

WHS OP027 Hazardous Chemical Waste Management Procedure

Section 1 - Overview

- (1) Hazardous Chemicals shall be acquired in minimum quantities that mitigate or reduce waste.
- (2) This procedure describes the waste disposal methods of the University to ensure over supply of redundant hazardous chemicals is avoided and that when disposed of, hazardous chemicals do not pose any risk to the health and safety of individuals and do not cause any environmental impact.

Section 2 - Scope

- (3) This procedure applies to all Workers and students to ensure hazardous chemicals are disposed of in a timely and safe manner.

Section 3 - Procedure

- (4) Chemicals must be correctly disposed of by ensuring:
 - a. Compliance with local council trade waste requirements i.e. Armidale Regional Council requirements are adhered to;
 - b. Correct handling by Competent Persons with knowledge and access to appropriate Personal Protective Equipment (PPE);
 - c. Appropriate secondary containment for transport to the designated waste storage area;
 - d. Secure, designated storage in accordance with NSW Environment Protection Authority (EPA) requirements;
 - e. Collection by a licensed prescribed waste contractor through UNE Facilities Management Services (FMS).
- (5) It is prohibited to dispose of any chemicals down the sink or sewer that are:
 - a. Considered to be toxic or hazardous to the aquatic environment including:
 - i. organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances;
 - ii. any substances liable to produce noxious or poisonous vapours in the sewerage system;
 - b. Flammable substances;
 - c. Explosive substances;
 - d. Organic solvents and mineral oil; or
 - e. Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions.
- (6) Corrosive chemicals (alkaline or acids) may only be disposed of via the sink/sewer providing:
 - a. They do not fall in any of the categories in the section directly above; and
 - b. They are sufficiently diluted during disposal - as a rule of thumb 1 litre of corrosive to 10 litres of water.

(7) Caution should be applied when diluting corrosives - add the corrosive to water (never water to the corrosive as this could cause a violent reaction).

Sharps Disposal

(8) Contaminated and uncontaminated sharps are to be placed in the hazardous substance sharps containers provided by FMS that meet AS 4031 requirements. Their disposal/collection will be on demand by an external contractor so when containers are full, notify FMS via ef-maint@une.edu.au and they will organise a collect and replace for your sharps container.

Hazardous Chemical Waste Bins

(9) Waste containers should not be more than 80% full and they must be turned over regularly to maintain chemical stability and container integrity. DO NOT accumulate large quantities of chemical waste so that they become a hazard.

(10) In some cases, empty original chemical containers (predominantly plastic) can be returned to the Chemical Store for reuse as waste containers. Please DO NOT wash bottles or deface labels as it is necessary to know what is in the bottles to prevent unwanted reactions. Any excess containers will be recycled where possible and safe to do so.

(11) In some situations it will not be possible to return chemical bottles to the Chemical Store. Please contact the Chemical Store if you have any questions about what should be returned.

(12) If an individual chemical bottle CANNOT be returned to the Chemical Store for reuse AND the contents can be disposed of down the sink safely, then:

- a. Remove the lid, rinse thoroughly and dispose of lid into a Laboratory General Waste Bin.
- b. Rinse the bottle thoroughly.
- c. Remove or deface the label (so that the chemical name cannot be identified).
- d. Plastic – dispose of clean bottle (without lid) to Laboratory General Waste Bin.
- e. Glass – dispose of clean bottle (without lid) to Laboratory Recycling Bin.
- f. If the chemical that was in the bottle CANNOT be disposed of down the sink safely, then contact the ChemStore for disposal of the bottle as Hazardous Waste.

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) Competent Person means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

(18) 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.

(19) Hazard means a situation or thing that has the potential to harm a person, property or the environment.

(20) 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).

(21) 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

(22) 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.

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

(24) 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.