

# HAZARDOUS CHEMICALS PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

The following document:

- Details the procedures and practices for the effective management of workplace hazardous chemicals.
- Identifies the responsibilities of all hospital workers in the management and storage of hazardous chemicals.
- Details the importance of Safety Data Sheets (SDSs) which provide product information necessary for the safe use, storage, and disposal of hazardous chemicals.
- Identifies the requirement for education and training for workers that are exposed to, or using, hazardous chemicals.
- Details the requirements for the development of Safe Work Practices (SWPs) – a written step by step guide on how to perform a task with a minimum risk to health and safety.
- Identifies the requirement for a hazardous substance register – all hazardous chemicals used, handled, transported, and stored at each site across SCHN must be registered and maintained by each department on ChemAlert.
- Identifies storage and disposal procedures for hazardous chemicals.
- Details hazardous chemical spills process and emergency planning and first aid requirements.

### **Related NSW Ministry of Health Documents**

- [Work Health and Safety: Better Practice Procedures: PD2018\\_013](#) Ministry of Health (currently under review)
- Factsheets - [Hazardous Chemicals Management](#)

### **References and related Information**

- NSW WHS Act 2011
- NSW WHS Regulation 2017
- SafeWork Australia - [Globally Harmonized System of Classification and Labelling of Chemicals](#)

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedures and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> November 2023	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Work Health Safety Co-ordinator	<b>Area/Dept:</b> Work Health and Safety

- SafeWork NSW: Code of Practice – [Managing Risks of Hazardous Chemicals in the Workplace - December 2022](#)
- SafeWork NSW: Code of Practice – [Labelling of Workplace Hazardous Chemicals- December 2022](#)
- SafeWork NSW: Code of Practice – [Preparation of Safety Data Sheets for Hazardous Chemicals – December 2022](#)
- SCHN Hazardous and Cytotoxic Medication – [Administration and Handling Practice Guideline](#)

## CHANGE SUMMARY

- Updated references and hyperlinks to related information.

## READ ACKNOWLEDGEMENT

- All relevant workers should be aware of this procedure.
- All Managers/Supervisors should read and acknowledge this document.
- All relevant workers should complete ChemAlert Training through My Health Learning – HETI.

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## Procedure Statement

To provide procedural guidance in relation to hazardous chemicals to ensure a comprehensive system of management that assists organisational compliance with WHS legislation, Codes of Practice and the Ministry of Health policy directives governing the safe management of hazardous chemicals.

## Background

This procedure will assist managers/supervisors and workers to prevent incidents associated with the use of hazardous chemicals, and to effectively respond to incidents if they do occur.

At all times when considering risks associated with hazardous chemicals it must be remembered that uncontrolled chemical hazards may without warning cause acute and/or chronic injury and disease. The risks of spontaneous violent reactions from uncontrolled chemical hazards must also be a consideration when assessing the environment and processes where chemicals are involved.

The overarching principle is to provide a systematic method for identifying and controlling potential chemical hazards to minimise the risk of adverse health and safety effects to persons, the environment or property.

This procedure applies to all workers. It includes activities such as working with chemicals, handling, transport, and storage, labelling, and supervising the use or storage of hazardous chemicals. It applies across the Sydney Children's Hospitals Network (SCHN) in all facilities and other places of work.

## Definitions

**ChemAlert** – Is the state-wide electronic chemical information system which has been mandated by NSW Health to assist Local Health Districts/Hospitals or Specialty Health Networks in the management of hazardous chemicals in the workplace. All hazardous chemicals across SCHN are managed by each department through ChemAlert.

**Hazardous Chemical** – Under the *WHS Regulation 2017*, a hazardous chemical is any substance, mixture or article that satisfies the criteria of one or more hazard classes in the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), as modified by Schedule 6 of the *WHS Regulation 2017*. However, some hazard classes and categories of the GHS are excluded by the *WHS Regulation 2017*.

**GHS** –The [Globally Harmonized System of Classification and Labelling of Chemicals, 7th Revised Edition](#), published by the United Nations as modified by Schedule 6 to the *WHS Regulation 2017*.

**PCBU (Person Conducting a Business or Undertaking)** means any person authorised to exercise the functions of the employer of staff to which this procedure applies. For the purpose of this procedure this means SCHN.

