



Chemical Management, assessment, purchase, handling, storage disposal and training requirements.

Power and Water Corporate Procedure

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1 Purpose

The purpose of this procedure is to define the requirements for the purchase, handling, storage, disposal and training in the use of chemicals by Power and Water Corporation employees.

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Chemical Management Procedure

2 Scope

This procedure shall apply to all chemicals (hazardous and non-hazardous) purchased and used by Power and Water employees. Business Units are required to develop an internal procedure or work instruction to define how they intend to fulfil the requirements for the purchasing, handling, storage, disposal and training in chemical handling.

3 References

- 3.1 QDOC 2006/1196 CHEM ALERT 2 Work Instruction
- 3.2 Northern Territory Dangerous Goods Act 2008
- 3.3 Northern Territory Dangerous Goods Regulations 2008
- 3.4 Northern Territory Waste Management Pollution and Control Act 2009
- 3.5 National Occupational Health and Safety Commissions (2001) National Standard for the Storage and handling of Dangerous Goods [NOHSC:1015(2001)].
- 3.6 List of Designated Hazardous Substances
- 3.7 Approved Criteria for Classifying Hazardous Substances
- 3.8 National Code of practice for the Control of Workplace Hazardous Substances [NOHSC: 2007 (1994)]
- 3.9 National Code of Practice for Storage and Handling of Workplace Dangerous Goods [NOHSC:2017 (2001)]
- 3.10 National Code of Practice for the Storage and Handling of Workplace Dangerous Goods National Standard [NOHSC 1015 (2001)]
- 3.11 Australian Standard AS 1940 – 2004 The Storage and Handling of Flammable and Combustible Liquids
- 3.12 Australian and New Zealand AS/NZS 2927 – 2001 The Storage and Handling of Liquefied Chlorine Gas
- 3.13 Australian Standard AS 3780 – 2008 The Storage and Handling of Corrosive Substances
- 3.14 Australian and New Zealand Standard AS/NZS 3833 – 2007 The Storage and Handling of Mixed Classes of Dangerous Goods in Packages and Intermediate Bulk containers
- 3.15 Australian Standard AS 4681 – 2000 Storage and Handling of Class 9 (MISC) Dangerous Goods and Articles
- 3.16 Australian Code for Transport of Dangerous Goods by Road and Rail (ADG Code Volume 1 seventh edition) 2007
- 3.17 Chemical Auditing Generation Work Instruction F2007/5950

4 Roles and Responsibilities

Role / Title	Responsibility
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Chemical Management Procedure

Managing Director	<ul style="list-style-type: none"> • Authorises procedure
Business Unit General Manager	<ul style="list-style-type: none"> • As a member of EMC recommends approval by MD • Ensures this document meets PWC OHS standards and sufficient enrolment has occurred with the Business Unit
Business Unit Manager	<ul style="list-style-type: none"> • Ensures that this procedure is accessible and complied with.
Coordinator, Team Leader, Contractor Supervisor	<ul style="list-style-type: none"> • Ensures all employees or contractors who require material safety data sheets (MSDS's) have been issued with a copy of this procedure. • Ensures all employees comply with the instructions contained therein. • All employees or contractors shall use CHEM ALERT II to obtain MSDS's for chemicals and Dangerous Goods. • Ensure that all employees and contractors have been trained and attend refresher training where identified in safe handling, use and storage of Dangerous Goods. • Ensures all employees and contractors have the appropriate Personal Protective Equipment to safely utilise chemicals or dangerous goods.
Employees or Contractors	<ul style="list-style-type: none"> • Comply with the instructions contained within this procedure. • Shall attend training and refresher training Dangerous Goods courses where identified. • Shall print out MSDS's from CHEM ALERT II. • Shall wear and use all personal protective equipment, equipment, in such a way as to achieve the purpose for which they were provided. • Ensure that safe handling, use, storage, disposal and first aid response instructions in MSDS's are clearly understood.
Business Unit General Manager	<ul style="list-style-type: none"> • As a member of EMC recommends approval by MD • Ensures this document meets PWC OHS standards and sufficient enrolment has occurred with the Business Unit • Business Units with a Dangerous Goods Licence are to ensure that an internal procedure is developed to outline business unit's safe handling, use, storage, disposal and first aid response instructions for bulk storage of hazardous chemicals and or dangerous goods.

Chemical Management Procedure

5 Definitions

Where terms or words are not included in the definitions section, refer to Power and Water's Glossary for clarification. The glossary is available on Power and Water's Intranet.

Chemical Management Folder	Folder containing Material Safety Data Sheets of chemicals stored and used within each business unit.
Employee	Means a worker employed by Power and Water, a contractor or subcontractor, and a person employed by a contractor or subcontractor, who carries out work for an employer.
Material Safety Data Sheet (MSDS)	A document provided by the manufacturer regarding the chemical, physical and hazard information and first aid response about specific chemicals.
Hazardous Substances:	Substances that can affect your health, causing illness or disease. They may be solvents, pesticides, paints, adhesives, petroleum products, heavy metals or any other substance that is hazardous to health and is used or produced at work.
Dangerous Goods:	Substances and or articles that are potentially hazardous to people and property. They may be corrosive, flammable, explosive, oxidising or reactive with water and are divided into 9 classes according to their dangerous properties.
Shall	The word " shall " indicates that a statement is mandatory
Should	Not mandatory but recommended

6 Records

- 6.1 Relevant documentation relating to the management of chemicals shall be maintained using Power and Water's Electronic Document Management System.

