

ChemAlert - Approval of Hazardous Chemicals

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1. INTRODUCTION

This guide manual describes the chemical approval process to be followed using ChemAlert. This will minimise any health and safety risk to workers/contractors or the environment from hazardous chemicals either manufactured or used.

The following general principles apply:

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- a) Purchasing process only allow hazardous chemicals to be purchased once authorised. This includes hazardous chemicals brought onto site by contractors.
- b) Obtain the latest SDS from the manufacturer or supplier compliant with the model Code of Practice for the [Preparation of Safety Data Sheets for Hazardous Chemicals](#), (Safe Work Australia, 2020).
- c) Compliant with the model code of practise.
- d) Once authorised, a safety, health and environmental risk assessment must be completed and relevant controls implemented by the worker/contractor.
- e) Implement approved methods for safe use, handling and storage or disposal.
- f) Reduce chemical footprint by using safer alternatives.

2. OBJECTIVES

This document will provide:

- a) Details of the applicable legislation.
- b) Roles and responsibilities of workers and contractors.
- c) Management of hazardous chemicals.
- d) ChemAlert approval and authorise process.

3. LEGISLATION

Provision in the regulations for hazardous chemicals is covered in the Work Health and Safety (General) Regulations 2022 as follows:

- a) Regulation 346 Hazardous chemicals register;
- b) Regulation 351 Management of risks to health or safety.

This document should be read in conjunction with referenced documents in Section 10.

4. ROLES AND RESPONSIBILITIES

Health, Safety and Environmental Team

- a) Provide information and instruction related to this document.
- b) Review, approve and distribute this document.
- c) Respond to any issues and actions that may arise through implementation of this document.
- d) Approve and authorise hazardous chemicals as required
- e) Maintain records of all hazardous chemical approvals.
- f) Engage consultants to organise risk assessments.

Supply Department

- a) Assists the requesting officer to obtain an SDS from the Supplier.
- b) Orders the requested product or material if approved and authorised. Supply Department must be able to see that the material has a stock status of 'approved' in ChemAlert or have authorisation from the Hygiene/Environmental Advisor before purchasing the product or material.

Responsible Officer/Accountable Person

- a) Submit a chemical request before purchasing hazardous chemicals / materials. This includes hazardous chemicals brought onto site by contractors.
- b) Obtain the latest SDS from the manufacturer or supplier and ensure its compliant with the model code of practise for Australia.
- c) Ensure a safety, health and environmental risk assessment is completed and relevant controls implemented by the worker/contractor.
- d) Implement approved methods for safe use, handling and storage or disposal.
- e) Reduce chemical footprint by using safer alternatives.

Managers/Superintendents

- a) Managers shall ensure that team leaders and employees receive instruction on the management and control of workplace hazardous chemicals.
- b) Conduct reviews with Team Leaders annually.

Team Leaders

- a) Work practices shall be reviewed annually by section team leader to ensure that any risk to users from possible exposure to hazardous chemicals is minimised.
- b) An annual review, with advice from the Hygiene Advisor, shall be made by Team Leaders, of chemicals, products and materials held in each section against the register. This review shall cover:
 - status of the register (for example, current / outdated materials and products).
 - elimination of duplicated materials or products.
 - substitution, where possible, by a less hazardous chemical.
 - how this procedure is used to categorise hazards, work methods, environment, risk to users, and safe work practices.
 - instruction regarding specific hazards and work practices when dealing with hazardous materials and products.

Workers/Contractors

- a) Only authorised hazardous chemicals to be used onsite and report any unauthorised use.
- b) Ensure the latest compliant SDS from the manufacturer or supplier is available in the work area.
- c) Complete a safety, health and environmental risk assessment and relevant controls are implemented.
- d) Implement approved methods for safe use, handling and storage or disposal.

- e) To wear, as instructed, all personal protective clothing and equipment provided.
- f) Participating in awareness sessions and monitoring programs.

5. CHEMALERT - HOW TO GUIDES

5.1 Confluence Page

Refer to the following ChemAlert knowledge base articles located [here](#).

[How to Login from Home \(off-site\)](#)

[How to Login \(on-site\)](#)

[How to search](#)

[Search for Approved Products](#)

[Create a Chemical Request](#)

If the chemical is not available in ChemAlert library, the SDS should be sent to casupport@rmt.com.au to have the chemical added to the ChemAlert database.

Note: If the manufacturer/supplier of a chemical changes, a new chemical request should be submitted.

6. APPROVAL PROCESS

The following WesCEF risk assessment matrix will be used to assess the risk to the user and the environment.

