



MAGDALENE CATHOLIC HIGH SCHOOL

"Because I have seen the Lord"

Chemical Safety Policy

Rationale

Magdalene Catholic High School has a responsibility for the care and safety of its staff and students. In addition to this responsibility, there is also the legal requirement to meet guidelines set out by legislation. We are therefore committed to the development of a clear set of procedures and practices for the acquisition, handling, storage and disposal of chemicals.

Guidelines

1. The school shall appoint a Chemical Safety Officer who will have authority, under the direction of the OH&S chair, to implement this policy. At the time of writing, this officer is the Science Assistant.
2. The Chemical Safety Officer shall provide advice to the Principal and staff about the monitoring, acquisition, safe storage and disposal of all chemicals.
3. An up-to-date chemical register will be maintained by the Chemical Safety Officer. This will be maintained annually.
4. The chemical register, along with MSDS sheets is to be kept in a central location at the front office. In addition, a register of chemicals is to be kept in the vicinity where chemicals are stored.
5. Minimum quantities of all chemicals will be kept.
6. All chemicals are to be stored and labelled according to legislative requirements.
7. A risk assessment must be completed for activities involving the use of chemicals. These may be standardised within faculties.
8. All staff will be trained in line with CSIS guidelines. The facilitator responsible for training staff must be a person who is accredited to conduct the training.
9. Only staff who have appropriate training are permitted to use specified chemicals.
10. Students must only use chemicals which are appropriate to their age/year groups.
11. All recommended requirements re the wearing of personal protective equipment must be followed.

Basis of Discretion

Under special circumstances the Principal may authorise variation from the policy, providing all legislation requirements are still met.

Supporting Documents

Chemical Safety in Schools Vol I & II

Evaluation

The policy will be reviewed in 2015 by the policy group.