

Red Shed Inc. Dangerous goods and Hazardous Substance Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to providing a safe and healthy environment for all employees, members, visitors, and contractors. This policy outlines the procedures for managing, storing, handling, and disposing of dangerous goods and hazardous substances in compliance with relevant Australian Capital Territory (ACT) legislation, including the Work Health and Safety (WHS) Act and associated regulations.

Scope:

This policy applies to all employees, contractors, and others working or visiting Red Shed Inc. who may be exposed to dangerous goods or hazardous substances. It covers all areas of the facility, including boat storage, maintenance areas, and any on-site use of chemicals or other hazardous materials.

Policy Statement:

Red Shed Inc. is committed to managing dangerous goods and hazardous substances safely and responsibly, ensuring that risks are minimised through proper identification, handling, storage, and disposal practices. All employees will be trained in handling these substances, and regular assessments will be conducted to ensure compliance with safety standards.

1. Definitions

Dangerous Goods: Substances that pose a risk to people, property, or the environment due to their chemical properties. Examples include flammable liquids, compressed gases, and corrosive chemicals.

Hazardous Substances: Substances that may cause harm to health due to their toxic, irritant, carcinogenic, or harmful properties when inhaled, ingested, or come into contact with skin.

2. Responsibilities

2.1 Management Responsibilities:

- Ensure compliance with all relevant laws and regulations relating to the handling, storage, and disposal of dangerous goods and hazardous substances.
- Provide appropriate training to all employees who handle or may come into contact with these substances.
- Maintain an up-to-date Hazardous Substances Register and Safety Data Sheets (SDS) for all dangerous goods and hazardous substances used or stored on-site.

- Conduct regular risk assessments to identify and mitigate hazards associated with dangerous goods and hazardous substances.

2.2 Employee Responsibilities:

- Follow all safety procedures when handling, storing, and disposing of dangerous goods and hazardous substances.
- Use Personal Protective Equipment (PPE), such as gloves, safety goggles, and masks, when necessary.
- Immediately report any spills, leaks, or incidents involving dangerous goods or hazardous substances to management.
- Participate in training programs and understand the risks associated with hazardous materials they may handle.

3. Hazard Identification and Risk Assessment

3.1 Identifying Hazardous Substances:

- Red Shed Inc. will maintain a Hazardous Substances Register, listing all dangerous goods and hazardous substances stored or used on-site.
- Each hazardous substance will be accompanied by a Safety Data Sheet (SDS), which provides detailed information on the nature of the substance, the risks involved, and safe handling practices.

3.2 Risk Assessment:

- Regular risk assessments will be conducted to evaluate the hazards associated with each dangerous good or hazardous substance.
- The assessment will include the potential for spills, leaks, or exposure, as well as the effectiveness of control measures in place.

4. Safe Storage and Handling

4.1 Storage of Dangerous Goods and Hazardous Substances:

- Dangerous goods and hazardous substances must be stored in designated, secure areas that comply with relevant storage requirements (e.g., fire-resistant cabinets for flammable liquids, chemical storage units).
- All storage areas must be clearly labelled with appropriate hazard signage.
- Incompatible substances (e.g., oxidizing agents and flammable materials) must be stored separately to prevent dangerous reactions.

4.2 Handling Procedures:

- Employees must handle dangerous goods and hazardous substances in accordance with their Safety Data Sheets (SDS) and Red Shed's Standard Operating Procedures (SOPs).
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- All hazardous substances must be handled with care, using appropriate PPE and tools to avoid spills, splashes, or contamination.
 - Only trained personnel are permitted to handle dangerous goods and hazardous substances.
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5. Personal Protective Equipment (PPE)

5.1 PPE Requirements:

- PPE, such as gloves, safety glasses, masks, and protective clothing, will be provided and must be worn by employees handling hazardous substances.
 - PPE must be properly maintained, stored, and inspected regularly to ensure effectiveness.
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6. Emergency Procedures

6.1 Spill Response:

In the event of a spill or leak involving dangerous goods or hazardous substances, the following procedures must be followed:

- Evacuate the immediate area and ensure no unauthorized personnel enter the affected area.
- Use appropriate spill containment kits to control and clean up the spill safely.
- Report the incident to management and document it according to Red Shed's Incident Reporting Procedures.
- If necessary, contact emergency services (000) for assistance.

6.2 Fire Response:

In the event of a fire involving hazardous substances:

- Evacuate the area immediately.
 - Only use fire extinguishers appropriate for the type of fire (e.g., dry powder extinguishers for chemical fires).
 - Follow the facility's Emergency Evacuation Plan and notify emergency services.
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7. Disposal of Hazardous Substances

7.1 Waste Disposal:

- Dangerous goods and hazardous substances must be disposed of in accordance with local environmental regulations and the guidelines provided in their SDS.
- Hazardous waste must be collected in designated, labelled containers and disposed of through licensed hazardous waste disposal services.

7.2 Disposal Documentation:



- All hazardous waste disposals must be documented, including the type of waste, quantity, disposal method, and the licensed contractor used for disposal.

8. Training and Awareness

8.1 Employee Training:

All employees who may come into contact with dangerous goods or hazardous substances will receive training on:

- The risks associated with hazardous materials.
- Proper handling, storage, and disposal procedures.
- Emergency response and spill management.
- The use of PPE and first aid measures for exposure incidents.

8.2 Awareness Programs:

Red Shed Inc. will provide awareness programs to keep employees and participants informed of the hazards related to dangerous goods and hazardous substances on-site.

9. Review and Compliance

9.1 Compliance:

- All employees and contractors must comply with this policy and relevant safety standards when handling dangerous goods and hazardous substances.
- Non-compliance with this policy will result in disciplinary action, and repeated breaches may lead to termination of employment or contract.

9.2 Policy Review:

- This policy will be reviewed annually or following any significant incidents involving dangerous goods or hazardous substances.
- Updates to the policy will ensure ongoing compliance with ACT Work Health and Safety Regulations and improvements in best practices for hazardous material management.

This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.