**Worker** – means any person working in a permanent, temporary, casual, termed appointment or honorary capacity within NSW Health such as:

- A SCHN employee

- Agency staff
- Contractor, including VMO's
- Student
- Volunteer

## Responsibilities

### Workers

- A worker has a duty to take reasonable care for their own health and safety while at work and to take reasonable care so that their conduct does not adversely affect the health and safety of other persons at the workplace, comply with WHS instructions, procedures, and safe work practices in relation to chemical management.
- If personal protective equipment (PPE) is provided by SCHN, the worker must so far as they are reasonably able, use or wear it in accordance with the information and instruction and training provided.
- Attend training as required for the management of hazardous chemicals in the workplace.
- Be aware of safety data sheets (SDSs) information for hazardous chemicals used, stored, and handled in the workplace.
- Participate in the SCHN Work Health and Safety risk management process to ensure they meet their obligations under the *WHS Act 2011* and *WHS Regulation 2017*.
- Workers and others exposed to chemicals as part of their duties, have access to the “search” mode of ChemAlert on the SCHN Intranet without need for a password.

### Managers and Supervisors

- Ensure they complete ChemAlert training on HETI and that staff receive suitable and sufficient training for accessing ChemAlert.
- Ensure local procedures for the governance, maintenance, and use of ChemAlert are implemented.
- Ensure annual review of ChemAlert Stock Holdings and regular update of chemical manifest quantities is undertaken by suitably trained and competent staff.
- Ensure workers, WHS representatives and any other person working in the department have access to a computer and the necessary information on ChemAlert proportionate to their level of risk and responsibility.
- Implement a risk management approach through the consultation, identification of hazards, risk assessment, elimination or when not practicable the minimisation of risk, as well as the review of the effectiveness and monitoring of the controls when new chemicals are introduced or making any changes to plant, the work environment, procedures, or systems.
- Ensure workers receive appropriate training and education relating to hazardous chemicals and spill management procedures and are deemed competent before undertaking duties associated with them.

- Ensure appropriate storage, signage/placarding, handling, transport, usage, and disposal is compliant for hazardous chemicals in the workplace as per the relevant SDS, Codes of Practice and *WHS Regulation 2017*.
- Monitoring workers health where required in consultation with Staff Health Nurse/WHS Team as per the relevant SDS, Codes of Practice and *WHS Regulation 2017*.
- Having documented departmental emergency procedures which are regularly reviewed and evaluated for their ongoing effectiveness.
- Reporting WHS performance to their Service Directors.
- Escalating chemical hazard risks to their Service Directors for resolution where the control is beyond their delegation.

**Reporting notifiable incidents in line with SCHN procedures and WHS Act and Regulation requirements. Refer to SCHN [SafeWork NSW Notification and Investigations Procedure \(No: 2013-9045\)](#).**

