



CHEMICAL MANAGEMENT POLICY

PURPOSE

The purpose of this procedure is to ensure that all risks associated with the storage, use and disposal of chemicals within Department of Education and Training (the Department) workplaces are controlled and managed.

SCOPE

This procedure applies to all Department workplaces, including schools and central and regional offices.

Policy

Supplier Responsibilities and Four Must Do Items

Suppliers should make a full commitment to the Uno Biotech policy, follow the guidelines for chemical management implementation, and establish their own policies and management systems to meet the requirement of this policy. It is recognised that factories may be starting from different levels and that full implementation of this policy is a continuous process. However, this section explains four fundamental requirements to which the factory must comply with.

Must-Do item

1 Commitment to comply with the Product Safety Manual

2 Assigning an individual responsible for chemical management

3 Establishment of a chemical purchasing process

4 Development and maintenance of a chemical inventory list (CIL)

Must-do #1 - Commitment to the Uno Biotech Product Safety Manual

- Senior management must make a commitment to comply with CSC RSL and Product Safety Manual and communicate this commitment to all employees in the factory. The factory must sign a declaration of conformity (DOC) and ensure that the document is well tracked.
- Must ensure that the most up to date versions of this policy and the Product Safety Manual are used within the factory. All paper versions must be assigned as 'Non-controlled' and regular checks must be made to ensure that they are the latest versions.

Must-do #2 – Assigning an Individual Responsible for Chemical Management



- Management must assign a Chemical Management staff and support them to ensure compliance with the Uno Biotech Chemical Policy. The individual must be a suitable full-time manager from an appropriate role such as Production, QA or R&D. Sales or Marketing personnel are not considered appropriate to fulfil responsibilities of Uno Biotech Chemical Management Policy. Their duties and responsibilities must be documented and identified in the factory organisational chart.

Must-do #3 - Establishment of a Purchasing Process

- The purchasing department must develop a standard operating procedure (SOP) to ensure that no restricted hazardous chemicals are purchased for Uno Biotech production lines. Suppliers may create their own process.
- An individual must be assigned to be responsible for creating and maintaining the CIL.

Must-do #4 – Development and Maintenance of a Chemical Inventory List (CIL)

- The CIL must be developed with mandatory items and updated regularly (e.g. monthly), and it must be communicated to the purchasing department.
- Any new purchased chemicals must be approved by Chemical Management Manager

- **Risk Assessment for the preparation of chemicals**

The Workplace Manager and employees must ensure that a risk assessment using the Risk Assessment Template, or equivalent is conducted by employees who, as part of their role, are required to prepare chemical mixtures (e.g. dilution of herbicides for weed spraying) containing dangerous goods and/or hazardous substances or products which fall into these categories.

- **Health Surveillance**

The Workplace Manager must refer to the current SDS for the hazardous substance to determine the health surveillance requirements for any employees exposed to any hazardous substance in the workplace.

- **Labelling of Enclosed Systems**

The Workplace Manager must ensure that dangerous goods and/or hazardous substances contained in an enclosed system are identified and labelled accordingly. Suitable means of identification include colour coding and labelling.

- **Storage**

The Workplace Manager must ensure that storage of chemicals is conducted in accordance. Where possible, the Workplace Manager must ensure that only minor storage quantities of dangerous goods are maintained in the workplace. Storage quantities should be kept to a minimum to cater for demand and excessive storage for long periods should be avoided.

- **Chemical Waste and Disposal of Chemicals**

The Workplace Manager must ensure that chemical waste is properly packaged, labelled and stored in suitable designated areas whilst awaiting collection. Labelling must include at a minimum the product



identifier, workplace details and a hazard pictogram consistent with the correct classification of the chemical (if relevant). Chemical waste must not be mixed with other chemical waste with an incompatible Dangerous Goods classification. Personal Protective Equipment must be used when handling chemical waste as per the SDS.

- **Training**

The Workplace Manager must ensure that arrangements are in place for consultation with the HSR and employees, in relation to chemical management. Consultation should occur in relation to:

- the introduction of new chemicals to the workplace
- the identification and assessment of risks associated with chemicals at the workplace
- development of Safe Work Procedures
- decisions about control measures to be implemented
- induction and training requirements.



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