


Health and Safety
Chemicals Small Scale Use
Policy

The use of chemicals within the University shall meet the requirements of the HSNO (Exempt Laboratory) Regulations, 2001 using the ERMA approved HSNO Code of Practice for University and CRI Exempt Laboratories (CoP 1/1) as a method of compliance.

Purpose

To allow the University to claim exemption user s33 of the HSNO Act and ensure compliance with Health and Safety in Employment Act, 1992 and. In order to claim exemption from approval, laboratories and workshops must meet the requirements of the HSNO (Exempt Laboratory) Regulations, 2001 using the ERMA approved HSNO Code of Practice for University and CRI Exempt Laboratories (CoP 1/1) as a means of compliance. This policy will also ensure hazardous substances are contained in such a way as to isolate them from the wider community and environment, and to minimise or, where possible, eliminate risk to users of hazardous substances.

Scope

This policy applies to all facilities in which the handling, storage and dispensing of those hazardous substances are carried out, or where there is potential exposure to such substances; in particular, it covers all teaching and research activities within the University.

Applicable Legislation

- Health and Safety in Employment Act, 1992
- Hazardous Substances and New Organisms Act, 1996. (in particular s33)
- HSNO (Exempt Laboratory) Regulations, 2001
- HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1).
- Land Transport: Dangerous Goods Rule, 2005
- Resource Management Act (1991)
- Auckland Regional Council Trade Waste Bylaws

Hazardous Substances/Waste will be classified using the Hazard Classification adopted by United Nations Transport of Dangerous Goods Regulations (UNTDGR):

- | | |
|-----|--|
| 1 | Explosive |
| 2 | Gases: compressed, liquefied or dissolved under pressure |
| 3 | Flammable Liquids |
| 3.1 | Flammable Liquids with a flashpoint below 23°C |
| 4.1 | Flammable Solids |
| 4.2 | Flammable Solids, substances liable to spontaneous combustion |
| 4.3 | Flammable Solids, substances emitting flammable gases when wet |
| 5.1 | Oxidising Agents |
| 5.2 | Organic Peroxides |
| 6.1 | Toxic Substances |
| 6.2 | Infectious Substance |
| 7 | Radioactive Substances |
| 8 | Corrosive Substances |

as specified in the HSNO Code of Practice for University and CRI Exempt Laboratories (CoP 1/1)

Procedure

- All sites where the small scale use of chemicals is carried out must meet the mandatory requirements of the HSNO Code of Practice
- All storage, use and disposal must meet the requirements of the HSNO Code of Practice and any relevant Safe Method of Use.
- All staff and students will have access to information identifying hazards and the safe use, storage and disposal of chemicals.

Responsibilities

- a) University employees, students, contractors and visitors shall comply with all sections of the HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1) and any Safe Method of Use.
- b) HSNO Laboratory Managers must ensure information is readily available to all staff and students. They are required to provide supervision and advice as required.
- c) Heads of Department must ensure all laboratory users have received documented training prior to using laboratories.
- d) Compliance with HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1) and any Safe Method of Use is ultimately the responsibility of Deans, Heads of Departments, and School Heads. Compliance with these documents is an approved method of meeting the requirements of the HSNO (Exempt Laboratory) Regulations, 2001
- e) The Occupational Environmental Safety and Health responsibilities of Deans, Heads of Departments, and School Heads are set out in the University Health and Safety Manual, *Governance* section.
- f) The costs of storage, use and disposal are part of the costs of procurement and must be borne by the PAC from which the chemical was originally purchased
- g) The University Hazards and Containment Manager will be responsible for monitoring implementation of University policy and procedures for the management of chemicals.
- h) The University health and Safety Advisor and Human Resources will be the University's point of contact with outside agencies such as the Occupational Safety & Health Service of the Department of Labour, and the Regional Fire Service.

Information and Documentation

In order that the requirements of Management of Substances Hazardous to Health (MOSHH) and the HSNO Code of Practice for University and CRI Exempt Laboratories (CoP 1/1) are met, the following information and documentation must remain readily available to employees and students, to enable them to use or handle hazardous substances safely:

- a) Instructions (Safe Methods of Use), guidelines, procedures and codes of practice appropriate to the use of hazardous substances at the site;
- b) Materials safety data sheets (MSDS) for all hazardous substances. (These must include the substance name and description, physical properties, health effects, first aid information, precautions for use, and emergency action information);
- c) Emergency procedure instructions (as set out in MSDS and Safe Methods of Use).