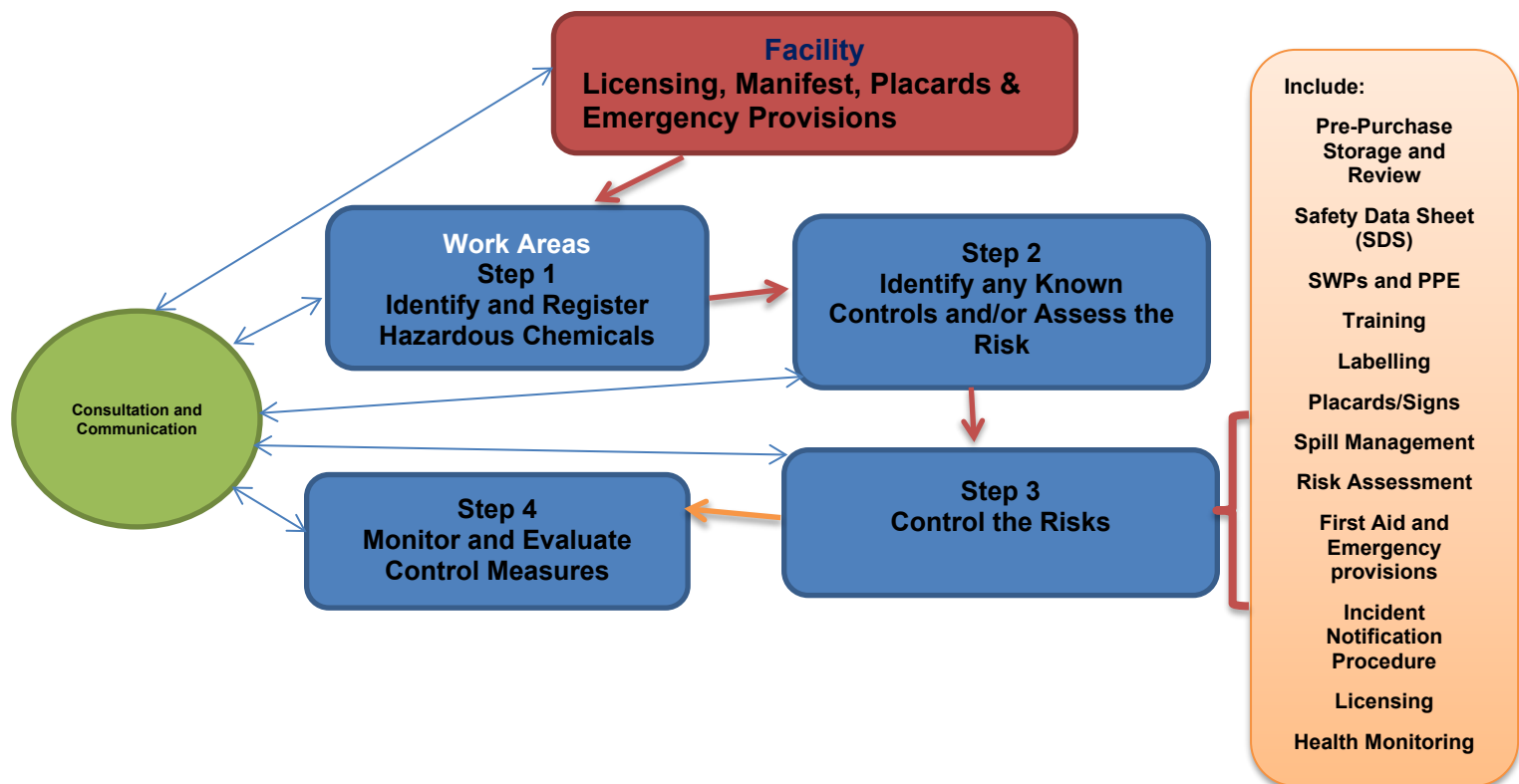
## Service Directors

- Apply due diligence by monitoring the implementation of the SCHN Hazardous Chemicals procedure and confirming the establishment and maintenance of the chemical risk management procedures.
- Resolve WHS issues relating to hazardous chemicals that are escalated in a timely and informed manner.
- Reporting services under their directorate Chemical risk management achievements and deficits to the Executive Managers/Chief Executive.
- Apply due diligence to show every reasonable precaution has been taken to ensure the departments and services under their control are acting to prevent harm to its workers and others in the workplace.
- Ensure a ChemAlert chemical manifest is maintained for departments and services under their control for inclusion of the Facility Chemical Manifest.

## SCHN Work Health and Safety Team

- Provide administrative assistance to managers/supervisors and delegates in relation to the ChemAlert System by providing login access to the appropriate department manager/supervisor, or delegate following completion of required ChemAlert training on My Health Learning – HETI, refer to *Provision of Education and Training* section for more information.
- Provide WHS guidance and support to department managers/supervisors and workers in relation to chemical hazards.
- Provide support and advice on the completion of department annual review of ChemAlert for stock holdings.
- The SCHN WHS Team are the local Administrator for ChemAlert at SCHN.

## Hazardous Chemical Flowchart



## Risk Management of Hazardous Chemicals

Risk management of hazardous chemicals includes the following:

- Hazard identification.
- Risk assessment of the hazardous chemicals can be completed in ChemAlert using the Risk Assessment module. If other hazards are identified, the generic SCHN WHS risk assessment form is to be used.
- Risk control strategies based on level of risk and consequence.
- Spill management process and training.
- Risk review and monitoring.
- Provision of relevant information such as Safety Data Sheets (SDSs) with access provided in ChemAlert or hard copy kept in the department and workers notified of their location.
- Provision of training, education, and relevant competency assessment.
- Development of Safe Work Practices and training of relevant workers.
- Maintenance and ongoing review of the hazardous chemical register (ChemAlert Stock Holding Report).
- Provision of health surveillance for workers, if mandated.