7 Attachments

- 7.1 Dangerous Goods Table
- 7.2 Product/Chemical Request Form
- 7.3 Approval Process and Action Checklist
- 7.4 Chemical Product Assessment
- 7.5 Chemical Product Selection and Purchasing
- 7.6 Chemical Product Use
- 7.7 Chemical Product Disposal
- 7.8 Chemical Product Labelling
- 7.9 Chemical Product Transport

8 General Requirements

8.1 Under the Northern Territory *Dangerous Goods Act 2008*, Power and Water has certain legislative obligations and requirements to ensure that chemicals in the workplace are used and managed correctly. The below bullet points are extracts from the Northern Territory Dangerous Goods Act 2008 in which PWC must ensure that Business Units comply with.

- Plant or a container, vehicle building or structure is used in the handling of the goods, the plant, container, vehicle, building or structure is safe and maintained in a safe condition;
- Plant, containers and substances used, handled, stored or transported in relation to the goods are used, handled, stored or transported in a safe manner;
- System is in place that provides and ensures the safe management of the goods, the identification of hazards and assessment and control of risks;
- Safe work practices;
- Appropriate information, training, instruction and supervision are provided in relation to the safe handling of the goods to each person involved in the handling of the goods.
- Appropriate information in relation to the safe handling of the goods is provided to other persons affected, or likely to be affected, by the handling of the goods.

8.2 These are some Dangerous Goods where licenses are required and attachment 7.1 Dangerous Goods Table set out at further information for Generation, Power Networks and Water Services on quantities of Dangerous Goods where a DG Licence is required:

- Chlorine Gas Class 2.3 Toxic Gas PG I;
- Hydrofluorosilicic Acid Class 8 Corrosive Substance PG II more than 250 Kg/L;
- Sodium Hypochlorite Class 8 Corrosive Substance PG III more than 1000 Kg/L or PG II more than 250Kg/L;
- Sodium Hypochlorite Tablets Class 5.1 Oxidizing Agent PG II more than 250 Kg/L or PG III more than 1000 Kg/L;
- Combustible Liquid Class 3 Combustible liquid more than 50,000 litres in a single tank and;
- Flammable Liquid Class 3 Flammable liquid More than 250 litres.
- Flammable Oil Class 3 flammable Liquid More than 250 litres.
- SF6 gas 2.2 Non Flammable gas.

8.3 Power and Water Corporation Business Units – such as Generation, Power Networks, Water Services and Remote Operations may, due to the nature of their work, require a Dangerous Goods Licence to store and use bulk dangerous goods.

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General Managers will need to contact Northern Territory Work Safe to determine if the Business Unit will require a Dangerous Goods Licence and what steps must be taken by the Business Unit to meet the requirements to obtain a Dangerous Goods Licence.

- 8.4 Power and Water Corporation uses the "CHEMALERT II" chemical database and chemical management program and the following procedures are based on data stored and produced from this source.
- 8.5 Baseline audit's of chemicals used in Power and Water Corporation have been conducted and this data is in the CHEMALERT II program.
- 8.6 Ongoing stock take counts are to be used to confirm the current stock held of approved chemicals within Power & Water Corporation.

9 Purchasing Chemicals

- 9.1 When assessing and reviewing chemicals for use by PWC , employees shall consider the following:
 - a) That employees are trained, or will be trained in the safe handling, storage, use and disposal of the chemicals;
 - b) The applicability of the chemical for the task or requirement;
 - c) Implications of the chemical on occupational health and safety;
 - d) Personnel Protective Equipment requirements to handle the chemical;
 - e) Potential impact of the chemical on the environment in the event of a credible worst case incident;
 - f) Whether any chemical or ingredient in the chemical is restricted;
 - g) That Change Management Procedures are to be followed if a chemical product is to be replaced with another product refer to [QDOC 2007/876](#).
 - h) The required Emergency Response process in the event of a spill or incident;
 - i) Storage requirements such as a banded pallet or banded storage area and the segregation requirements;
 - j) If health surveillance and monitoring is a requirement to use the chemical;
- 9.2 For products that are classified as "Hazardous or Dangerous Goods", PWC Business Units must carry out a risk assessment prior to purchasing new products to ensure that all necessary controls are in place and that the purchase and use of a product or chemical will not contravene business unit dangerous goods licence conditions.
- 9.3 Business Units that utilise hazardous or dangerous goods shall develop an internal procedure for the use of the hazardous or dangerous goods. A Business Unit Internal Procedure must include the following information
 - Approval process for the purchase of dangerous goods that enter PWC sites;
 - Chemical Register for chemicals used and stored at each site;
 - Auditing Stock Holdings for accuracy and compliance;

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- Dangerous Goods Licence Requirements for each PWC site that exceeds minor quantities;
- Chemical Product Labelling;
- Training for employees that use and store chemicals;
- Disposing of used chemical drums and unwanted chemicals;
- Emergency response for dealing with spills and or ruptured chemical containers and;
- Transportation considerations when transporting chemicals form site to site

9.4 All hazardous substances/dangerous goods entering PWC sites shall be approved by the following Process:

- A written request for the product including quantity and reasons for acquisition to be completed (refer to Attachment 7.2);
- An MSDS for the product is printed off from CHEMALERT II database or requested from the supplier;
- The written request and attached MSDS is given to a Senior Coordinator or Manager for approval;
- On approval the request will then be signed off by the General Manager authorising the products acquisition and;
- The product can then be ordered or purchased.

9.5 For quality and record purposes the Chemical Approval and Action Checklist is to be completed and have attached all relevant documentation (refer to attachment 7.3) to support the purchase and introduction of a new chemical onto PWC sites.

9.5.1 In the event an MSDS is not available for an approved chemical, personnel are not to source the chemical until a compliant MSDS is made available, and all stakeholders are aware of the conditions of use of the product and that appropriate storage conditions, PPE and training have all been delivered.

10 Handling Chemicals

10.1 Chemical Register

10.1.1 Power and Water Corporation shall maintain a register of all chemicals used in the workplace. Data is stored in the CHEMALERT II database and is provided from baseline audits conducted by the Business Units. This data is updated as and when new and replacement products are added or products are deleted.

