

This guidance is an extract of the relevant responsibilities for all persons from the University HSW procedure for [Chemical Safety Management](#). The responsibilities listed below apply to all persons performing a task or activity or in a work area 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: Purchasing and Receiving of Chemicals

Review the Safety Data Sheet (SDS) from the manufacturer/ supplier (or refer to Chemwatch) before purchasing, and check the hazards, health effects, precautions for use, safe handling information, storage requirements and exposure standards outlined, to determine if further action is required prior to purchase.

- This may include:
 - considering if there is a safer alternative if the chemical has been defined as a “Hazardous Chemical” (see definitions);
 - ensuring that all safety provisions outlined on the SDS have been considered and appropriate control measures implemented.
 - providing Personal Protective Equipment (PPE);
 - ensuring appropriate spill kits/emergency contingency arrangements are in place;
 - storage facilities are in accordance with specifications; and
- checking quantities purchased meet fuel load requirements as per Appendix A.
- Ensure the SDS is readily available to all who use the substance or have reasonable need for requesting the information (e.g. first aid officer, goods receiving).

Process: Storage and Use of Chemicals

- Ensure all chemicals are stored and used in accordance with this chapter of the HSW Handbook and SDS where applicable.

Process: Chemical Hazard Management

- Ensure all activities involving hazardous chemicals are risk assessed and controls are implemented prior to commencement (refer to HSW Handbook Chapter Hazard Management).
- Ensure that control measures are reviewed.

Process: Training

- Participate in training on tasks involving hazardous chemicals as required by your Manager/Supervisor.

Process: Chemical Emergency contingencies and incidents

- Ensure you are aware of the relevant emergency contingency arrangements, including the location and use of spill kits, emergency showers/eyewash stations and first aid provisions in your area.
- Participate in any testing of emergency contingency arrangements where required.

Process: Transportation of Chemicals

- Transport chemicals in accordance with Transportation of Chemicals (see Appendix F).

Process: Disposal of Chemicals

- Dispose of chemicals in accordance with Chemical Disposal Requirements (see Appendix H). o
- Ensure that if you are leaving the University permanently that all chemicals are either disposed of or the chemicals are transferred to another worker.

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