



UNIVERSITY OF TASMANIA

CHEMICAL SUBSTANCE LABELLING POLICY & PROCEDURES

OVERVIEW

The University of Tasmania is committed to continuously improving the management and standards of Occupational health and Safety. This extends to ensuring that containers holding chemical substances meet the requirements for labelling of chemical substances used or produced at University of Tasmania workplaces.

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 *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 chemical substances.

Responsible Officer:

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

RESPONSIBILITIES

Accountable Persons:

Shall only approve the purchase of chemical substances which are labelled in accordance with these procedures. Provide instruction and training regarding labelling of chemical substances to all employees handling, using or producing them. Ensure the implementation of these procedures within their area of responsibility and monitor their effectiveness.

Employees:

Shall comply with the requirements of the Chemical Substance Labelling Policy and Procedures.

Responsible Officers:

Provide suitable facilities and resources to ensure the effective implementation of this policy.

PROCEDURE

1. General

All purchase orders for chemical substances shall require containers holding that substance to be labelled in accordance with the *Worksafe Australia National Code of Practice for the Labelling of Workplace Substances* [NOHSC:1008(1994)].

All containers holding chemical substances should be clearly and durably labelled with sufficient information to provide identification of the container’s contents and any associated hazards.

2. Hazardous Substances

All labels on containers, pipes, vessels and storage tanks with a capacity of more than 500mL(g) holding hazardous substances shall include the following information:

- (a) signal word(s) and/or dangerous goods class and subsidiary risk label(s) (as applicable);
- (b) identification information:
 - (i) product name
 - (ii) chemical name
 - (iii) United Nations (UN) number
 - (iv) ingredients and formulation details (where relevant);
- (c) risk phrase(s);
- (d) directions for use (as appropriate);
- (e) safety phrase(s);
- (f) first aid procedures;
- (g) emergency procedures;
- (h) details of manufacturer or importer;
- (i) expiry date (where relevant); and
- (j) reference to the Material Safety Data Sheet (MSDS).

For containers, pipes and equipment holding less than 500mL(g) the following information as detailed above shall be included on the label:

- (a), (b) (i) and (ii), (c), (e), (f), (h) and (j).

Where a container is too small to be able to be labelled as detailed above it should at least be labelled with:

- (a) signal word(s) and/or dangerous goods class and subsidiary risk label(s) (as applicable);
- (b) product name; and
- (c) details of manufacturer or importer.

3. Decanting:

All containers into which hazardous substances are decanted, unless consumed and cleaned immediately shall be labelled with the product name and the risk and safety phrases.

Where a hazardous substance is decanted in the laboratory into experimental equipment, the label may be attached to supporting apparatus. A tag may be used to enable the required information to be provided.

4. Unknowns:

If a container is not properly labelled and the product name is not known, then this should be clearly marked on the container. For example, "Caution – do not use: unknown substance". Until the contents can be identified the container should be stored in isolation. If the contents cannot be identified, the substance should be disposed of in accordance with the relevant State and Local Regulations. In most cases the services of a licensed contractor will be required to comply with these regulations.

5. Labelling Non Hazardous Substances:

Non hazardous substances are substances that do not fulfill the Worksafe Australia *Approved Criteria for Classifying Hazardous Substances*.

Where a non hazardous substance is decanted, it shall be labelled with the product name and any specific storage and handling requirements e.g. "Keep container closed when not in use", "Protect from light store below 30 °C". Containers used for decanting non hazardous substances shall be appropriate for the chemical substance, storage, handling and transport considerations.

REFERENCES

This policy and procedure has been developed in reference to:

- *Workplace Health and Safety Regulations 1998*, Regulations 22(8); 71; 76; Appendix 2
- *Worksafe Australia, National Code of Practice for the Labelling of Workplace Substances* [NOHSC:1008 (1994)].

FURTHER INFORMATION

Additional information regarding Chemical Substances can be sought from the following websites:

<http://chemfinder.camsoft.com>

chemical & physical properties of over 75000 chemicals and links to other sites.

<http://www.indiana.edu/~cheminfo/>

CHEMINFO is a list of links to chemical resources on the Internet.

<http://www.ilpi.com/msds/index.html>

MSDS sites on the Internet. Good background material for the MSDS beginner.

<http://www.cdc.gov/niosh/ipcs/ipcs0000.html>

International chemical safety cards are a series of records of chemicals listing properties & hazard information.

SIRI MSDS Index and Chemical toxicity data provided by Vermont Safety Information Resources, Inc.

Further information relating to Chemical Substances Labelling is available from the Occupational Health & Safety Unit.

Approved by the OH&S Committee: 29th March, 1999

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.