10.1.2 It is each Business Unit's responsibility to keep an updated register of products in the site Chemical Management Folder stored at each location where chemicals are stored & used.

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Reference should be made to MSDS, risk assessments and emergency procedure, work instruction information when handling chemicals

10.2 Chemical Product Labelling

- 10.2.1 When using, storing or transporting chemical products, personnel are to ensure that the product container is correctly labelled. In cases where the label has become damaged or illegible, a replacement label is to be installed on the container only when the contents of the container can be absolutely assured.
- 10.2.2 In cases of product decanting, all containers still containing the decanted product are to be correctly labelled.
- 10.2.3 The CHEMALERT II program can be used to provide applicable labelling.

11 Storing Chemicals

11.1 Chemical Management Stock Audit

- 11.1.1 The audit will be initiated by the Business Unit on a minimum of a 12 monthly basis. The relevant Business Unit Manager will notify the Health and Safety Manager of when the audits will occur and when they are completed. The OHS Manager will maintain a TRIM file of audit notification and schedules.
- 11.2 The stock holding listing by site will be used at each PWC site as the base line audit tool. Generation have created a Chemical Auditing Work Instruction and a request should be sought from Generation to use that work instruction to assist each business unit with internal chemical audits. Refer to Chemical Auditing Generation Work Instruction [QDOC2007/760](#)
- 11.2.1 The information from the Chemical Management Audit Sheet will be used to update the CHEMALERT II system with the correct quantities of chemicals held at each site. Each business unit as proof of compliance will keep these audit sheets and add to the Chemical Management Folder.
- 11.2.2 The information from the Chemical Management Audit Sheet will be used to update the CHEMALERT II system with the correct quantities and types of chemicals held at each site. Each business unit as proof of compliance will keep these audit sheets and add to the Chemical Management Folder.
- 11.2.3 Compliant signage and placards that comply with NOHSC 1015 – 2001 shall be displayed where hazardous chemicals and dangerous goods are stored. Manifests of hazardous and dangerous goods shall be kept where they are readily accessible to Northern Territory WorkSafe Officers or emergency services. MSDS is to be consulted to ascertain segregation and or separation from incompatible substances. For example Class 8 corrosives cannot be stored along side Class 3 flammable/combustible liquids.

12 Disposing of Chemicals

- 12.1 Disposal of redundant and/or unsuitable chemicals is to be carried out as per the requirements described in the product Material Safety Data Sheet.
- 12.2 The MSDS documents the regulatory, safety and environmental requirements of disposal of the particular product or chemical.

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- 12.3 A Contractor must be an approved Power & Water Corporation Contractor for removal and disposal of non-hazardous chemicals. The Procurement department may be able to assist PWC business units to verify that an approved Power & Water Corporation Contractor exists.
- 12.4 However, there are some chemicals that are classed as listed (hazardous) wastes under the Waste Management and Pollution Control Act such as mercury for instance. If a business unit believes that they may have a listed waste, the Environmental Services group must be contacted for direction on disposal process and for reporting purposes to the environmental regulator.

Listed waste can only be disposed by licensed waste handlers. A list of licensed waste handlers is attached. Further information on the waste handlers can be obtained from the WEB address.

<http://www.nt.gov.au/nreta/environment/waste/register/handlers.html>

Licensee

[ABC Transport Pty Ltd](#)

[Alice Waste Pty Ltd](#)

[Ascot Haulage Pty Ltd](#)

[CMA Recycling](#)

[Darwin Base Waste Pty Ltd](#)

[Darwin Galvanizing Pty Ltd](#)

[Grease Monkeys Cleaning and Recycling Service](#)

[Great Business Solutions](#)

[Harbour Haulage NT Pty Ltd](#)

[IFE Bulk Solutions](#)

[M.T. Bins Pty Ltd](#)

[NT Recycling Solutions](#)

[Packard Goose Pty Ltd](#)

[Perkins Shipping Pty Ltd](#)

[R Holt & Co](#)

[Toll North P/L](#)

[Top End Tyre Recycling Pty Ltd](#)

[Transpacific Cleanaway Ltd](#)

[Waste Solutions NT Pty Ltd](#)

[Veolia Environmental Services](#)

13 Emergencies and incidents involving Chemicals

- 13.1 Information to be provided by the Business Unit to the Environment and Health and Safety Unit must include:
- a) Whether and when Hudson Creek System Control was contacted and advised of the emergency or incident;
 - b) The nature of the Emergency e.g. container spill or rupture, injury or damage to assets;
 - c) Name or type of chemical or listed waste and estimated quantities involved;
 - d) Any first aid given, medical treatment or precautions taken;
 - e) Any other relevant information;
 - f) Has incident been entered into the RISQ data base;

Attachment 7.1 DANGEROUS GOODS TABLE

Stock Register by Site quantities where a dangerous goods licence is required

POWER AND WATER CORPORATION / GENERATION / CHANNEL ISLAND POWER STATION

UN No.	Name and Description	Class or Division	Dangerous Goods Licence required	Subsidiary risk	UN packing group	Special provisions	Limited quantities	Packing and IBCs		Portable Tanks and Bulk Containers	
								Packing instruction	Special packing divisions	Instructions	Special Provisions
	Microtreat 1500	Not Dangerous	No								
	Cooling Care 2100	Not Dangerous	No								
1223	BP Kerosene (400 Lt +)	3	Refer to table 2		III		5L	P001 IBC03		T2	TP2

