

FAMILY	Occupational Safety & Health		
PROCEDURE	OSHpro4	Rev 1	21 Jan 2011
SUBJECT	Control of Hazardous Substances		



Hazardous Substances Identification and Control.

This procedure supports 9.7 of Australian Airconditioning Services Safety Management Plan and must be read in conjunction with Safe Work Instruction SW017 ‘Hazardous Substances’

1. A Hazardous Substances shall be as identified in accordance with NOHSC ‘List of Designated Hazardous Substances [NOHSC 10005 (1999)]’ and subsequent updates and/or the ‘AC Classification system’ as identified in the Occupational Safety & Health Regulations 1996

1.1 Labelling of Hazardous Substances shall be in accordance with the National Code of Practice for the labelling of Workplace Substances [NOHSC:2012 (1994)]

1.2 A Hazardous Substance shall be identified by information provided by the supplier of the substance or assessment by ‘A Competent Person’ within AAS. If there are any doubts as to whether or not a substance meets the classification of ‘Hazardous’ reference may be made to the manufacturer or an Occupational Hygienist as listed in the Australian Institute of Occupational Hygienists register.

1.2.1 No substance may be purchased or allowed to enter the workplace until its ‘Hazardous’ status is established.

2 A ‘[Hazardous Substance Register](#)’ located at “Safety Gate” “OSH Family” shall identify all hazardous substances purchased and/or used in the course of AAS works and shall identify the substance by its chemical composition and generic (Trade) name.

3. The ‘Hazardous Substance Register’ located at “Safety Gate” “OSH Family” shall only be available in electronic format and reference shall always be via the electronic version. Hard copy prints of register extracts shall be stamped, ‘Uncontrolled Copy’.

4. Hazardous Substances shall be stored and transported in appropriate containers as identified in the MSDS and the HAZCHEM code shall be clearly displayed.

5. Liquid hazardous substances traditionally diluted for use shall be transported in a dilute state whenever practicable.

END OF PROCESS.

Form	OSHpro4	1/1
Rev	A	19 Jul ‘11