Policy Rationale
This covers use, storage, disposal of all chemicals on site including use by Staff, Students, Visitors & Contractors.

Policy Aims
This Policy aims to control how chemicals are used & stored to protect the people and plant on site. It also has a secondary aim to manage the use & disposal of chemicals as to minimise the effect on the environment.

Procedure – Material Safety Data Sheets [MSDS]
All chemicals used or stored on site will have an MSDS sheet available for them in an MSDS folder located in the main office storage area. The folder is marked MSDS Folder in large writing.

Before purchasing new chemicals to bring on site:
You need to provide an MSDS form matching the chemical being purchased. A copy needs to be placed in the MAIN FOLDER. The storage conditions on the MSDS need to be considered when storing the new chemical.

Before using a chemical:
The MSDS needs to be read before the use of a chemical. The conditions on the MSDS need to be met before the chemical can be used. If you are unsure of how a chemical should be used you should see your manager or ask the OHS Representative for advice Always check the use by date of a chemical before use.

Storage of Chemicals:
All conditions on the MSDS need to be met in regards to storing chemicals on site. No chemicals are to be kept in unlabelled or wrongly labelled containers. Never store chemicals in containers that may be mistaken for food or drink.

Finding MSDS’s for chemicals:
- Contact company who sells the product directly
- Log on to www.MSDS.com.au or search internet for your chemicals MSDS
- Ask OHS representative for advice

Maintenance of MSDS’s & Folder:
MSDS’s must be updated every 3 years. All MSDS’s need to have the date they came into use and the date a review is due. This will also be logged on the register in the front of the folder. The MSDS Folder needs to checked annually by a management appointment person for any missing, unreadable or out of date MDSD’s.

Procedure - Responsibilities
Managers:
- To make sure all people in their department are aware and abiding by this policy
- To offer help finding MSDS’s for new chemicals

OHS Representative:
- To offer advice on finding new MSDS’s & safe use of chemicals

Forms
- Chemical Register – Located – in S Drive in OHS working Folder/Chemicals
- MSDS Register – Located in the front of the MAIN FOLDER

Evaluation
Policy will be reviewed bi-annually.