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This guideline outlines how Massey University will manage the identified critical risk of Hazardous Substance use and storage in non-laboratory areas at Massey University to ensure the safety and security of workers and compliance to meet the requirements of the University Safety Management framework.

This guideline applies to all entities, officers, workers

	Within these areas, special precautions need to be taken to prevent unintended ignition so that a fire or explosion does not occur.
Hazardous substances	A hazardous substance is a substance classified as having one or more of the following properties:
	•

Risk	Risk is the combination of the likelihood of adverse effects occurring and the magnitude of the effects if they were to occur.
Safety Data Sheet (SDS)	A safety data sheet includes information about how to safely use and store a hazardous substance, first aid information and what to do in an emergency. Safety data sheets must be provided by your supplier when you purchase a hazardous substance for the first time.
Secondary Containment (bunding)	A secondary containment system ensures that liquid substances (or liquefiable substances) can be contained if they leak or spill from the container in which they are stored. The system should also enable recovery of a spilled substance.
Stationary Container System	A stationary container system is a fixed tank and its associated pipework and fittings. If you have a stationary tank containing a gas or a liquid hazardous substance you may need a stationary container system compliance certificate. This certifies that your tank is safe and complies with the rules.
Test station	Test stations are authorised to inspect and test gas cylinders.

Tracking

Provide the organisation with data and any reports related to hazardous substances as requested.

Approving and maintaining a register of approved providers of services relating to hazardous substances.

# 6.2 Hazardous Waste:

Hazardous waste is waste generated that is likely to be, or contain, at least one hazardous substance that is explosive, flammable, oxidising, toxic, corrosive or ecotoxic. In other words, waste that comes from work involving a hazardous substance is likely to be hazardous. The Regulations apply to the use, handling, and storage of hazardous waste. There is no requirement to have a safety data sheet (SDS) unless it is known that the waste is of the same substance, however:

• hazardous waste musne sen

You do not require an SDS when:

- a hazardous substance that is a consumer product to be used in quantities consistent with household use.
- a hazardous substance in a re is in that workplace only for the purpose of supply to other premises
- anhydrous ammonia contained in equipment that forms part of any other equipment in which anhydrous ammonia is used as a refrigerant (unless the quantity of anhydrous ammonia is more than 100 kg).

However, in any of these exclusions there must be provision to make sure that information about the safe use, handling, and storage of the substance is readily accessible to workers.

## 6.5 Inventory:

For each hazardous substance used, handled, or stored, the inventory must include:

- the product or chemical name and United Nations (UN) number (if available). If there is a UN number, it will be in section 14 of the SDS If there is no UN number assigned, then the UN number does not need to be included in the inventory.
- the maximum amount likely to be at the workplace.
- its location.
- any specific storage and segregation requirements.
- an SDS or a condensed version of the key information from the primary SDS.
- its HSNO or GHS classification

The inventory must also include hazardous waste. This means waste likely to meet the classification criteria for substances with explosive, flammable, oxidising, toxic or corrosive properties in the Hazardous Substances (Classification) Notice 2017.

For hazardous waste, the inventory must include:

- an identifier describing the waste as closely as possible (e.g. chlorinated solvent waste).
- the maximum quantity of the waste likely to be at the workplace.
- its location.
- any specific storage and segregation requirements for the waste.

### 6.6 Information, Training, and Instruction:

### 6.6.1 Information

Before workers carry out or supervise work that involves using, handling, manufacturing, or storing hazardous substances, they must know:

- about any work with hazardous substances in their work area.
- where to find information about handling and storing substances safely, including (but not limited to) the information found on the SDS

The method in which this information is given must be effective and appropriate.

### 6.6.2 Training and Instruction

Before workers undertake or supervise, any work involving hazardous substances or work around hazardous substances, they must receive training and instruction on:

• the physico-chemical and health hazards of the substances they will handle (in other words, whether the substances are explosive, flammable, oxidising, toxic or corrosive, and what this means for the workers who handle them).

All containers that contain a hazardous substance must be labelled. This means:

- keeping the manufacturers
- labelling workplace containers.
- providing information about substances in transportable containers.

The label must be legible, written in English, and have all the information required for the type of container and substance.

The following workplace containers must be labelled:

- small portable containers for substances that are decanted or transferred from their original containers.
- containers of hazardous waste.

In a workplace, so far as reasonably practicable, hazardous substances in their original containers need to retain ese need to be maintained in a legible condition.

### 8.1 Workplace Labels

When a substance is decanted from its original container the new container must be labelled. The information included on the label depends on the type of container. All labels must be written in English.

## 8.2 Information on Labels

Most labels have some common features. Importer and manufacturer labels generally have all the features listed below, but the workplace labels listed above can be a simpler version. Labels can include:

- hazard statements
- hazard pictograms
- signal words
- precautionary statements
- other information, including response, storage, and disposal statements.

### 8.3 Hazard Pictograms

Hazardous substances are put into classes depending on their hazardous properties.

On signs and labels, two types of pictograms (symbols) show the class a substance belongs to:

- GHS (Globally Harmonised System of Classification and Labelling of Chemicals) pictograms, or
- Transport of Dangerous Goods pictograms.

Table 1: Hazardous Substances Pictograms GHS and Transport of Dangerous Goods		
Class	Subclass	Description
	2.1.1 A, B	Rammable gas
	2.1.2 A	Rammable aerosol
	3.1 A, B, C, D	Rammable liquid
	3.2 A, B, C	Liquid desensitised explosive
	4.1.1 A, B	Readily combustible solid
	4.1.2 A, B, C, D, E, F	Self-reactive solid
	4.1.3 A, B, C	

• Evidence that they have received appropriate training, instruction, inf

Hazard classification (HSNO) of	Location compliance certificate needed when have amounts of
substance	substance over those below

2.1.1A , 2.1.1B

100 kg or 100 m<sup>3</sup> for a permanent gas

6.1C	1,000 kg or 1,000 L
8.2A	50 kg or 50 L
8.2B	250 kg or 250 L