

HAZARDOUS SUBSTANCES

POLICY AND PROCEDURE

Policy Statement

The use of hazardous substances must be done in a way that minimises damage to the environment and others.

Principles

It is the responsibility of support professionals to ensure that all hazardous substances they are instructed to use by clients have an MSDS provided.

It is the responsibility of the Director to train contractors in any safety procedures necessary for the use of hazardous substances.

Contractors are to handle hazardous substances as outlined in the relevant MSDS for that substance. If unsure, contractors are to discuss with the manager before working with the substance.

Definitions

Hazardous Substances - Any substance that is listed in "List of Designated Hazardous Substances NOHSC: 10005 (1999)" or one that fits the criteria for hazardous substances set out in "Approved Criteria for Classifying Hazardous Substances NOHSC: 1008 (1999)", published by the NOHS Commission.

Manufacturers have an obligation to determine whether a substance is classified as hazardous before the substance is used or supplied to another person for use at work (WHS Regulation 2012).

Material Safety Data Sheet (MSDS) - This is an information sheet provided by the supplier of the hazardous substance and contains more detailed information than what is found on the substance label. It gives warnings of the risks associated with the hazard, steps to ensure it is handled and stored correctly, and advice to medical personnel if someone reports health problems.

Procedure

- This procedure will ensure that all chemicals and hazardous substances used by Mypower Foundations' support professionals will be identified, assessed, controlled as practicable, and used as per instructions, to minimise risk to other persons and the environment.
- The support professional should use appropriate PPE when using hazardous substances at all times, in accordance with the directions (gloves, goggles, aprons, masks)
- It is the responsibility of support professionals to ensure any substances used at a client's place of residence is identified as to whether it is a hazardous substance. If unsure, the contractor is to contact the Director.
- The MSDS is displayed in a prominent location near the substance
- Contractors are to handle and dispose of substances as per the MSDS, and in accordance with environmental regulations.
- It is the responsibility of the support professional to ensure they do not use chemicals that are past their use-by date.
- Chemical safety rules are known to support professionals where applicable and are listed for access in the policies and procedures file.
- Support professionals are instructed that they are to ask the Director if they are in doubt about any chemical handling process.
- The Director is to assess the risk posed to contractors via the risk assessment process if new chemicals are introduced and inform staff of appropriate control strategies.
- All containers holding hazardous substances at the workplace are to be appropriately labelled.

Emergency Procedure

Emergency Procedures in Case of Accidents Involving Hazardous Substances:

Accidental Spillage:

Immediately alert others in the vicinity of the spill.

- Isolate the area.
- Refer to the Material Safety Data Sheet (MSDS) for specific spillage cleanup instructions.
- Wear appropriate Personal Protective Equipment (PPE) like gloves, safety goggles, and masks.
- Use appropriate absorbent materials to contain and clean up the spill.
- Ensure proper ventilation in the area.
- Dispose of waste according to MSDS instructions and local environmental regulations.
- Clean the area thoroughly after spill cleanup.

Ingestion:

- If someone ingests a hazardous substance, do not induce vomiting unless instructed to do so by medical personnel or the MSDS
- Immediately call emergency services and provide them with information on the ingested substance.
- Rinse the person's mouth with water, but do not let them swallow it.
- Refer to the MSDS for any additional first-aid measures.

Inhalation:

- Move the affected person to fresh air immediately.
- Loosen any tight clothing.
- If the person is not breathing, initiate CPR.
- Call emergency services right away.

Skin Contact:

- Immediately remove any contaminated clothing.
- Rinse the affected skin area thoroughly with plenty of water for at least 15 minutes.
- If irritation persists, seek medical attention.
- Eye Contact:
 - Rinse the eyes cautiously with water for at least 15 minutes. Remove contact lenses if present and easy to do.
 - Protect the unaffected eye.
 - Seek medical attention immediately.
- Emergency Contact Numbers:
 - Always keep a list of emergency contact numbers readily accessible. This should include local emergency services, the nearest poison control centre, and the contact number for the chemical supplier or manufacturer.
 - Regularly update the emergency contact list to ensure numbers are current.
- Post-Incident Report:
 - After addressing the immediate emergency, document the incident.
 - Inform the Director and other relevant personnel.
 - Review the incident to determine its cause and implement measures to prevent recurrence.

Note: Always have the MSDS for each hazardous substance readily accessible and refer to it for specific instructions related to exposure, accidents, and first-aid measures.

Relevant Legislation and Policies

- Privacy Act 1988
- Protection of the Environment Operations Act 1997 (POEO Act)

- Protection of the Environment Operations (Waste) Regulation 2014
- Pesticides Act 1999
- Dangerous Goods (Road and Rail Transport) Act 2008
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities