SAFE WORKING GUIDELINES
HAZARDOUS SUBSTANCES

1. Introduction

This document covers any Proline Building Commercial Pty Ltd employee or subcontractor working on a Proline worksite which may be affected by using Hazardous Substances. The general definition of a hazardous substance is any substance that has the ability to harm the health of person/s in the workplace. This includes poisons and dangerous goods. It also includes the mixtures of hazardous substances.

2. Purpose

The purpose of this document is to provide Proline Mangers/ employees and subcontractors information regarding possible hazards associated with using hazardous substances whilst carrying out duties on a Proline worksite.

3. Definitions

SDS	Safety Data Sheet
Use	of a substance, means the use, production, handling, storage, transport or disposal of the substance

4. Roles & Responsibilities

Proline Building Commercial Pty Ltd is legally required to, and will, comply strictly with its obligations under this plan.

The Systems Manager is responsible for the following:

- Funding is made available to enable compliance with this procedure eg ventilation/extraction systems, storage facilities, emergency facilities, training, signage, and database for Safety Data Sheets (SDS) etc.

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- A safe and healthy work environment is provided and maintained for employees, sub-contractors and visitors;
- Equipment is safe to use and a safe work environment is provided for the operation of such equipment;
- A safe system of work is developed and implemented for all work with hazardous substances;
- Safe working practices are prepared and adopted by all employees;

Employees / subcontractors are responsible for the following:

- Participate in induction and training programs;
- Cooperate in the performance of risk assessments on hazardous substances and complying with the risk control measures;
- Reporting any defects in regards to equipment, accidents, incidents etc to the Site Supervisor, so an investigation can be carried out;

- Personnel are to maintain a high standard of personal hygiene when working with hazardous substances;

5. Procedure

Employees and subcontractors are responsible for developing an understanding of a becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-
1. Risk Identification
2. Risk Assessment
3. Risk Control
4. Risk Evaluation

5.1 Risk Identification

Identification of risks associated with Hazardous Substances should be undertaken by the following means:

- Consultation with employees / subcontractors
- Observation of work practices
- Inspections of the task and associated work areas
- Examine workplace injury records to assess what hazardous substances are required to be used on site.

5.2 Risk Assessment

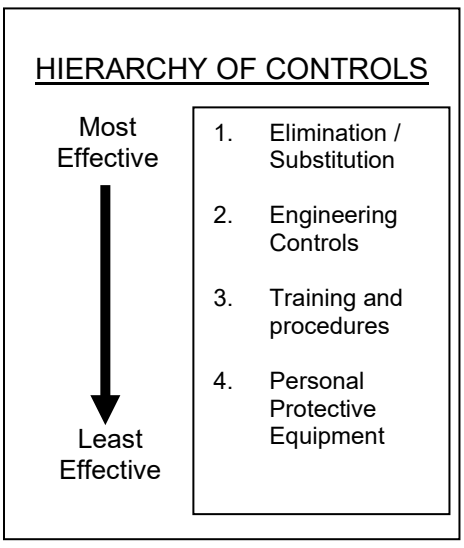
Identified hazards should then be prioritized according to the severity of injury, frequency of task and probability whilst performing the task. When assessing the risk, consideration will be given to:

- Occupation or job/task of the person exposed
- Work environment
- Duration and frequency

5.3 Risk Control

It is the responsibility of all employees and subcontractors involved in the hazardous substance hazard management process to ensure that control measures are put in place by Proline are co-operated with. Risk Control is the means for minimizing or eliminates the identified risk and is carried out using the following hierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*



Control options should include the following:

- Remove the hazardous substance hazard totally from the workplace;
- Substitute the hazardous substances for something less hazardous;
- Isolate the process, by use of barriers or distance, lock doors etc;

- Use engineering controls, such as exhaust ventilation;
- Establish safe working practices, such as restricting access to the area, kept the area clean and clear of clutter, replacing lids on containers immediately after use, safe storage and disposal;
- Provide training (ie by use of SDS) and supervision appropriate to the level of expertise of the person/s involved;
- Personal Protective Equipment (PPE) such as gloves, dust masks, note these should be used as a secondary measure to control the risks.

