

# **ST EUPHEMIA COLLEGE**

**K-12**



## **CHEMICAL SAFETY POLICY 2014**

## **1. Policy Statement**

At St Euphemia College, chemicals are used by staff and students for both educational instruction and for administrative purposes. This Policy sets out to ensure that the handling of chemicals and their associated risks are made in a safe and controlled manner.

## **2. Applicability**

This Policy applies to all staff and students of St Euphemia College.

## **3. Context/Rationale**

St Euphemia College has a responsibility for the care and safety of its staff and students. In addition to this responsibility, there is also the legal requirement to meet guidelines set out by legislation. The School is therefore committed to the development of a clear set of procedures and practices for the acquisition, handling, storage and disposal of chemicals.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- oversee the implementation and review of the Chemical Safety Policy
- contact the relevant authorities in the case of an emergency
- ensure the ongoing safe storage of chemicals in the School.

### ***Responsibility of the Laboratory Assistant***

The Laboratory Assistant is expected to:

- be aware of the responsibilities outlined under legislation
- maintain a stocktake of all chemicals stored on site
- maintain the Chemicals Register of all chemicals stored within the School's premises
- review the stocktake and compare this with the legal requirements for chemical storage
- arrange for the proper disposal of all chemicals
- organise access to Material Safety Data Sheets (MSDS)
- review the chemicals database (Chemwatch) when required
- properly store and label all chemicals before they are made available to staff and students
- provide a risk assessment for activities involving chemicals
- organise regular inspections of the fume cupboard
- maintain and purchase any necessary safety equipment
- provide advice to the Principal/Delegated Authority and staff about the monitoring, safe storage and disposal of all chemicals
- undertake any necessary training as required by legislation.

### ***Responsibility of the Art Teachers/TAS Assistant***

The Art Teachers/TAS Assistants are expected to:

- maintain a complete stocktake of chemicals stored within their rooms
- maintain the Chemicals Register
- review the stocktake and compare this with the legal requirements for chemical storage
- properly store and label all chemicals before they are made available to staff and students
- undertake any necessary training as required by legislation.

### ***Responsibility of Staff***

The Staff is expected to:

- be made aware of the risks involved when handling chemicals
- be trained in the proper use of safety equipment
- inform students of the hazards associated with using chemicals
- provide clear instructions to students on the proper use of safety equipment
- immediately respond and report incident involving chemicals
- undertake any necessary training as required by legislation
- evaluate the validity of the policy in the School environment
- store/replace chemicals and equipment after use.

### ***Responsibility of Students***

The students are expected to:

- follow teacher's instructions on handling chemicals and equipment
- immediately notify staff if a hazard arises
- communicate any concerns relating to the handling of chemicals and equipment to staff
- not to bring any dangerous chemicals into the School.

## **5. Monitoring, Evaluation and Reporting Requirements**

Dangerous goods are substances that have the potential to cause immediate risk to health and safety and are covered under the Dangerous Goods Act and the Dangerous Goods Regulation. The monitoring of potential hazards and risks is crucial to ensure the continued safety of staff and students.

The teaching staff, School Laboratory Assistant, Art Teachers and TAS Assistant will continue to evaluate and update the procedures carried out in a School environment.

## **6. Policy Review**

The Policy will be reviewed and updated as necessary.