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								LP01			
1824	Caustic soda – Liquid (46%-50%) (1000 Lt)	8	Refer to table 4		II		1L	P001 IBC02		T7	TP2
		8	Refer to table 4		III	223	5L	P001 IBC03 LP01		T4	TP1
1005	Ammonia – Anhydrous (10 Tonne)	8	Refer to table 4			23	NONE	P200		T50	
	Microtreat 2730 (205 Lt)	Not Dangerous	No								
1791	Sodium Hypochlorite Solution (Mintech) (1000 Lt)	8	Refer to table 4		II		1L	P001 IBC02	PP10	T8	TP2 TP12
		8	Refer to table 4		III	223	5L	P001 IBC03 LP01		T4	TP1 TP12
	Prochlor (2500 Lt)	Not Dangerous	No								
1202	Shell Turbo Oil T 46 (2000 Lt)	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1
1202	Shell Diala	3	Refer to		III	02A	5L	P001		T2	TP1

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	Oil M (2100 Lt)		table 2					IBC03 LP01			
1796	Nitric Acid 70% (Chem-Supply) (2.5 Lt)	8	No	5.1	I		NONE	P001		T10	TP2 TP12 TP13
2073	Ammonia Solution Analar SP.GR. about 0.91 (600 ml)	8	Refer to table 2				120ml	P200			
1830	Sulphuric Acid with more than 51% Acid (Orica) (2000 Lt)	8	Refer to table 2		II		1L	P001 IBC02		T8	TP2 TP12
1202	BP Automotive Diesel Fuel (4,200,00 Lt)	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1

Table 1: Minor Storage of Class 3 Flammable liquids

Location	Packaging Group I & II	Packaging Group III
Factories and workshops - inside - outhouse or shed	250L or 1L/2m ² 250L	500L or 1L/m ² as above

Table 2: Minor storage of Class 3 of Combustible liquids

Location	Quantities
Factories and workshops - inside - outhouse or shed - outside in a shed separated from the factory by at least 1m	2000L or 4Lm ² 25000L 5000L

Table 3: Minor storage of Class 5 Oxidising agents

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

Table 4: Minor Storage of Class 8 Corrosive Substances

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

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Stock Register by Site where a Dangerous Goods Licence is required

POWER AND WATER CORPORATION / POWER NETWORKS

UN No.	Name and Description	Class or Division	Dangerous Goods Licence required	Subsidiary risk	UN packing group	Special provisions	Limited quantities	Packing and IBCs		Portable Tanks and Bulk Containers	
								Packing instruction	Special packing divisions	Instructions	Special Provisions
1202	Shell Diala Oil B	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1
1202	Shell Diala Oil M	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1
1202	Diesel (Mobile)	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1

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1268	Shellite (Shell)	3	Refer to table 2		I		500ml	P001		T11	TP1 TP8 TP9
		3	Refer to table 2		II		1L	P001 IBC02		T7	TP1 TP8 TP9 TP28
		3	Refer to table 2		III	223	5L	P001 IBC03 LP01		T4	TP1 TP9 TP29
2796	Battery Fluid, Acid	8	Refer to table 4		II		1L	P001 IBC02		T8	TP2 TP12

Table 1: Minor Storage of Class 3 Flammable liquids

Location	Packaging Group I & II	Packaging Group III
Factories and workshops - inside - outhouse or shed	250L or 1L/2m ² 250L	500L or 1L/m ² as above

Table 2: Minor storage of Class 3 of Combustible liquids

Location	Quantities
Factories and workshops - inside - outhouse or shed - outside in a shed separated from the factory by at least 1m	2000L or 4Lm ² 25000L 5000L

Table 3: Minor storage of Class 5 Oxidising agents

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

Table 4: Minor Storage of Class 8 Corrosive Substances

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

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Stock Register by Site where a Dangerous Goods Licence is required

POWER AND WATER CORPORATION / WATER SERVICES

UN No.	Name and Description	Class or Division	Dangerous Goods Licence required	Subsidiary risk	UN packing group	Special provisions	Limited quantities	Packing and IBCs		Portable Tanks and Bulk Containers	
								Packing instruction	Special packing divisions	Instructions	Special Provisions
1017	Chlorine (Orica) (1000Kg)	8	Refer to table 4				NONE	P200		T50	TP19
1748	Calcium Hypochlorite (Pool Resources)	5.1	Refer to table 3		II	313 314	1kg	P002 IBC08	PP85 B2 B3 B13		
		5.1	Refer to table 3		III	316	5kg	P002 IBC08	B4		
1017	Pool Chlorine Granular	8	Refer to table 4				NONE	P200		T50	TP19
1824	Caustic Soda – Liquid	8	Refer to table 4		II		1L	P001 IBC02		T7	TP2

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	(46% - 50%)	8	Refer to table 4		III	223	5L	P001 IBC03 LP01		T4	TP1
1005	Ammonia – Anhydrous	8	Refer to table 4			23	NONE	P200		T50	
1202	Diesel (Caltex)	3	Refer to table 2		III	02A	5L	P001 IBC03 LP01		T2	TP1
1778	Fluorosilicic Acid (20%)	8	Refer to table 4		II		1L	P001 IBC02		T8	TP2 TP12
1778	Fluorosilicic Acid, 20-25WT% Solution in Water	8	Refer to table 4		II		1L	P001 IBC02		T8	TP2 TP12
1824	Caustic Soda – Liquid (46% - 50%)	8	Refer to table 4		II		1L	P001 IBC02		T7	TP2
		8	Refer to table 4		III	223	5L	P001 IBC03 LP01		T4	TP1
1202	Diesel (Oil Search)	3	Refer to table 2		III		5L	P001 IBC03 LP01		T2	TP1

