

WHS-PRO-010 Hazardous Chemicals Procedure

Appendix 1: Schedule and Purchasing Requirement Hazardous Chemicals

All purchasing is to occur in compliance with this Procedure and FMPM 710 Procurement Policy and FMPM 711 Procurement Procedure.

Schedule	Description	External Permit/Approval Required	Purchasing Approval Required	Use Code Required	Other Purchase Methods	Supplier Requirements	Chemwatch
S10	Restricted or Prohibited Carcinogen	<p>Yes, via "Form 74 - Application for authorisation to use, handle or store Schedule 10 Prohibited or Restricted carcinogens"</p> <p>https://www.worksafe.qld.gov.au/safety-and-prevention/hazards</p>	<p>Approval required by the responsible supervisor and Dean or College Manager once relevant permits are obtained. These chemicals will only be approved for use where there is a genuine requirement for analysis or research. The WHS Biological, Radiation, and Chemicals Safety Advisor is to be notified of the carcinogen and be provided a copy of the permit and risk managed procedure, to maintain a register of approvals.</p> <p>A risk management procedure is to be supplied with the completed Form 74 to the regulator and the WHS Officer. The risk management procedure will need to contain:</p> <ul style="list-style-type: none"> - Hazard identification - Risk control - Why the chemical must be used - Storage details - Process description - Control measures to prevent exposure - Maintenance and testing procedures or control measures - Atmospheric monitoring - Biological monitoring - Health surveillance program - Spill and emergency procedures - Employee training and information - Decontamination and waste disposal 	<p>Use code 8438 with purchase requisition procedure</p> <p>This approval will be sent to the Authorised Officers Delegated the Vice Chancellor's Authority.</p>	Purchase order only	A copy of the approval will need to be provided to the supplier to obtain the chemical.	Enter into Chemwatch with Maximum Storage Quantity

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NA	Hazardous Chemicals	NA	NA	Use code 8432 with purchase requisition procedure	Small volumes (<\$200.00) of Hazardous and Schedule 11 Hazardous Chemicals can be purchased on credit card provided the chemical is entered into the Chemwatch Inventory/Manifest for the storage location and all other requirements of this procedure have been met. Examples could include filling a jerry can with unleaded fuel.*	NA	Enter into Chemwatch with Maximum Storage Quantity
S11	Schedule 11 Hazardous Chemicals (previously referred to as dangerous goods)	No, but where storage exceeds manifest quantities listed in Table 10.1, Schedule 11, of the Work Health and Safety Regulation 2011 "Form 73 - Notification of a manifest quantity" to be completed and a copy of the current manifest sent with the form. The form can be accessed at www.worksafe.qld.gov.au <ul style="list-style-type: none"> The College Manager or Dean must approve that the increase in quantity is required and will be stored as per the relevant procedures for the class of chemicals. The form is to be lodged in consultation with the JCU WHS Biological, Radiation, and Chemicals Safety Advisor. 	Approval by Supervisor	Use code 8432 with purchase requisition procedure	Small volumes (<\$200.00) of Hazardous and Schedule 11 Hazardous Chemicals can be purchased on credit card provided the chemical is entered into the Chemwatch Inventory/Manifest for the storage location and all other requirements of this procedure have been met. Examples could include filling a jerry can with unleaded fuel.*	NA	Enter into Chemwatch with Maximum Storage Quantity

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NA	Non-hazardous Chemicals, Non Schedule 11	No	No	NA	NA	NA	NA
NA	11 Chemicals of Security Concern	No	Initial approval by College Manager/Dean	NA	Purchase order only	End user declaration form from supplier	Enter into Chemwatch with Maximum Storage Quantity

**If there is a need to exceed the \$200.00 credit card limit. Contact the JCU Procurement Unit to make arrangements*