

This guidance is an extract of the relevant responsibilities for all Heads of School/Area from the University HSW procedure for [Chemical Safety Management](#). The responsibilities listed below apply to all Heads of School/Area responsible for tasks, activities or work areas that involves or contains chemicals. Where people require advice on how to meet these requirements in their workplaces, they should contact hswteam@adelaide.edu.au.

Process: Storage and Use of Chemicals

Chemical Register

- Maintain a University approved School/Branch hazardous chemical register refer to Appendix E which is updated at least once a year (contact HSW Team for assistance).
- Ensure that the register is in a format which can be viewed by the emergency services in the event of an emergency.
- Ensure that the register is in a format which can be viewed by University or external organisations.

Manifest and emergency plan for specific hazardous chemicals

- In consultation with the HSW Team prepare and amend a School/Branch chemical manifest and emergency plan if quantities used, handled or stored in a building exceed regulated quantities (see Appendix E).

Permits and Licensing

- Ensure a permit is held and required records kept if using or storing prohibited or restricted carcinogens (see Appendix B).

Process: Chemical Hazard Management

- Ensure that all areas which contain hazardous chemicals have a supervisor/manager responsible for the activities under 5.2 and 6.1 (this is normally the overarching academic or lab/workshop manager – Note: it is not appropriate that this person is a student).
- Ensure that there is a risk assessment in place prior to workers conducting activities involving hazardous chemicals (see Appendix D and HSW Handbook Chapter Hazard Management).
- Ensure hazards for specific substances are managed in accordance with the HSW Handbook Chapter Hazard Management. For more information regarding these chemicals refer to the following information sheets:
 - Hydrofluoric Acid,
 - Cryogenic Substances,
 - Cyanides,
 - Gas Cylinders and Compressed Gasses,
 - Peroxidisable and Explosives, and
 - Nanomaterials.
- Ensure exposure to a chemical is kept to as low as is reasonably practicable and always below the exposure standards by using the highest level of control where possible. (Note: The aim is to minimise the risk to health as some people may be more sensitive to chemicals than other people. Additionally, the combined effects (synergism) of chemicals in mixtures can be more hazardous to health than the individual substances).
- Ensure that controls are implemented as identified by the risk assessment outcomes.
- Ensure air and health monitoring is conducted where required. See Air & Health Monitoring information sheet.
- Ensure that risk assessments and control measures are reviewed in accordance with the HSW Handbook Chapter Hazard Management.

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Process: Chemical Emergency contingencies and incidents

- Ensure areas storing and using hazardous chemicals develop, implement and test contingency plans in accordance with Chemical Emergencies and Contingency Arrangements (see Appendix G).
- Ensure a hazardous chemicals manifest is written; where the building is holding above the legislated quantities (see Appendix E).
- Ensure spill kits appropriate to the hazards in the area are made available and workers are trained in their use.
- Ensure emergencies (including spills and exposures) for specific chemicals are managed in accordance with Chemical Emergencies and Contingency Arrangements (see Appendix G and also refer to the following information sheets for extra information):
 - Hydrofluoric Acid,
 - Cryogenic Substances,
 - Cyanides,
 - Gas Cylinders and Compressed Gasses,
 - Peroxidisable and Explosives, and
 - Nanomaterials.
- Ensure that there are compliant safety showers and eyewash stations where applicable.
- Ensure that all chemical incidents are reported and investigated in accordance with the HSW Handbook Chapter Incident, Near miss Reporting and Investigation.

Process: Transportation of Chemicals

- Ensure workers who transport chemicals do so in accordance with Transportation of Chemicals (see Appendix F).

Process: Disposal of Chemicals

- Ensure workers dispose of chemicals in accordance with Chemical Disposal Requirements (see Appendix H)

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