

WHS OP032 Hazardous Chemical Training Procedure

Section 1 - Overview

(1) The purpose of information, instruction and training is to ensure that personnel handling chemicals have the skills and knowledge they need to perform their tasks in a manner that is safe and without risks to health and the environment, so far as it reasonably practicable. It should enable them to follow health and safety procedures and use risk controls that are set in place for their protection. It should also provide them with an appreciation of the nature of the chemicals used in the workplace and the risks associated with their use, and the reason why risk controls are used.

Section 2 - Scope

(2) This procedure applies to all Workers and students at UNE. This procedure details University practice in the identification and provision of hazardous chemical related knowledge, skills and training.

Section 3 - Procedure

(3) Specific training must be delivered by competent and experienced persons at key times in an operational cycle, such as induction, following risk assessment, on transfer of employees to new jobs and change to work processes, plant, technology, materials or substances.

(4) The mix of information, instruction and training provided will depend on the severity of the hazards and risks, the level of health and safety responsibility of the person and what the person already knows about the chemicals and their use.

(5) Workers that are expected to complete chemical risk assessments and/or supervise other Workers or students using chemicals should be Competent Persons.

(6) Students who are under constant supervision may only require a review and understanding of the chemical risk assessment.

(7) The topics that could be covered in chemical management induction and training include:

- a. Pre-purchasing requirements;
- b. Legislative requirements;
- c. License requirements;
- d. Classification of chemicals;
- e. Labelling;
- f. Storage requirements;
- g. Handling, storing and disposing of chemical waste;
- h. Transportation requirements;
- i. Emergency procedures;
- j. The location of SDS and risk assessments for the chemicals held and used in the area and associated activities;
- k. The use and location of personal protective and emergency equipment for the use of chemicals;
- l. Local chemical procedures and processes;

m. Access and review of Standard Operational Procedures (SOP's) and Job Safety analysis (JSA's).

(8) When a competent supervisor provides training or induction in chemical procedures, the completion of the training must be forwarded to whs@une.edu.au for recording in Trim.

(9) The student or Worker being trained must be able to demonstrate competence in the task(s) before the supervisor completes the record of training.

(10) For task based training, refresher training should be provided when there are changes to plant or processes within the workplace and the relevant SOP/s and JSA/s shall be updated to reflect those changes.

(11) It is the responsibility of the local area to determine the frequency of refresher training for activities in their area based on local circumstances. Such circumstances could include specific individual's experience and performance, student intake periods, incident trends, identification of trends in damage to equipment etc.

(12) Supervisors must ensure:

- a. An induction is undertaken where Workers and students will work;
- b. Training needs are identified, including on the job and safe work procedures to be followed;
- c. Training is completed and records maintained; and
- d. Checks are undertaken to review competency (i.e. that staff/students are still following agreed procedures).

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.