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1789	Hydrochloric Acid (Diggers)	8	Refer to table 4		II		1L	P001 IBC02		T8	TP2 TP12
		8	Refer to table 4		III		5L	P001 IBC03 LP01		T4	TP1 TP12
1017	Chlorine (Liquefied Gas)	8	Refer to table 4				NONE	P200		T50	TP19
1791	Sodium Hypochlorite Solution (10-13% Available Chlorine)	8	Refer to table 4		II		1L	P001 IBC02	PP10	T8	TP2 TP12
		8	Refer to table 4		III		5L	P001 IBC03 LP01		T4	TP1 TP12
1202	Shell Diala Oil M	3	Refer to table 2		III		5L	P001 IBC03 LP01		T2	TP
1791	Sodium Hypochlorite Solution (Liquid Pool Chlorine)	8	Refer to table 4		II		1L	P001 IBC02	PP10	T8	TP2 TP12
		8	Refer to table 4		III		5L	P001 IBC03 LP01		T4	TP1 TP12

Table 1: Minor Storage of Class 3 Flammable liquids

Location	Packaging Group I & II	Packaging Group III
Factories and workshops - inside - outhouse or shed	250L or 1L/2m ² 250L	500L or 1L/m ² as above

Table 2: Minor storage of Class 3 of Combustible liquids

Location	Quantities
Factories and workshops - inside - outhouse or shed - outside in a shed separated from the factory by at least 1m	2000L or 4Lm ² 25000L 5000L

Table 3: Minor storage of Class 5 Oxidising agents

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

Table 4: Minor Storage of Class 8 Corrosive Substances

Type of Premises	PG I	PG II	PG III
All other premises	50kg or L	250kg or L	1000kg or L

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Attachment 7.2 PRODUCT/CHEMICAL REQUEST FORM

Site:		Sub-site:	
Requesting person:		Date:	
Is the product Hazardous? Yes / No	Is the product a Dangerous Goods Yes / No	MSDS colour code: Green / Amber / Red	MSDS attached Yes / No
Reason for request:			
<p>Is this product replacing another? Yes / No</p> <p>If Yes - Give details of product being replaced including MSDS, current stock holding and location stored.</p>			

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Indicate plan for removal of old stock from use, including time line	Indicate plan for disposal of old stock, including time line:
Senior Coordinator:	
Product recommended:	Product not recommended:
Comments:	
Signed:	Date:
General Manager:	
Product approved:	Product not approved:
Comments:	
Signed:	Date:

