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| **WHS Procedure Title:** | WHS Hazardous Materials Management |
| **WHS Procedure No.** |  | **Authorised Date** | 03 March 2024 |
| **Review:** | Annual General Meeting Executive & Management Committee Meeting- March each year |

# Purpose & Scope

This procedure outlines requirements for managing Hazardous materials on Ingleburn Sub Branch sites. This procedure applies to all workers and other persons whilst on Sub Branch sites.

## Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;

Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Under WHSAct 2011 s.19 ss.3d. – Ingleburn RSL Sub Branch  must ensure the safe use, handling, and storage of plant, structures and substances in the workplace

Under WHS Regulation 2017 Chapter 7 – Hazardous Chemicals Ingleburn RSL Sub Branch must manage the use handling storage and disposal of the Hazardous Chemicals used on site by maintaining a Central Safety Data Sheet Register and proper labeling on all decanted containers used in line with NSW Code of Practices.

# Reporting

Ingleburn RSL Sub Branch must maintain a current Safety Data Sheet Register containing current Safety Data Sheets not older than 5 years, a list of all hazardous substance stored n Sub Branch Sites, a Map of their location. This Register must be available for all visiting Emergency Service personnel e.g. fire and Rescue. All risk assessments must be recorded and kept for 5 years.

**LABELLING** – SafeWork NSW COP Labelling of Workplace Hazardous Chemicals

If a hazardous chemical is decanted or transferred from the container in which it was packed and it will not be used immediately or it is supplied to someone else, the label must, at a minimum, or Chemicals with known hazards that are not supplied to another workplace be written in English and include the following:

− the product identifier, and − a hazard pictogram or hazard statement consistent with the correct classification of the chemical.

**INGLEBURN RSL SUB BRANCH HAZARDOUS MATERIALS**

**INGLEBURN RSL SUB BRANCH - SPECFIC DUTIES (NSW COP)**

* correct labelling of containers and pipework, using warning placards and outer warning placards and displaying of safety signs;
* maintaining a register (where relevant) of hazardous chemicals;
* identifying risk of physical or chemical reaction of hazardous chemicals and ensuring the stability of hazardous chemicals;
* ensuring that exposure standards are not exceeded;
* provision of health monitoring to workers;
* provision of information, training, instruction and supervision to workers;
* provision of spill containment system for hazardous chemicals if necessary;
* obtaining the current safety data sheet (SDS) from the manufacturer, importer or supplier of the chemical and making the SDS readily available to workers;
* controlling ignition sources and accumulation of flammable and combustible substances;
* provision and availability of fire protection, firefighting equipment, emergency equipment and safety equipment.
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**PROVIDE INFORMATION INSTRUCTION AND TRAINING ALL WORKERS**

* SITE SPECIFIC INDUCTION AS PER SB006;
* ENSURE SDSs ARE CURRENT NOT OLDER THAN 5 YEARS;
* ENURE DECANTED CONTAINERS THAT WILL BE USED OVER MORE THAN 1 SHIFT IS LABELLED AS PER NSW COP’S
* ASBESTOS REGISTER