

This guidance is an extract of the relevant responsibilities for supervisors from the University HSW procedure for [Chemical Safety Management](#). Specific responsibilities in this procedure, applying to Heads of School/Branch, may have been delegated to School/Branch staff that are not listed here however, the Head of School/Branch must monitor the tasks on a regular basis to ensure they take place.

The responsibilities listed below apply to supervisors of a task or activity or work area that involves or contains chemicals. Where supervisors require advice on how to meet these requirements in their workplaces, they should contact [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au).

## Process: Storage and Use of Chemicals

- Ensure that any chemical used, handled or stored does not become unstable, decompose or change to create another hazard or increase the risk unless it is a part of a deliberate process or activity which has been risk assessed and had controls implemented.
- Ensure that you refer the following information sheets if you require extra information regarding storage and use of specific substances:
  - Hydrofluoric acid Information Sheet,
  - Cryogenic substances Information Sheet,
  - Cyanides Information Sheet,
  - Gas cylinders and Compressed gases Information Sheet,
  - Peroxidisables and Explosives Information Sheet, and
  - Nanomaterials Information Sheet.
- Ensure that the holdings of security sensitive chemicals are monitored, and these items are secured in accordance with Appendix C Security Sensitive Ammonium Nitrate, Chemicals of Security Concern and Chemical Weapons.
- Ensure that if you are undertaking abrasive blasting or spray painting that it is not undertaken in conjunction with restricted hazardous chemicals (see tables in Appendix B).
- Ensure that if you are undertaking lead processes (as defined by Work Health and Safety Regulations 2012 (SA) Reg. 392 consult with Health, Safety and Wellbeing (HSW) Team for guidance before commencing.
- Ensure that all stored chemicals are labelled and placarded in accordance with Appendix E Labelling, Placarding, Registers and Manifests.

## Process: Chemical Hazard Management

- Ensure that risk assessments are conducted in accordance with the HSW Handbook Chapter Hazard Management.

## Process: Training

- Ensure that all workers using or handling hazardous chemicals have been appropriately trained on handling, storing and disposing of chemicals prior to working in the area/undertaking the activity.
- Ensure that appropriate supervision is provided where hazardous chemicals are being used (see HSW Handbook Chapter Information, Instruction and Training ).
- Ensure training is recorded in accordance with HSW Handbook Chapter HSW Training Plan.

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