



HAZARDOUS SUBSTANCES POLICY

AIM

At QSD the safety of our employees' is of utmost importance. Strict adherence to this policy is essential to the health and wellbeing of our employees' as exposure to hazardous substances can result in skin complaints, breathing difficulties, allergic reactions, burns, cancer and death.

POLICY

Each substance used in the workplace will have a MSDS (Material Safety Data Sheet). Even many common cleaning agents are classed as hazardous substances. MSDS's can be obtained from the supplier when purchasing hazardous substances or can be obtained from the manufacturer. Each workplace must have a register of all hazardous substances used and have the current MSDS for each. The MSDS's must be readily accessible to all employees'.

The MSDS's contain information such as the use of the substance, whether it is hazardous or not, emergency contact numbers, first aid measures if exposure occurs, handling and storage information, disposal information, personal protection measures needed and what to do if spillage occurs.

PROCEDURES FOR HANDLING SUBSTANCES

- Ensure you have been trained to use the substance
- If transporting the substance follow the transportation advice found on the MSDS and ensure the MSDS is in the vehicle carrying the substance
- Follow the label, MSDS and risk assessment for the safe handling and personal protective equipment (PPE) needed.
- Ensure the labels are fixed to hazardous substances containers and are legible
- Follow the MSDS, label and risk assessment for the storage, disposal and use of substances
- Follow your training and the information on the MSDS if exposure to hazardous substances occurs
- Always wear PPE when opening, mixing or disposing of substances. The necessary PPE for the substance you are using is listed on the MSDS
- Review the MSDS at least once in every 5 years to ensure it contains current information
- Non –compliance with this policy will result in disciplinary action.

Hazardous Substances Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.