Assistance with the above may be sought from the SCHN WHS Team.



It is the responsibility of the department managers/supervisors to assess hazardous chemicals in the workplace in consultation with workers who utilise them and may be exposed.

Hazardous chemicals may present an immediate or long-term risk to health through the toxicological properties or a risk to safety of a person and property due to the physical hazards therefore the risk assessment needs to consider workers potentially at risk, including other people not directly involved in the work activity (refer to the [Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace](#)).

A detailed risk assessment may be necessary when there is uncertainty as to the exposure risk or a significant risk to health for very high-risk chemicals such as carcinogens, mutagens, reproductive toxicants, or sensitisation agents in the case of health hazards.

Refer to [NSW Ministry of Health factsheets](#) for other information.

## Review and Monitoring

- Risk assessments must be reviewed at least every five years and, as necessary, revise control measures to maintain, so far as is reasonably practicable, a work environment that is without risks to health or safety.
- Risk assessments need to be reviewed more frequently than five years, if:
  - there is a significant change in the work practices
  - new information regarding the hazardous chemical is available
  - the current control measures have not reduced the risk or,
  - following an incident or injury to workers
  - the chemical is high-risk or a volatile substance.

Risk Assessments for hazardous chemicals must be retained in the department for at least 5 years. However, risk assessments relating to health surveillance and/or monitoring must be retained for the minimum specified periods described in [SCHN WHS Record Keeping Guide](#). A copy of the risk assessment relating to health surveillance and/or monitoring must also be sent to the SCHN WHS team.

## Provision of Information

Safety Data Sheets (SDSs) for hazardous chemicals must be provided by Australian manufacturer and/or supplier, as appropriate.

- SDSs can be obtained from the [ChemAlert](#) database – no password is necessary to login as Anonymous User to view, print or download the SDS.
- SDSs contain important information about hazardous chemicals. An SDS includes information on a chemical's identity and ingredients, health and physical hazards, PPE, safe handling and storage procedures, emergency procedures, including spill management, first aid information and disposal considerations.
- SDSs must be referred to when completing risk assessments or developing safe work practices.
- The manufacturer/supplier SDS must be obtained for each hazardous chemical before, or on the first occasion, (and subsequently if necessary) when it is supplied to the



workplace and must include an Australian supplier's contact details if manufactured overseas.

- Where a hazardous chemical is still in use/stored in the workplace and the manufacturer is no longer in business or the product is obsolete the last known SDS must be kept.
- SDSs are required for therapeutic goods that are also hazardous substances, such as cytotoxic preparations (refer to the [SCHN Hazardous and Cytotoxic Medications – Administration and Handling Practice Guideline](#) (No:2013-7025)).
- SDSs must be readily accessible to workers involved in using, handling, transport and storing the hazardous chemical in the workplace and emergency service workers or anyone else who is likely to be exposed to the hazardous chemical. SDSs must not be kept in an area that is not accessible 24/7 such as a locked office.
- Ideally, SDSs should be kept in a location near the work area where the hazardous substance is used, this may be a hard copy or in another format, including electronically, and managers/supervisors must consider redundancy when providing the SDS, for example in the event of power or network failure and being unable to access ChemAlert. All workers must know where to find the SDS.
- SDSs are required to be “current”, that is, less than five years old from date of preparation or after last documented review date.
- If the SDS for a hazardous chemical is not supplied, the manager/supervisor or delegate must contact either the manufacturer, importer, or supplier to obtain one before the chemical is used at the workplace.

## Provision of Education and Training

- My Health Learning - HETI ChemAlert Training (ChemAlert v5 for all staff) is required for workers who are working with hazardous chemicals on a regular basis.
- Workers who regularly work with hazardous chemicals should also complete My Health Learning - HETI Hazardous Chemical Spills.

***My Health Learning - HETI ChemAlert - For Stock Controllers, Managers/Supervisors and Administrators – is required for relevant department managers/supervisors or delegate that completes the department review and updates on the ChemAlert system. Once this training is completed and if access to ChemAlert is required then the manager/supervisor or their delegate should contact the SCHN WHS Team to provide ChemAlert access.***

## Department Training

The department training must include basic level training for all workers in areas where hazardous chemicals are used, stored or there is potential of worker exposure. This induction training is the responsibility of the department manager/supervisor or their delegate and must include:

- Identification of a hazardous chemicals.
- Nature of work carried out by the worker in relation to hazardous chemicals.
- Reading and understanding labels and SDSs.