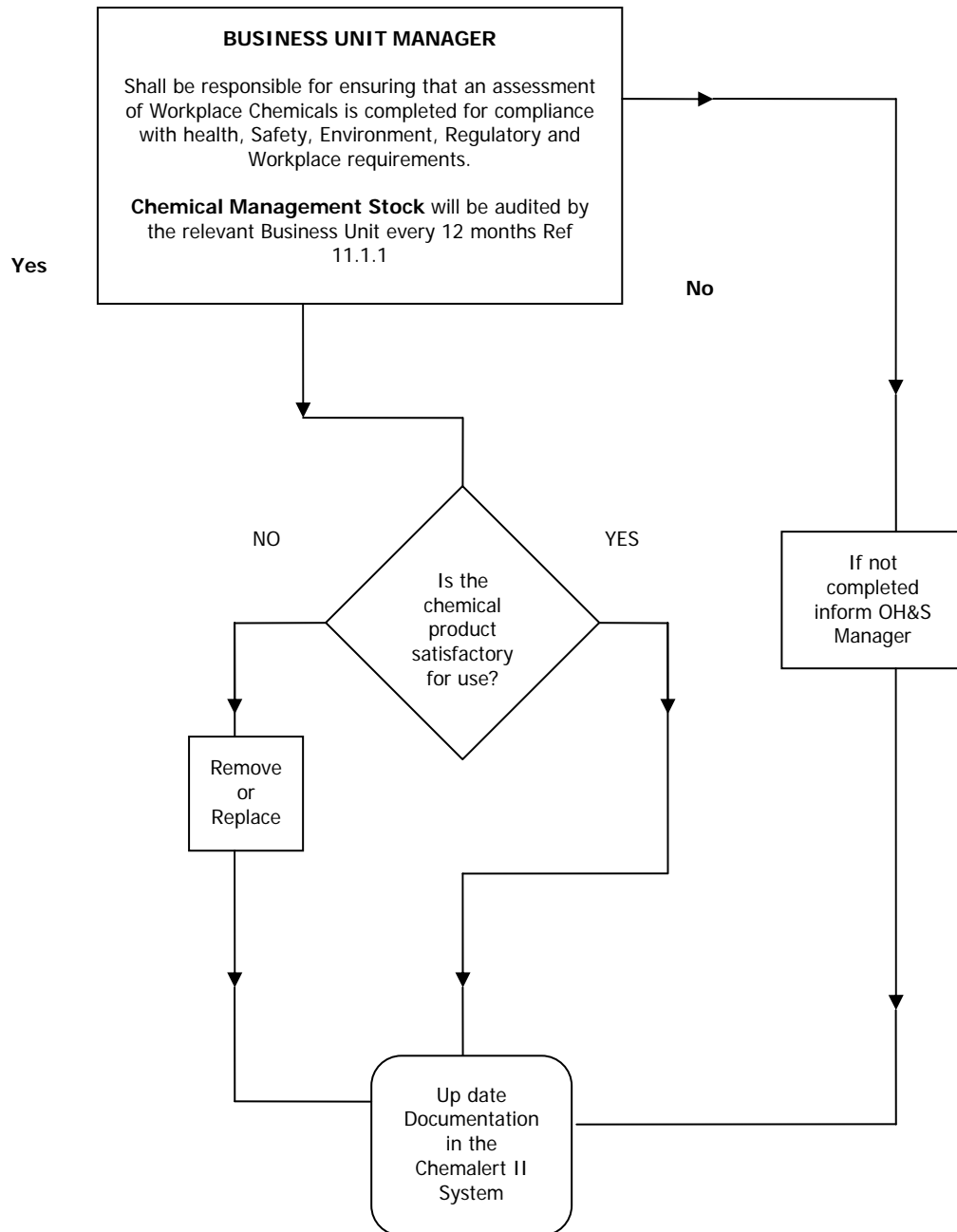
Chemical Management Procedure

Attachment 7.3 CHEMICAL APPROVAL AND ACTION CHECK LIST

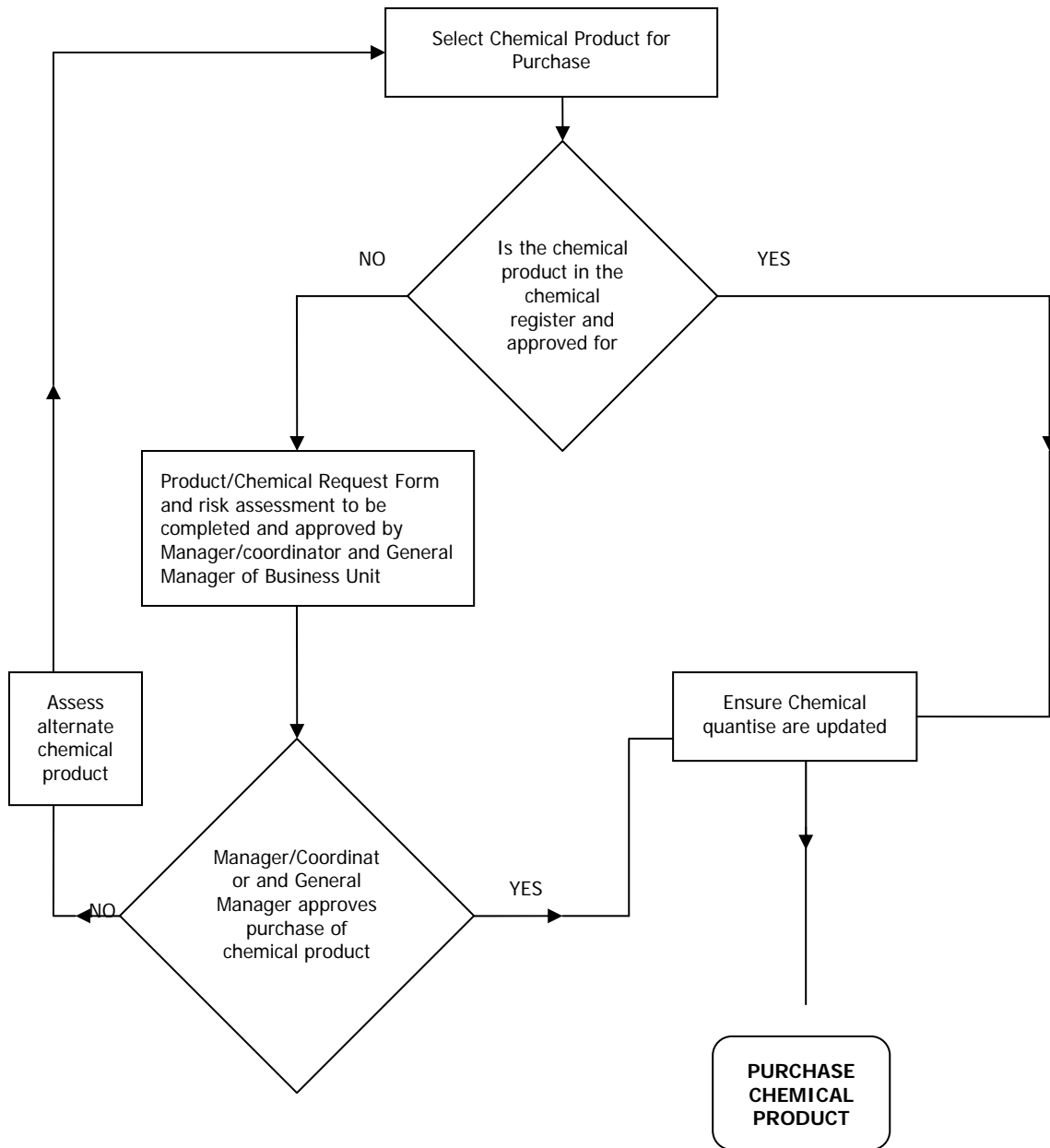
Action	Action Officer	Completed
• Written request form completed	Requesting person	
• MSDS has been obtained & reviewed	Requesting person	
• Risk Assessment to be undertaken for hazardous/Dangerous Goods	Requesting person	
• Written request, Risk Assessment and MSDS submitted to Senior Coordinators or Managers	Requesting person	
• Product reviewed and recommended for approved use by PWC	Manager or Coordinator	
• Request signed off and approved	General Manager	
• Product ordered	Requesting person	
• Product received and Product stored correctly	Requesting person	
• Copy of new MSDS placed at product location	Requesting person	
• Copy of new MSDS in placed in MSDS Folders	Requesting person	
• CHEMALERT II database updated	Requesting person	
• Staff have been trained in the use of the product use	Requesting person	
• Products being replaced have been removed from use	Requesting person	
• Products being replaced have been correctly disposed of	Requesting person	
• Superseded MSDS reports removed from location	Requesting person	
• Superseded MSDS reports removed from MSDS Folders	Requesting person	

