



Chemical Safety in School Policy

This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2

(See also Policies on Duty of Care, Risk Assessment and Repairs and Maintenance)

1. Chemical Register

- All chemicals held by the Science Department are listed in the register together with their classification. The classification includes:
 - oxidizing agents
 - reducing agents
 - toxic materials and irritants
 - hazardous to aquatic environment
 - flammable
 - corrosive substances.
- The chemicals are classified accordingly to the SDS provided by the supplier.
- There are four copies of the chemical register in the secondary, located in:
 - Preparation Room: C3.7
 - Preparation Room: B3.6
 - School Office
 - Science Coordinator's Cabinet
- The register includes the amount of chemicals present.
- The chemical register is updated each year by the Laboratory Technician under the supervision of the Science Coordinator.

2. Storage, Classification and Labelling

- All chemicals are stored in the chemical store rooms in each preparatory room. Within the storerooms they are located in purpose designed lockable cabinets or on the appropriate shelves.
- A list of chemicals is present on the door of each storage cabinet.
- All chemicals are classified and colour coded as set out in volume 2 of the CSIS (Chemical Safety in Schools) package.
- All chemical containers are labelled as set out in the CSIS package.



3. Risk Assessments

- Risk assessments have been carried out for each experiment from Years 7 to 12.
- An SDS is attached by the laboratory technician to any risk assessment which involves the use of chemicals.
- Copies of all risk assessments are located in a file in the science preparation room C3.7 with the laboratory technician and with each science teacher.

4. Chemical Waste/Disposal

- Separate containers are provided for disposal of organic and inorganic waste. When full, these are collected by **Chemsal** (licensed to collect chemical waste) or disposed of in accordance with local government and state regulations.
- Chemicals stored in the laboratory for over three years will be disposed of by **Chemsal** or in accordance with local government and state regulations.

5. Laboratory Safety

- Fire extinguishers are located in each laboratory and each preparation room and are regularly checked by licensed contractors.
- A fire blanket is present in each laboratory and each preparation room.
- Shower and eye-wash facilities are located at the front of each laboratory. These are tested on a weekly basis by the laboratory technician.
- A sand bucket and chemical spill kit are present in each laboratory at the front of the room near the teacher's desk.
- A First-Aid kit is available in each laboratory in the teacher's cabinet and in each preparation room. These are maintained by the school nurse on a regular basis.
- An electrical safety switch is present at the front of each laboratory.
- The tap to the gas mains is located in the teacher's cabinet at the front of the laboratory and is always locked. The key for the cabinet is with the science teachers.
- All Science Department staff has been trained in the correct use and operation of the fume cupboard in laboratory C3.8.
- All chemical experiments which require the use of volatile chemicals as per SDS sheets are carried out in the fume cupboard located in laboratory C3.8.
- At the completion of the practical experiment, all chemicals are removed from the laboratory and returned to the preparation rooms with a sign "completed" or "not completed".
- Students are provided with gloves and safety glasses when designated by the risk assessment.
- Students must wear closed shoes and uniform appropriately as per risk assessment for each practical.
- Students will only use chemicals which are designated for them to use according to the colour code set out in volume 2 of the CSIS package.



6. Ordering Equipment / Chemicals

- Chemicals may only be sourced from the chemical storeroom by the laboratory technician following requests from the Science teaching staff. This request is made on a 'chemical/equipment' request form which is accompanied with a completed 'risk assessment form'.
- The laboratory technician will provide an SDS for each chemical and the risk assessment for each practical. The teacher will read the SDS and sign the risk assessment form to acknowledge they have understood the risks associated with the use of the chemicals and that they have provided avenues to prevent the risk of harm.
- Chemicals which are not available on site will be ordered by the Science Coordinator following a formal request by the teacher through the laboratory technician.

Date of Policy:

January 2018

Proposed review date of
policy:

January 2020

*or earlier where amendments in
legislation require immediate policy
reviews*