- Location of, and access to, SDSs in the work area and instruction on how to access the ChemAlert system.
- Procedure for introducing new hazardous chemicals into the workplace.
- Information on hazards and risks associated with hazardous chemicals that are likely to be encountered in the workplace.
- Safe Work Practices for management of hazardous chemicals.
- The effective use, fitting, cleaning, storage, and maintenance of personal protective equipment (PPE).
- Emergency procedures, including spill management procedures and use of appropriate spill kits.
- Details on monitoring and health surveillance procedures as mandated.

Reporting of any hazards or incidents related to hazardous substances or worker chemical exposure events must be recorded in the ims+ (electronic incident management system). Induction training records must be kept locally by the department manager/supervisor. Records must include trainer's name, type of training, date of training, participants' name, signature and Stafflink identification number, a brief explanation of the content, and skills assessment results. Training records must be retained as a minimum in compliance with WHS record keeping requirements (refer to the [SCHN WHS Record Keeping Guide](#)).

## Developing a Safe Work Practice

A Safe Work Practice (SWP) is a written step by step guide on how to perform a task safely. It is developed as part of the risk management process and is an administrative control strategy. An SWP aims to minimise the risk to the health and safety of all persons involved or affected by the task. SWPs are to be developed for all tasks involving the use of high-risk hazardous substances.

Note:

- SWPs must be accessible within the department, and workers must be aware of their location and acknowledgement of these SWPs must be documented prior to undertaking duties involving high-risk hazardous substances. It is reasonable that critical safety instructions or safety rules are displayed at the location of the task or storage location of the high-risk hazardous chemical.
- The SCHN SWP template is available on the SCHN [Workplace Health and Safety](#) Intranet page.

## Maintaining ChemAlert

- ChemAlert is a chemical management system that can be viewed by all workers. The ChemAlert system allows SCHN to record and maintain stock levels of hazardous chemicals and chemical products.
- ChemAlert identifies hazardous chemicals used in the workplace and where they are stored and used. ChemAlert must be updated as new hazardous chemicals are introduced to the department and when their storage and use is discontinued.

- All hazardous chemicals held in the workplace must be registered and details maintained by each department in ChemAlert.
- Workers who may be exposed to, or use hazardous chemicals, must have ready access to ChemAlert and SDSs during working hours. Paper copies of the Manufacturer/Supplier SDSs must be readily available in the work area.
- Each area must maintain stock holdings on ChemAlert.
- Risk Assessments must be completed for all hazardous chemicals using the ChemAlert risk assessment module and retained with the relevant SDS.
- Department stock holdings must be regularly reviewed and a stocktake completed at a minimum annually (refer to the SCHN WHS Info sheet [Chemical Management – ChemAlert System](#)).

## Storage of Hazardous Chemicals

- Hazardous chemicals must be stored in accordance with instructions provided in the SDS.
- ChemAlert provides the user with information on chemical storage and storage incompatibilities.
- When hazardous substances are stored in their appropriate location, such as a flammable or corrosive cabinet, then a list of contents must be attached to the door of the safety cabinet.
- Dedicated Chemical Storage Areas and bulk chemical storage areas should be clearly labelled and signposted with appropriate hazard labels/placarding.

## Disposal of Hazardous Chemicals (and Other Chemicals)

- The department that generates the chemical waste initiates the waste removal and disposal process. A representative from the department MUST accompany the waste to the Waste Collection Area.
- To dispose of hazardous chemicals, workers need to contact the CHW Cleaning Services Manager or SCH Domestic Services Manager who will organise for access to the site Waste Collection Area.
- All hazardous chemicals taken to the Waste Collection Area must be accompanied by the SDS and all hazardous chemicals are to be registered in the Disposal Register (held in the Waste Collection Area).
- Hazardous chemicals are stored in the Waste Collection Area according to the nature of the chemical. For example, the Collection area consists of a flammable and a corrosive cabinet, and the different classes of Chemicals are stored in each. This is a safety measure to prevent incompatible storage of the different chemicals.
- The CHW Cleaning Services Manager or SCH Domestic Services Manager organises for all hazardous substances held in the Waste Collection Area to be disposed of by a licensed waste contractor in accordance with Environmental Protection Authority requirements.