Chemical Management Procedure

Attachment 7.4 Chemical Product "Approval" Process



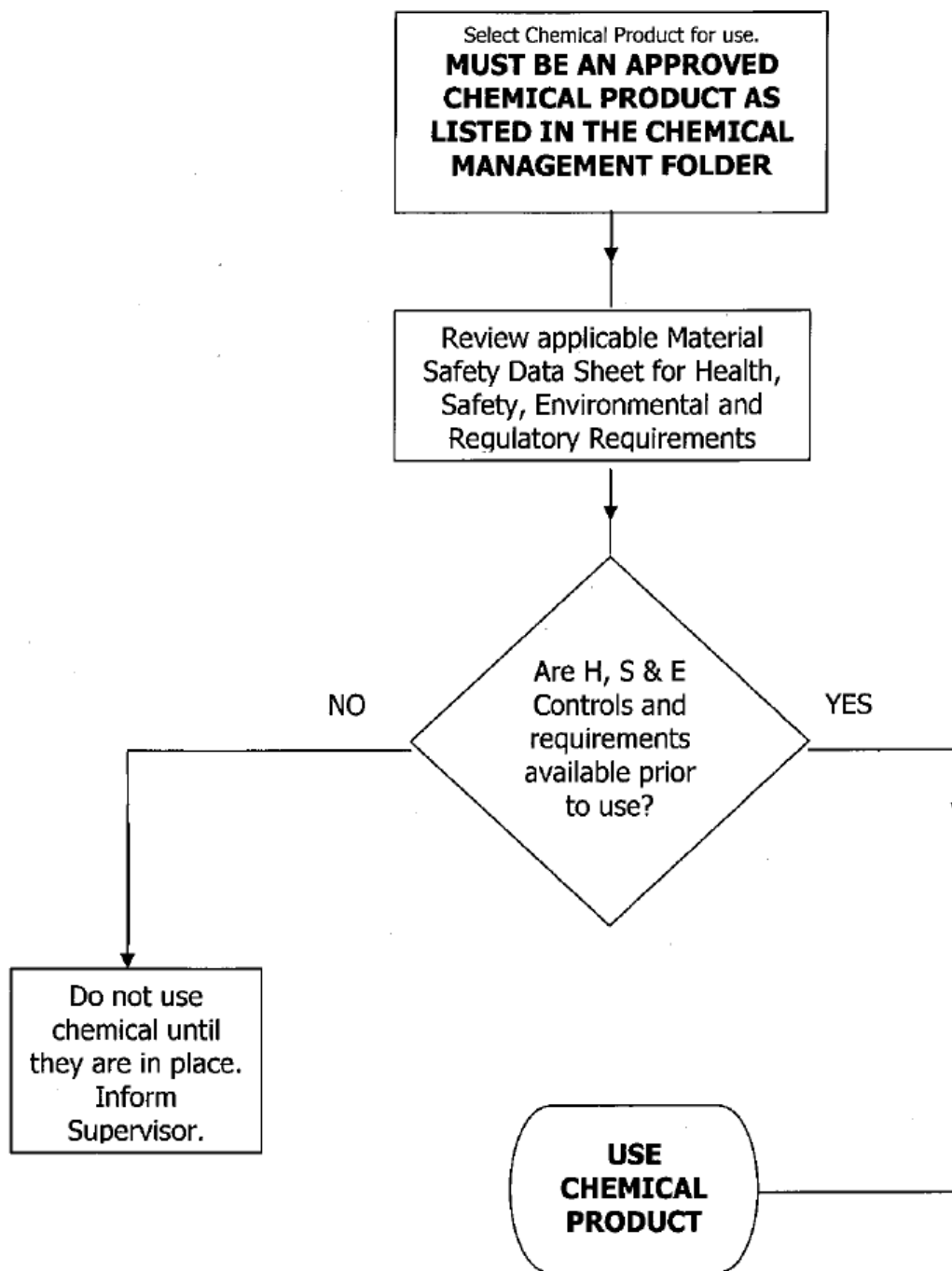
Attachment 7.5 Chemical Product Selection and Purchasing



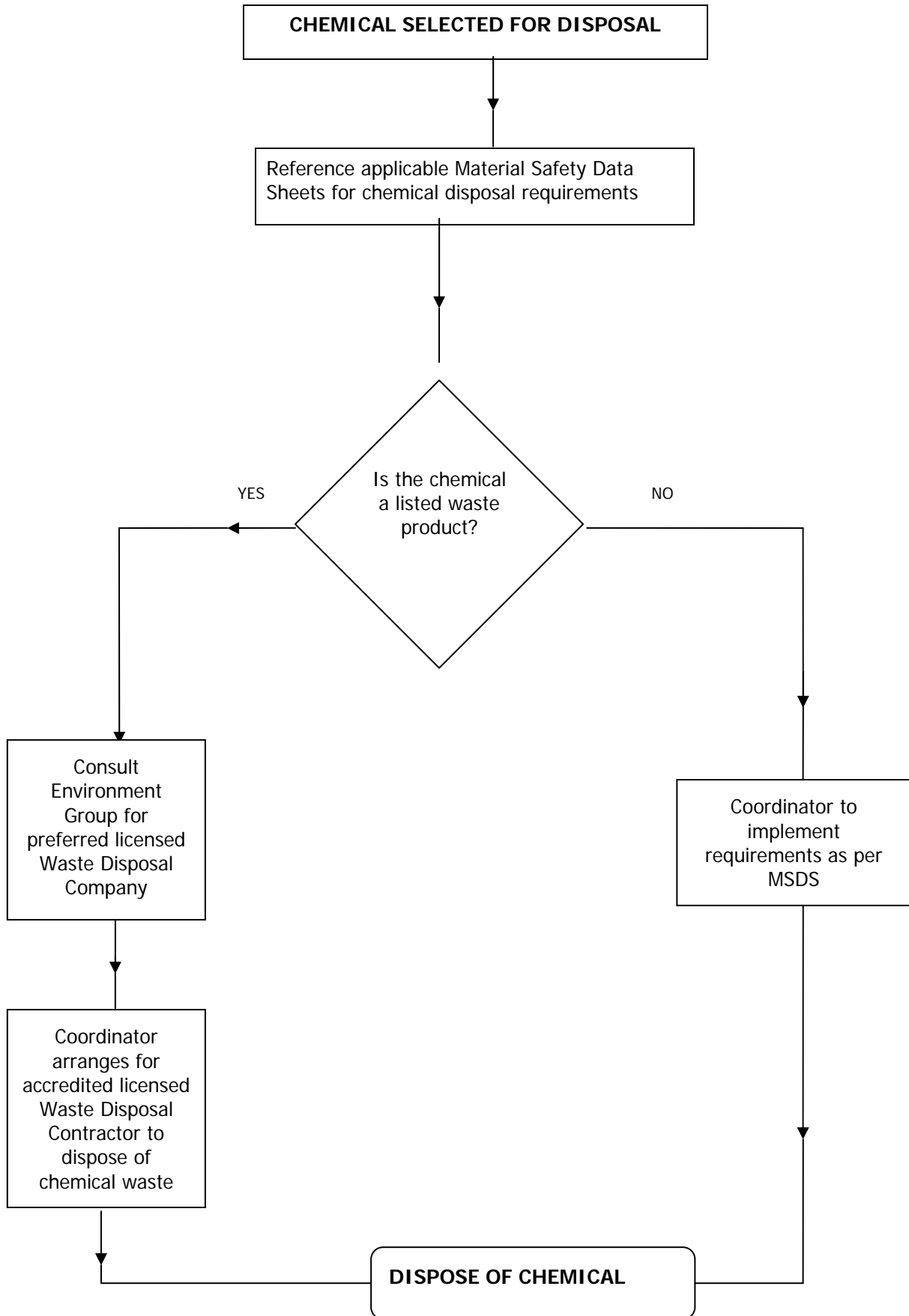
Chemical Management Procedure
Attachment 7.6 Chemical product Use