6. Storage of Hazardous Substances

All hazardous substances are to be stored in quantities consummate with supply demands. In addition, storage segregation shall be in accordance with the Dangerous Goods class and in accordance with requirements on the SDS for the substance.

7. Waste Minimisation and Waste Disposal

Proline recognises its responsibility for establishing a safe and responsible method for the disposal of those hazardous substances produced by normal work activities as well as those, which may arise from accidental leaks and spillage. Proline ensures any disposal of chemical waste is carried out by a suitably qualified and licensed waste contractor to ensure protection of the environment and personnel.

8. Register of Hazardous Substances

All information obtained during the Hazard Identification stage should be recorded on the Register of Hazard Substances Doc No: OHS17. The first item to be included in the Register of Hazardous Substance is a list of all the hazardous substances, including dangerous goods and poisons, located on site. The second item to be included is the Safety Data Sheet for each of the hazardous substance listed. The register should be updated as new substances are introduced and where the use of existing substances is discontinued or disposed of. This Register of Hazardous Substances should be displayed on the Site Office Notice Board.

9. Workplace Inspections

A general “walk through” workplace inspection will provide details of the hazardous substances that are used in the area. It should also be used to identify chemicals no longer needed, off specification or out of date. If such chemicals are disposed of these chemicals can be removed from the register and help decrease the obligations under the Hazardous Substances Regulations.

The workplace inspection will also provide details of the overall environment in which the chemicals are used. Information should be noted about the adequacy of storage, existing engineering controls such as fume cupboards or other exhaust systems, emergency facilities such as safety showers, eye wash stations, first aid facilities, the personal protective equipment used, the existence of spill response kits and first aid facilities etc. Such information will be used in step 2 Risk Assessment phase. The OHS Safety Representative shall carry out regular safety inspections, with written reports submitted to the Systems Manager on a fortnightly basis.

10. Determination of Hazardous Nature of Substance

Once all the substances that are, or will be, used are identified, this information should be recorded in the Hazardous Substances Register, as noted above. It is then necessary to determine which substances are hazardous in accordance with the definition of a hazardous substance. Information about the hazards of a chemical in use at the workplace will be found:

- On the label of the container, (the primary source of hazard information on the label is the signal noun e.g. “corrosive” or “flammable”);
- On the Safety Data Sheet (SDS), (the primary source of hazard information on the SDS is the Hazard Statement);
- In the latest edition of List of Designated Hazardous Substances (NOHSC:105) and the latest edition of “Approved Criteria for determining and classifying a hazardous substance’(NOHSC:1008);
- In publications such as Codes of Practices, Australian Standards, Regulations or reference texts;
- In consultation with the supplier.

Example of Hazardous Substances

- Acrylonitrile
- Arsenic
- Asbestos
- Benzene
- Cadmium
- Chromium (inorganic)
- Creosote
- Crystalline Silica
- Isicyanates
- Lead (inorganic)
- Mercury (inorganic)
- MOCA (4,4-Methylenebis (2-chloroaniline))
- Organophosphate pesticles
- Pentachlorophenol (PCP)
- Thallium
- Vinyl Chloride

12. Labels

All containers of hazardous substances supplied to, used in or handled in the workplace shall be appropriately labeled to allow the substance to be used safely. The minimum standards in the labeling of workplace hazardous substances are given in the National Commission’s *National code of practice for the labeling of workplace substances* (NOHSC: 2012(1994). Suppliers are responsible for correctly labeling hazardous substances, which they supply to others.

Substances, which create or generate hazardous substances during their use, for example, welding rods shall also be appropriately labeled indicating the conditions of use that can lead to the generation of hazardous substances.

If there is any doubt about whether or not a substance is hazardous, further information should be request from the supplier. In addition the National Commission’s list of Designated Hazardous Substances should be checked.

13. Safety Data Sheets (SDS)

Safety Data Sheets (SDS) provide the information needed to allow the safe handling of hazardous substances used at work. Information on the properties of the substance, the toxicity, reactivity, precautions for safe use e.g. segregation from incompatible materials, procedures for handling, transporting, first aid and emergency, ventilation and personal protective equipment to be used is included in the SDS.