- If a previously listed hazardous chemical is no longer used in the department, then it is the department manager/supervisor or delegate's responsibility to update details on ChemAlert for the stock holdings as soon as practicable.

## First Aid

- First Aid provisions must be provided in accordance with the SDS specifications.
- The manager/supervisor is to ensure that a [SCHN First Aid risk assessment](#) is completed to determine department first aid requirements in relation to hazardous chemicals.

First aid items and systems should consider those stipulated by the SDS including:

- The provision of first aid equipment.
- That each worker must have access to required emergency shower or eye wash equipment as stipulated by the SDS and risk assessment.
- An adequate number of workers are trained to administer first aid or workers have access to an adequate number of people who have been trained to administer first aid relevant to the hazardous chemical.
- All workers have access to facilities for the administration of first aid.

## Department Emergency Plans

- Emergency procedures need to be in place with workers trained in their implementation for each hazardous chemical used, handled, transported, generated, or stored in the workplace.
- The Department's emergency plan must include:
  - Potential emergency event/s the hazardous chemical may cause.
  - Injuries that may be expected and requirements for first aid treatment.
  - Immediate actions to prevent escalation of the incident.
  - Secondary actions to escalate the incident where it becomes uncontrolled – (Site Emergency Procedures - Code Yellow incident response request).
  - Responsibilities.
  - Resources needed to contain and manage the incident.

## Spill Kits

Where necessary an appropriate spill kit which complies with the relevant Australian Standard, and which includes any necessary PPE must be readily available in the work area where hazardous substances are stored and used. Training in the use of the spill kit(s) must also be provided and documented for all relevant workers. The spill kit must be kept up to date and monitored as part of the monthly inspection checklist.

Spill prevention must be incorporated in the instructions for use of all hazardous chemicals using:

- The advice provided in the SDS.
- Risk Assessment conducted on the hazardous chemical.
- SWPs informed by the SDS and/or risk assessment.

SWPs must include advice on action/s to be taken in the event of a chemical spill as defined by the SDS or risk assessment control strategies. Spill kits must be readily available at all locations where hazardous chemicals are stored or used. All relevant workers must be trained in the SWP's and spill kit use.

A spill kit must contain all equipment and PPE necessary to deal with spills or leaks, including bunding, absorbent material, neutralising, or decontaminating material, and relevant SWPs must be maintained at all sites where hazardous chemicals are used or stored. Any spills or leaks must be cleaned up immediately. Contaminated or spilt hazardous chemicals should not be returned to their original packaging, except for the purposes of disposal or where this will not increase the risk. Spilt hazardous chemicals which are unsafe to be reused must be disposed of as hazardous chemical waste.

Relevant SWP's and/or risk assessments must be reviewed after a spill to review control measures and revised as necessary to reduce the likelihood of recurrence.

Bunding (liquid containment facilities that prevent leaks and spillage from spreading or escaping) is to be provided in areas where bulk quantities of dangerous goods and/or hazardous chemicals are stored.

## Emergency Spill Procedures

If unable to safely contain a spill in accordance with the departmental SWP, then follow the Emergency Procedures flip chart dial the internal emergency number '2222' and state, "Hazardous Chemical Spill" and the location. For further details refer to local Disaster Response Plans available on the intranet:

- [CHW Disaster-response Plan](#)
- [SESLHD Healthplan SCH Emergency Response](#)

## Facility Chemical Register/Manifest

Managers/supervisors are responsible for ensuring areas under their responsibility have a current ChemAlert Stock Holding Register/Manifest that contains details of hazardous chemicals used and stored in the workplace and that it is regularly updated.

The Facility Chemical Manifest is to be updated on a regular basis by the site Fire Manager and kept in a central location for access in the event of an incident for Emergency Services. The Chemical Manifest is a requirement of the *WHS Regulation* and *Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace*. The quantities of hazardous chemicals that exceed those in Schedule 11 of the *WHS Regulation 201*, are or will be stored, handled, or processed, a site Chemical Manifest must be created according to the specifications in Schedule 11 including a site emergency plan. Notice of the manifest quantities must be provided to SafeWork NSW and NSW Fire & Rescue including emergency site plans.

