



## SCHEDULED CARCINOGENIC SUBSTANCES POLICY & PROCEDURES

### OVERVIEW

The University of Tasmania is committed to continuously improving the management and standards of Occupational Health and Safety. This extends to eliminating, or where that is not practicable minimising the risks of adverse health effects from exposure to Scheduled Carcinogenic Substances.

#### Schedule 1:

Carcinogenic substances that are prohibited for use, except in bona fide research or analysis in a laboratory, where approval has been granted by Workplace Standards Tasmania.

2-Acetylaminofluorene	Aflatoxins
4-Aminodiphenyl	Amosite (brown asbestos)
Benzidine and its salts	bis(Chloromethyl) ether
Chloromethyl methyl ether	Crocidolite (blue asbestos)
4-Dimethylaminoazobenzene	2-Naphthylamine and its salts
4-Nitrodiphenyl	

**Note:** Reasonably practicable alternatives should be available for all Schedule 1 carcinogens.

#### Schedule 2:

Carcinogenic substances that require Workplace Standards Tasmania to be notified of the intended use before the substance can be obtained.

Acrylonitrile  
Benzene (when used in feedstock containing more than 50% of benzene by volume)  
Cyclophosphamide (cytotoxic drug)  
3,3'-Dichlorobenzidine and its salts  
Diethyl sulfate  
Dimethyl sulfate  
Ethylene dibromide (when used as a fumigant)  
4,4'-Methylene bis(2-chloroaniline) - MOCA  
2-Propiolacetone  
o-Toluidine and o-Toluidine hydrochloride  
Vinyl chloride monomer

**Note:** The use of Substances with carcinogenic potential not listed in the above schedules is covered under the Worksafe Australia Control of Workplace Hazardous Substances National Code of Practice and should be managed in accordance with the University of Tasmania Hazardous Substances Policy and Procedures.

## **DEFINITIONS**

### **Accountable Person:**

An individual who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service is deemed an Accountable Person in accordance with the *Workplace Health and Safety Regulations 1998*. All management and supervisory staff (which includes those with responsibility for students) are therefore considered "Accountable Persons".

### **Employee:**

For the purposes of this Policy, employee refers to any staff member or to any student handling or using hazardous substances.

### **Responsible officer:**

Deans, Heads of Division, Heads of School and Administrative Sections have been designated as Responsible Officers under the *Workplace Health & Safety Act 1995*.

## **RESPONSIBILITIES**

### **Accountable Persons:**

Ensure that all Scheduled Carcinogenic Substances have been identified, risk assessments have been conducted concerning their storage, handling and use, appropriate safe work procedures have been developed and that agreed controls are implemented to minimise risk of exposure. Ensure that any spill or incident, which has, or is likely to have resulted, or could result in exposure of a person to a Scheduled Carcinogenic Substance is reported as soon as possible to the Occupational Health & Safety (OH&S) Unit and to the relevant Responsible Officer. Accountable Persons shall also ensure that risk assessments are reviewed as required (at least every five years).

### **Employees:**

Store, handle and use Scheduled Carcinogenic Substances as directed and in accordance with safe work procedures. Report any spill or incident, which has, or is likely to have resulted, or could result in exposure of a person to a Scheduled Carcinogenic Substance to the relevant Accountable Person.

### **Responsible Officers:**

Ensure that the procedures contained in this document are implemented effectively and that laboratory notifications have been undertaken as appropriate. Provide adequate resources to allow these procedures to be implemented.

Ensure that the OH&S Unit is notified of the impending termination or termination of employment of all personnel exposed to Scheduled Carcinogen Substances.

## **OH&S Unit**

Prepare and submit laboratory notifications to Workplace Standards Tasmania. Ensure laboratory notifications are reviewed as required (at least every five years). Coordinate any workplace monitoring or health surveillance required. Advise Workplace Standards Tasmania of any spill or incident that has, or is likely to have, resulted in exposure of a person to a Scheduled Carcinogenic Substance, and of any monitoring or health surveillance that indicates excessive exposure to a Scheduled Carcinogenic Substance.

Ensure that adequate records of the following are kept for thirty (30) years:

- A list of employees (name, DOB and address) whose position has been identified as having a likelihood of exposure to a Scheduled Carcinogenic Substance;
- Copies of all notifications submitted to Workplace Standards Tasmania;
- Copies of any conditions specified by Workplace Standards Tasmania; and
- The results of all workplace monitoring and health surveillance.