The SDS should meet the standard laid down in the latest edition of the Code of Practice for the completion of a Safety Data Sheet (NOHSC: 2011).

Proline Project Managers/Supervisors and Site Supervisor are responsible for ensuring that all employees who have the potential to be exposed to hazardous substance have ready access to the SDS. The Hazardous Substance Regulations stated that it is the Suppliers duty to supply an SDS at or before the first supply of the hazardous substance. Where an SDS is not supplied, the obligation is placed on the purchaser to request one from the supplier. An SDS is not required for a substance on each delivery, but where the SDS has been revised there is a requirement that a copy of the revised SDS is sent out to all recent purchasers of the substance.

Material Safety Data Sheet

1 . Identification of the material and supplier

Product name	**BP Regular Unleaded Petrol**
SDS no.	0000002733
Historic SDS no.	875
Product use	Use only as a motor fuel for spark ignition engines. NOT for aviation use. Should NOT be used as a solvent nor cleaning agent. For specific application advice see appropriate Technical Data Sheet or consult our company representative.
Supplier	BP Australia Pty Ltd (ABN 53 004 085 616) 717 Bourke Street Docklands VIC 3008 Australia Tel: +61 (03) 9268 4111 Fax: +61 (03) 9268 3321
EMERGENCY TELEPHONE NUMBER	1800 638 556
Product code	0000002733

2 . Hazards identification

Statement of hazardous/dangerous nature	HAZARDOUS SUBSTANCE. DANGEROUS GOODS.
Risk phrases	R12- Extremely flammable. R45- May cause cancer. R46- May cause heritable genetic damage. R63- Possible risk of harm to the unborn child. R65- Also harmful: may cause lung damage if swallowed. R38- Irritating to skin. R67- Vapours may cause drowsiness and dizziness. R51/53- Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
Safety phrases	S2- Keep out of the reach of children. S16- Keep away from sources of ignition - No smoking. S23- Do not breathe gas/fumes/vapour/spray. S24- Avoid contact with skin. S29- Do not empty into drains. S36/37- Wear suitable protective clothing and gloves. S45- In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible). S53- Avoid exposure - obtain special instructions before use. S61- Avoid release to the environment. Refer to special instructions/safety data sheet. S62- If swallowed, do not induce vomiting: seek medical advice immediately and show this container or label.

14. Monitor

Prolines Hazardous Substance Procedure will be monitored on the basis of the following criteria:

1. Hazardous substances used on site are labeled and Safety Data Sheets are available and accessible to all person/s using hazardous substance;
2. Risk assessments are conducted prior to the carrying out of work activities, which identify the hazards and the risk control strategies to be followed when working with hazardous substances;
3. Training records, which indicate that all employees with potential for exposure to hazardous substances have been provided with training on the nature of the hazards, risk assessment methods and risk control procedures;
4. Safe work practices including written procedures for hazardous processes and operations;
5. Appropriate storage provisions exists for all hazardous processes and operations;
6. Knowledge of emergency procedures and access to emergency facilities for employees has been successfully tested;
7. An incident investigation procedures is in place to investigate all incidents/accidents related to hazardous substances;
8. A system of record keeping exists which complies with Hazardous Substances Regulation (1996);
9. A system exists for the safe disposal of hazardous substances;
10. A process is in place for conducting health surveillance if required;
11. Critical information is available for emergency services in the even of an emergency

15. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

16. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from the use of hazardous substances, changes in legislation or if raised by an employees concern.

17. References

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- Labeling of workplace hazardous chemicals code of practice
- The University of Sydney, Working with Hazardous Substances

18. Version Control

Date	Version	Owner	Comments
12.05.09	1	Michelle Noy	For Issue
11.11.11	2	Michelle Murphy	Following External 3rd Party Audit
18.04.12	3	Michelle Murphy	Changes in legislation / code of practices
10.06.15	4	Michelle Murphy	Following Management Review
01.09.17	5	Michelle Murphy	General Review
01.06.18	6	Michelle Murphy	Changes in legislation
1.12.23	7	Michelle Murphy	General Review