## Prohibited and Restricted Hazardous Chemicals

The *WHS Regulation 2017* (Clause 340 and Clauses 380-384) prohibit or restrict the use, storage, or handling of certain hazardous chemicals in certain situations. Schedule 10 of the *WHS Regulation 2017* provides further information on the hazardous chemicals that are restricted or prohibited for use. Certain hazardous chemicals can be used, handled, or stored in the workplace after receiving approval from the Regulator.

## SafeWork NSW Notifiable Incidents are:

- Incidents involving a fatality or a serious injury or illness.
- Dangerous incidents that expose a worker or any other person to a serious risk to their health or safety but do not necessarily result in an injury to them e.g., exposure to a chemical, uncontrolled escape of gas or energy, containment vessel rupture, storage system collapse, entrapment, and inundation by a material or chemical, or explosion or exposure to a prohibited chemical or carcinogen.
- Implement SCHN WHS Incident Management and Notification to SafeWork NSW procedure.

In the above cases the *WHS Act 2011* requires that the organisation (most senior person on site) to notify SafeWork NSW on 13 10 50 immediately after the area is made safe and any victims are provided immediate first aid or medical treatment. The Network Work Health and Safety and Wellbeing Manager should also be contacted to manage the notification.

**Note:** The Work Health and Safety legislation requires preservation of the incident site until an Inspector attend (or the inspector or regulator directs otherwise) actions to prevent further injury, remove people from harm, prevent the incident from escalating, attending to first aid are accepted.

## Health Monitoring

Health monitoring may be required for certain hazardous chemicals which are toxic or have other health hazards and risks. Further advice on the control of individual exposure to hazardous chemicals is provided in - [Managing Risks of Hazardous Chemicals in the Workplace](#). Many hazardous chemicals have personal exposure standards that must not be exceeded ([WHS Regulation](#)) – refer to the *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice*, and the *Workplace Exposure Standards for Airborne Contaminants*, the *Hazardous Chemicals Information System (HSIS)*, and the *Globally Harmonised System of Classification and Labelling of Chemicals*. For information on Health Surveillance for exposure to hazardous chemicals, contact the Staff Health Nurse/WHS Team.

Records of health monitoring must be provided to the following persons, as soon as is practicable:

- To the worker.
- To the Regulator, if the results indicate that the worker may have contracted an injury or illness from work related exposure to hazardous chemicals, or if the report recommends the service/facility/department Manager/Supervisor must undertake remedial measures.
- To all other organisations or contractors who have a duty to provide health monitoring to the worker.

## SDS requirements for Pharmaceuticals and Laboratories

SDS must be provided by suppliers of laboratory reagents and pharmaceuticals if the product is known or considered to be a hazardous substance or dangerous good. SDS are not required for subsequent preparations, laboratory samples or reaction intermediates, or for retail pharmacies. SDS are required where a laboratory or pharmacy manufactures a dangerous goods or a hazardous substance and supplies this for use in the workplace at SCHN.



The importer of a hazardous chemical must review the SDS at least once every 5 years and amend the SDS whenever necessary to ensure that it contains correct current information as per *WHS Regulation 2017* clause 2 of schedule 7.

SDSs are to be made available for workers who are working with the hazardous chemical or is likely to be affected by the hazardous chemical.

## **Notification of Intended Use of Carcinogenic Chemical**

Prohibited or restricted carcinogens, e.g., cyclophosphamide, must not be used unless the Manager/Supervisor has notified SafeWork NSW in writing following consultation with the SCHN WHS Team. A full list of prohibited and restricted carcinogens can be located in the [WHS Regulation 2017 Schedule 10](#)

For more information regarding notification please contact SCHN WHS Team.

## **Statement of Exposure to be given to Workers**

Any worker who may have been exposed to a prohibited carcinogen or restricted carcinogen, must be provided, with a written statement of the following at the end of their employment:

- The name of the prohibited or restricted carcinogen to which the worker may have been exposed during the engagement.
- The time the worker may have been exposed.
- How and where the worker may obtain records of the possible exposure.
- Whether the worker should undertake regular health assessments, and the relevant tests to undertake.

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