be delivered via the chemical store person. When ordering chemicals please provide the chemical store person with the following information:
 - a. Where the chemical will be stored; and
 - b. Whether the chemical is a replacement or new to lab.

Inventory

- (8) The University requires most chemicals to be identified and listed on a chemical inventory with the following information (where applicable):
 - a. Faculty/School/Division name;
 - b. Building name/number;
 - c. Department name;
 - d. Supervisor (person responsible);
 - e. CAS number (if available);
 - f. Manufacturer's/Supplier's Product Name;
 - g. Manufacturer's/Supplier's name;
 - h. Total volume of the chemical (quantity);
 - i. Classification of chemical;
 - j. Where the chemical is a dangerous good; Class label, subsidiary risk label, packaging group and UN number;
 - k. Room number/location of each chemical; and
 - l. SDS available and current.

(9) ChemWatch has two main sections:

- a. SDS database, which allows the user to search all ChemWatch SDS and print labels; and
- b. Chemical inventory (manifest), which, in addition to the features above, allows the user to develop and maintain chemical inventories and chemical risk assessments.

(10) UNE's ChemWatch is available from Facilities Management Services and a request to access it can be made through ef-recept@une.edu.au

(11) The features of ChemWatch Chemical inventory (manifest) include:

- a. Logon to ChemWatch chemical inventory - this requires a user name and password;
- b. Inventory of SDS;
- c. Storage of the manufacturer's/supplier's original SDS;
- d. Chemical inventories for Faculties/Schools/Divisions, departments and specified areas;
- e. Generated reports such as chemical inventories including:
 - i. Hazardous substances inventory;
 - ii. Dangerous goods manifests; and
 - iii. Poisons inventory.
- f. Chemical risk assessments;
- g. Information on chemical labelling and placarding for any given chemical entered into the database;
- h. Determines when placarding is required based on the volume of a dangerous good stored in a given area;
- i. Includes the classification of a chemical (hazardous substance, dangerous good, controlled substance); and
- j. Provides warnings of chemical incompatibilities within a given area, where segregation may be required.

(12) Head of School/Directorate shall ensure that within their area of control, hazardous chemical information, with regards to quantities, Class types and locations are updated at least annually and entered into ChemWatch.

Authority and Compliance

(13) The Procedure Administrator, pursuant to the University's Work Health and Safety Rule, makes these procedures.

(14) University Representatives and Students must observe these Procedures in relation to University matters.

(15) These Procedures operate as and from the Effective Date.

(16) Previous Procedures relating to WHS OP013 (Interim) Hazardous Chemicals Procedure are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

(17) Effective Date means takes effect on the day on which it is published or on such later day as may be specified in the procedure.

(18) Hazardous Chemical means any substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

(19) Safety Data Sheet (SDS) means a document prepared by a manufacturer or importer of chemicals, which describes the use, the chemical and physical properties, the health hazard information, the precautions for use, the safe handling information and the emergency information.

(20) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted student means a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study.
- b. Enrolled student means a student who is enrolled in a unit of study at UNE.

(21) UNE Act means the University of New England Act 1993 No 68 (NSW).

(22) University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(23) A Worker, as defined by the WHS Act, is a person that carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. An employee;
- b. A contractor or subcontractor;
- c. An employee of a contractor or subcontractor;
- d. An employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- e. An outworker;
- f. An apprentice or trainee;
- g. A student gaining work experience;
- h. A volunteer; or
- i. Person of a prescribed class.