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Medium	High	Extreme	Extreme	Extreme e
	Likely	Medium	High	High	Extreme e	Extreme e
	Possible	Low	Medium	High	High	Extreme e
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	Medium
	Very Rare	Low	Low	Low	Low	Low

6.1 Health and Hygiene Assessment

6.1.1 Likelihood Scale

Almost certain: Regular contact with the potential hazard at very high levels.

Likely: Periodic contact with the potential hazard at very high levels or regular contact with the potential hazard at high levels.

Possible: Periodic contact with the potential hazard at high levels or regular contact with the potential hazard at moderate levels.

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Unlikely: Periodic contact with the potential hazard at moderate levels or regular contact with the potential hazard at low levels.

Rare: Periodic contact with the potential hazard at low levels.

Very rare: Periodic contact with the potential hazard at very low levels.

6.1.2 Consequence Scale

Catastrophic Can potentially cause fatality, cancer or reproductive / genetic health effects to one or more people resulting from chemical, physical or biological agent exposures.

Major Can potentially cause irreversible health effects or disabling illness to one or more people resulting from chemical, physical or biological agent exposures.

Moderate Can cause severe reversible health effects of concern - could result in a lost time illness.

Minor Can cause reversible harm to health that could typically result in a medical treatment with no lost time.

Insignificant Can cause negligible reversible harm to health (e.g. temporary discomfort), requiring first aid treatment at most.

6.1.3 Assessment

RISK LEVEL	STATUS	CONCLUSION	CONTROLS	EXAMPLES
LOW	Acceptable	Risk is negligible.	General PPE AND Follow standard work practices.	Safety glasses Gloves
MEDIUM	Acceptable	Risk is present, but effectively controlled	As per low risk AND Use controls as per SDS. Specifically section 8 and 13.	Mechanical ventilation Respiratory protection with correct filter
HIGH	Acceptable	Risk is present, but effectively controlled	As per medium risk AND A safer alternative will also need to be considered if available.	Workers instructed on the specific hazards and the safe work practices required. Replace Nitric acid with acetic acid.
EXTREME	Unacceptable	Risk is present, but not adequately controlled or uncertain	As per high risk AND Team based risk assessment required.	Confined space entry

6.2 Environmental Assessment

6.2.1 Likelihood Scale

Almost certain: Has occurred and repeated events expected in the life of the facility once a year or more frequently.

Likely: Has occurred in the life of the facility and/or a number of near misses have occurred.

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- Possible: Has occurred in the life of the facility. Exceptional conditions may allow this event to occur.
- Unlikely: Has not occurred in the life of the facility but has occurred in the industry .
- Rare: Unheard of in a comparable facility.
- Very rare: Unheard of across the industry.

6.2.2 Consequence Scale

- Catastrophic** Reportable, wide spread long term environmental damage (5 years or longer) requiring >1m to study or correct.
- Major** Reportable, serious medium-term (1-5 year) environmental impact requiring \$500,000 to \$1m to correct.
- Moderate** Reportable, substantial but short term (<1 year) environmental impact requiring \$100,000 to \$500,000 to correct.
- Minor** Non reportable, localised environmental impact requiring \$20,000 to \$100,000 to correct.
- Insignificant** Non-reportable, minor environmental impact, requiring less than \$20,000 to correct.

6.2.3 Assessment

RISK LEVEL	STATUS	CONCLUSION	CONTROLS	EXAMPLES
LOW	Acceptable	Risk is negligible.	Follow standard work instructions.	Storage on impervious surface. Spill kits and spill mats available.
MEDIUM	Acceptable	Risk is present, but effectively controlled	Use controls as per SDS.	Storage on bunded impervious surface. Spill kits and spill mats available.
HIGH	Acceptable	Risk is present, but effectively controlled	As per medium risk AND A safer alternative will also need to be considered if available.	Storage and use on permanent bunded facilities with scheduled preventative maintenance and inspections. Drainage isolation.
EXTREME	Unacceptable	Risk is present, but not adequately controlled or uncertain	As per high risk AND Team based risk assessment and or HAZOP required.	Storage and use on permanent bunded facilities with scheduled preventative maintenance and inspections. Drainage isolation. Downgradient environmental monitoring.

6.3 Dangerous Goods Assessment

Responsible Officer to contact Process Safety personnel (email: ProcessSafetyGroup@csbp.com.au) if the chemical is a Dangerous Good (DG). Bringing a DG to site can impact the DG site manifest, DG site licensing, threshold limits and storage requirements, and as such a 'Management of Change (MOC)' may be required to be completed in Cintellate prior to the DG being authorised on site.

