

**Chemical Management Procedure**

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# Chemical Management Procedure

## Purpose:

To ensure that dangerous goods and hazardous substances are stored and handled in a safe manner that minimises the risk of injury, environmental impact or property damage

## Scope:

This procedure applies to all chemicals classed as dangerous goods or hazardous substances used at the Car Wash.

## Definitions:

A **Safety Data Sheet (SDS)** is a document that describes the identity, properties, health hazards, precautions for use and safe handling of dangerous goods and hazardous substances. It is available from the supplier or manufacturer of the chemical

**Hazardous Substances** are substances that can cause health affects either immediate or long term. Hazardous Substances are defined on their individual Safety Data Sheet (SDS).

**Dangerous Goods** can cause immediate physical or chemical affects such as fire, explosion, corrosion and poisoning which affect property, people or the environment. Dangerous Goods are defined under the Australian Dangerous Goods Code.

## Procedure:

| Process | Methodology | Records/Evidence |
| --- | --- | --- |
| Safety Data Sheets | Obtain Safety Data Sheets (SDS) for all chemicals used at the Car Wash. These can be obtained from your supplier or directly from the Manufacturer | * SDS Folder |
| Safety Data Sheets will be obtained if new hazardous materials are introduced into the Car Wash. | * SDS Folder |
| Store all SDS sheets in a clearly labelled folder for easy access for reference or in case of injury or spill. | * SDS Folder |
| SDSs must be less than five (5) years old and must be replaced once they are older than 5 years | * SDS Folder |
| Risk Identification and Control | Use the following guidelines to prioritise the order in which your chemicals should be assessed:   * the most hazardous dangerous goods and hazardous substances (as identified from the SDSs) * those used in greatest volume and most hazardous manner * those your workers are most exposed to | * SDS Folder * Chemical Risk Assessment |
| Use information from the SDS as well as your knowledge of the type, frequency and volume of use of each chemical to established risk control measures to be taken when using chemicals. | * Chemical Risk Assessment |
| Communication | Write this information for each chemical assessed on a Chemical Safe Use Sheet and display it where the chemical is stored or where it is used | * Chemical Safe Use sheet |
| Risk Control Implementation | Provide the required Personal Protective Equipment (PPE), ventilation, spill controls, first aid, storage and any other requirements for the safe storage, handling and use of chemicals. | * Visual check |
| Treatment for injuries | Provide immediate first aid as recommended on the SDS | * SDS |
| Take injured worker (AND THE SDS) to the nearest Emergency Medical Centre if required | * Chemical Safe Use Sheet |
| Chemical spills | Limit spill of chemical and clean up as recommended on the SDS | * SDS |
| Seek the assistance of emergency services as required | * Emergency Contact Information sheet |
| Training and Licensing | Training, instruction, information and supervision shall be provided to employees who are working with chemicals in such a way that require the use of specific personal protective equipment or safety measures eg ozone, chlorine | * Training - Information Session Record |
| Health surveillance | Staff will undergo medical surveillance following any incidents causing significant exposure of workers to hazardous chemicals | * Personal files |