CHEMICAL PRODUCT USE

DECISION FLOWPATH



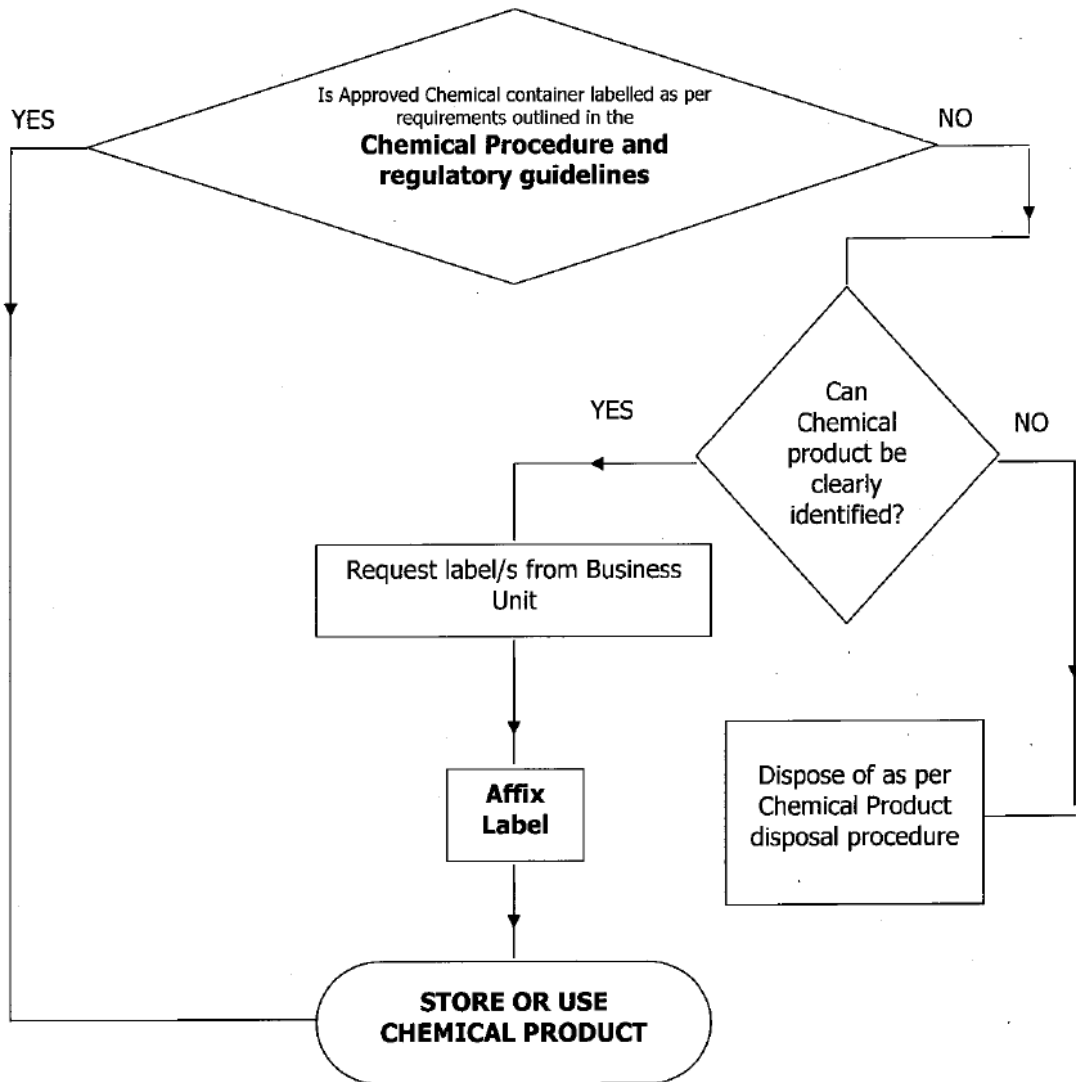
Attachment 7.7 Chemical Product Disposal



Attachment 7.8 Chemical Product Labelling

CHEMICAL PRODUCT LABELLING

DECISION FLOWPATH



Attachment 7.9 Chemical Product Transport

CHEMICAL PRODUCT TRANSPORT

DECISION FLOWPATH