If the chemical is a DG below certain threshold limits, it may have no impact on the DG site manifest, DG site licensing, threshold limits and storage requirements, and therefore no additional DG assessment would be required.

6.4 Authorisation

- 1) Once all assessments have been completed, the chemical should be authorised for use on site by the Process Safety group. An email notification to the chemical requester should then be sent advising of the authorisation. An example template email is included in Appendix 1.
- 2) The person conducting the authorisation should also add the chemical to the stock register and stock inventory (if applicable).
- 3) Environmental RO to notify RO for AICIS to add new chemical to New Chemicals Obligation list.
- 4) Environmental RO to notify Environmental Advisor of a new chemical approved for their area of responsibility.

7. EXPOSURE

Exposure of personnel to hazardous chemicals should be kept to levels as low as reasonably practicable.

Exposure and/or environmental control measures shall be evaluated and implemented in the following order of preference:

- 1) Eliminate the need for the hazardous chemical.
- 2) Substitute with a less hazardous chemical.
- 3) Engineering measures, such as enclosure and/or mechanical ventilation;
- 4) Administrative measures, such as restricting access / exposure via job rotation.
- 5) Use of correct PPE.

Exposure of personnel to hazardous chemicals on site shall be minimal but for certain non-operational events, importation and use may be unavoidable.

Note: Hazardous chemical / material shall only be handled by personnel properly protected and trained in the use of the recommended PPE.

Note: The use of special PPE to control exposure shall be restricted to short term, non-routine work, or for emergency situations only.

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8. PURCHASING RESTRICTIONS AND USAGE

Unnecessary procurement / storage and handling of hazardous chemical / material shall be avoided or eliminated at all times.

Chemicals / materials that have not been previously used shall be reviewed for possible hazards before the order is placed. Reviews of this type shall be conducted by the person responsible for the technical aspect of the job concerned, and by the Hygiene and Environmental department through the ChemAlert process.

A hazardous chemical shall not be introduced into the workplace unless:

- a) Its use, presence or production is essential and there is no equivalent product or process available which is less hazardous.
- b) Applicable AICIS requirements are met.
- c) A compliant SDS is available to those handling or using the chemical, prior to its use.
- d) All statutory and company requirements can be met for:
 - 1) Safe handling and health protection.
 - 2) Packaging.
 - 3) Labelling.
 - 4) Storage.
 - 5) Transport.
 - 6) Emergency procedures.
 - 7) Waste disposal and environmental protection.

Personnel can find all necessary safety information about hazardous chemicals in their specific area by referring to the SDS in the ChemAlert system. Such safety information includes physical properties, toxicity, precautions and safe handling. Superintendents are responsible for ensuring that personnel on site are fully briefed on any special precautions that need to be taken when working with a particular chemical.



THE REQUESTING RESPONSIBLE OFFICER/ACCOUNTBLE PERSON IS TO MAKE AVAILABLE RECOMMENDED PPE BEFORE PURCHASING THE CHEMICAL / MATERIAL PRODUCT.

9. REFERENCE MATERIAL

9.1 Reference Documentation

Ammonium Nitrate Safety ([CSBP-GM-11-037-01](#))

Personal protective equipment ([CSBP-GM-11-031-01](#))

Respiratory protection ([WCEF-GM-HSE-0001](#))

Health surveillance and biological monitoring ([WCEF-PD-OHS-090-02](#))

Asbestos management plan ([WCEF-PD-OHS-130-01](#))

Gas testing ([CSBP-GM-11-031-33](#))

Confined spaces ([CSBP-GM-11-031-52](#))

Confined spaces procedures ([KHP-GM-OHS-070-02](#))

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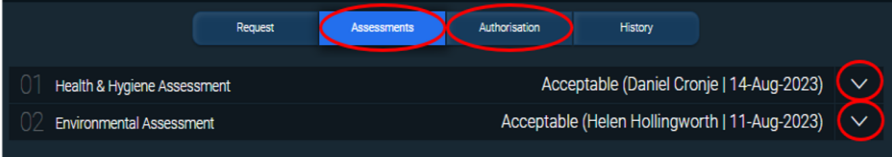
Appendix 1 – Template for Authorisation Email

Subject: Chemalert: Chemical request - Authorisation

Hi J Bloggs

Chemical ABC has been approved by Hygiene & Enviro Departments, and authorised by Process Safety.

- Use in accordance with SDS, especially Section 8 and Section 13.
- Please refer to chemical request to see specific comments regarding safe use and disposal of chemical under assessments and authorisation. (As per screenshot example only shown).
- Please forward the above info onto the users of the product.



Kind regards

ChemAlert team