On termination of employment of personnel where exposure to a Scheduled Carcinogen Substance is likely to have occurred, the OH&S Unit will provide written statements to those employees detailing:

- the name(s) of the Scheduled Carcinogenic Substance(s) the employee was potentially exposed to;
- the period of potential exposure to the Scheduled Carcinogenic Substance(s);
- details of how and where records can be obtained; and
- the advisability of having periodical health assessments and the types of tests which are relevant.

## **PROCEDURE**

### **Risk Assessment**

Scheduled Carcinogenic Substances shall not be used unless a suitable and sufficient risk assessment has been conducted. Risk assessments shall include:

- a review of the current Material Safety Data Sheet (MSDS);
- a review of relevant additional information available; and
- an assessment of the actual work to be performed with the potential for exposure to that substance.

Risk assessments shall be documented and recorded in the area's Hazardous Substance Register. The Hazardous Substance Risk Assessment forms may be used for this purpose. Risk assessments shall be reviewed when there are significant changes to the use of the scheduled carcinogen and at least every five (5) years.

### **Laboratory Notifications**

Scheduled Carcinogenic Substances shall not be used unless an appropriate laboratory notification has been submitted and approved. Laboratory notifications are to be forwarded to the OH&S Unit for review by the Institutional Biosafety Committee (IBC) and submission to Workplace Standards Tasmania.

Laboratory notifications shall include the following information:

- the location(s) where the carcinogenic substance will be stored and used (or produced);
- the name(s) of the carcinogenic substance(s);
- the quantity of each carcinogenic substance to be used or produced per year;
- a statement of its intended uses, ie. bona fide research or analysis;
- a justification that elimination and substitution are not practicable and that the controls in place are the best practicable; and
- a description of controls in place to prevent or minimise employee exposure to the carcinogenic substance(s).

Notifications shall be revised:

- when there is evidence to suggest that it is no longer valid;
- when there is a significant change in the use or production of the Scheduled Carcinogenic Substance; and
- when the assessment is reviewed (at least every 5 years).

### **Post Approval Notifications**

Once approval has been granted by both Workplace Standards Tasmania and the Institutional Biosafety Committee for a School/Section to use a Scheduled Carcinogen, that School/Section's Employees' Safety Representative and Hazardous Substance Coordinator must be notified of the approval.

### **Workplace Monitoring**

A competent person as defined by the *Workplace Health & Safety Regulations 1998* shall conduct workplace monitoring where identified as necessary by the risk assessment. The School/Section shall record results of any monitoring and a copy forwarded to the OH&S Unit. Monitoring results shall be made available to all employees potentially exposed to the Scheduled Carcinogenic Substance.

### **Health Surveillance**

Health surveillance shall be provided for all employees exposed to a Scheduled Carcinogenic Substance. All health surveillance shall be co-ordinated through the OH&S Unit who will arrange for the health surveillance, record results (for at least 30 years) and communicate results to appropriate personnel.

### **Accidental Exposure**

Where accidental exposure of any person to a Scheduled Carcinogenic Substance is reasonably thought to have occurred, the Accountable Person shall notify that person and the OH&S Unit as soon as practicable.

## REFERENCES

This policy and procedure has been developed in reference to:

- *Workplace Health & Safety Regulations 1998, Regulations 22(1); 22(8); 64; 67, Schedule 1 (Definitions).*
- *National Model Regulations for the Control of Workplace Hazardous Substances, Part 2 – Scheduled Carcinogenic Substances [NOHSC:1011(1995)].*
- *National Code of Practice for the Control of Workplace Hazardous Substances, Part 2 – Scheduled Carcinogenic Substances [NOHSC:2014 (1995)].*
- *List of Designated Hazardous Substances, Worksafe Australia*
- *Approved Criteria for Classifying Hazardous Substances, Worksafe Australia*
- *National Code of Practice for the Labelling of Workplace Substances, Worksafe Australia*

## FURTHER INFORMATION

Further information relating to carcinogenic substances is available from the OH&S Unit.

*Approved by the OH&S Committee 29 March 1999*  
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### Disclaimer

This Policy/Procedure was designed for use within the University of Tasmania. The University makes no guarantee and assumes no responsibility as to the absolute correctness for all circumstances or for the adaptation outside the University of Tasmania environment.