Training and Supervision

All employees and students engaged in or associated with the small scale use of chemicals are to have received appropriate safety training. Training will ultimately be the responsibility of the Head of department. Such training must include:

- a) How to access MSDS and the meaning of safety data information;
- b) The identity of HSNO Laboratory Managers and 'Persons in Charge'
- c) Specific work practices or procedures, and control measures; This will include basics of segregation and storage of chemicals
- d) Personal health and safety, including the correct use of personal protective equipment,
- e) Emergency procedures; to include spill containment and management.
- f) Accident and Incident reporting.

All staff and students must receive the appropriate initial training prior to use of chemicals. This training is to be documented and countersigned by the trainee. Records of this training must be maintained by Departments.

Purchase of Chemicals

- In order that the University complies with the requirements of the Code of Practice, purchasing of chemicals will be undertaken using a single account code. In order that reporting systems meet the requirements of inventory specified in the HSNO Code of Practice for University and CRI Exempt Laboratories (CoP 1/1), the information available in reports shall include identity of the chemical and the PAC making the purchase. This information shall be readily accessible.
- Accounting systems must provide sufficient information to allow ready assessment of purchase of highly hazardous chemicals or gases. Information provided by University accounting systems must be of sufficient quality to provide incentive for Managers to manage and rationalise chemical inventory.
- To reduce consequent costs of disposal, chemicals will be purchased in quantities that can be easily stored and used within one year. If this is not workable, chemicals will be purchased in minimal quantities.

Hazard Identification

- Before, or upon, the first occasion that a hazardous substance is to be used users must consult and follow MDDS and Safe Methods of Use.
- The Hazards and Containment Manager shall identify commonly used highly hazardous chemicals and ensure a Safe Methods of Use for Highly Hazardous Chemical is written and made available.
- All users of highly hazardous chemicals must consult and follow the relevant Safe Methods of Use for Highly Hazardous Chemical.

Storage:

- Storage of chemicals will meet the requirements of the HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1) and any Safe Method of Use.
- Labelling of containers will meet the requirements of HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1) and any Safe Method of Use.
- Storage of chemicals within work areas and laboratories will be restricted to small containers wherever practical.
- Bulk storage of chemicals shall be undertaken in dedicated chemical storage facilities
- Reactive chemicals will be identified and monitored annually as specified in the relevant Safe Method of Use.
- Chemical stocks shall be reviewed annual (as per HSNO Code of Practice for University and CRI Exempt Laboratories) and appropriately rationalised.

Transportation

- Notwithstanding that transportation, primarily between and on campus sites, will meet the requirements of the Land Transport Dangerous Goods Rule: 2005 at a minimum, the University will actively encourage the use of specialist transport contractors.
- Delivery of chemicals and removal of waste by contractors must also conform to appropriate legislative requirements, standards and regulations.

Disposal:

- Disposal will meet the requirements of the Code of Practice and Trade Waste Bylaws. Disposal will also be recorded and disposal system controlled centrally for the University.
- The chemicals disposed will include all chemicals including highly hazardous and those of low risk.

Monitoring and Health Surveillance

Monitoring of exposure to hazardous substances and health surveillance will be carried out as defined by University Policy.

Emergency Preparedness

All members of the University shall comply with University policy and procedures outlined HSNO Code of Practice for University and CRI Exempt Laboratories (HSNO CoP 1/1) and any Safe Method of Use

Management Review

- a) The Hazards and Containment Manager shall report to OESHAC regarding the implementation of the Code of Practice and any other matter related to the safe use of chemicals, including purchase and disposal.
- b) The Hazards and Containment Manager shall present an annual report to Deans and OESHAC regarding implementation of the Code of Practice. The report may point out any other matter related to the safe use of chemicals, including purchase and disposal.

Monitoring

Annual audit will be undertaken by the Hazards and Containment Manager.

Approved:

Vice Chancellor