

WHS2.3 Hazardous Substances

Purpose

1. The purpose of this policy is to minimise the risk of harm and to create and maintain a safe environment for staff, volunteers, clients, members and visitors to P4 Movement.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Work Health and Safety Act 2011
2. Work Health and Safety Regulations 2011

Key Responsible Executive

General Manager

For More Support

General Manager

Policy Statement

1. P4 Movement complies with all legislation in maintaining practices that minimise the risk of harm to all employees, volunteers, clients, members, carers, families and visitors.
2. All hazardous substances are researched and Safety Data Sheets (SDSs) obtained prior to the use of the substances.
 - a. All employees have access to SDSs and are trained on the safe use and storage of all hazardous substances prior to any exposure.
3. Staff are not to bring non-approved hazardous substances into the workplace.
4. P4 Movement is committed to:
 - a. Using non-hazardous substances and if this is not possible, the safest possible available products. Staff do not use bleaches as, in high concentrations, they may cause burns to skin, eyes and mouth.
 - b. Managing all risks associated with hazardous substances used in the workplace and involving employees in this process eliminating risks or, where not reasonably practicable, controlling risks associated with hazardous substances.
 - c. Keeping and maintaining a register of hazardous substances. This is readily accessible to all relevant employees.

- d. Meeting all legislative requirements with respect to keeping records and providing information, including in relation to risk assessments and controls.
 - e. Appropriately labelling, using, storing, transporting and disposing of all hazardous substances used in the workplace in accordance with legislative requirements and guidelines including providing employees with the appropriate Personal Protective Equipment (PPE).
 - f. Providing training in hazardous substances. This includes induction training as well as hazard specific training as appropriate and as required in accordance with workplace needs.
5. All employees, volunteers, clients, members, carers and visitors to P4 Movement may have access to this Hazardous Substances Policy.

Definitions

1. Hazardous Substance: a substance is determined to be hazardous if it contains ingredients that may be harmful to health. This includes substances that are toxic, irritant, sensitising, carcinogenic or corrosive. The concentration level of each ingredient in a mixture is taken into account in determining whether the mixture as a whole is determined to be hazardous.
2. Toxic: describes a substance that produces damage to an organism. This damage, which may be temporary or permanent, can affect body functions as well as tissue or bone development in embryos.
3. Irritant: describes a substance that will produce local irritation or inflammation on contact with tissues and membranes, such as skin, eyes, nasal or lung tissue.
4. Sensitising: describes a substance that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure.
5. Carcinogenic: means capable of causing cancer.
6. Corrosive: describes a substance that causes destruction of, or damage to, materials or living tissue on contact.

Procedures

1. Prior to Use of Hazard Substances
 - a. Prior to using hazardous substances, all staff must follow procedures to minimise risk. They should not unnecessarily alter or replace the original container of any substance and must ensure that containers are clearly labelled. The label should include the full name of the substance and any relevant health and safety warnings such as 'flammable' or 'gloves required'. Employees must never use a substance from an unlabelled container.
 - b. The Workplace Health and Safety Officer maintains a SDS Register and reviews the SDSs annually to ensure they are current.
 - c. Staff should familiarise themselves with relevant SDSs, guidelines, safe work practices and instructions on substance labels and use substances accordingly and only for the correct purpose. During use of hazardous substances safety measures include:
 - i. Ensuring good ventilation e.g. open windows, exhaust fans;
 - ii. Having a suitable fire extinguisher readily available;
 - iii. Using personal protective equipment where appropriate;
 - iv. Carrying substances in closed containers.
 - d. When using hazardous substance, staff should:
 - i. Open containers carefully, being mindful of any potential deterioration;
 - ii. Prevent splashing on their skin or clothing;
 - iii. Never leave substances unattended;

- iv. Never mix chemicals under any circumstances.
 - v. If adverse reactions occur, staff must immediately stop using the substance, move away from the area, and inform the Senior staff member on site, who will initiate the appropriate safety procedures.
- 2. Disposal of Hazardous Substances
 - a. When disposing of hazardous substances, staff must ensure compliance with the requirements specified on the SDS and labels. Hazardous substances should never be disposed of in general rubbish bins or septic sewerage systems.
 - b. For the disposal of bodily wastes from individuals undergoing radio or chemotherapy, staff must follow the instructions and use the equipment provided to the patient by health authorities.

References to other P4 Movement policies and external sources

- 1. HR15 Working Safely with Participants
- 2. Safety Data Sheets Information (WorkSafe Australia) - <https://www.safeworkaustralia.gov.au/sds>

Summary of attachments

- 1. Nil

Version Control

- 1. 1 April 2026 - New Policy Creation