Doncaster Gardens Primary School
Dangerous Goods Policy

Philosophical Basis:
The primary objective of the Dangerous Goods Policy is to protect the health and safety of people and the safety of property, in relation to the storage, handling and use of dangerous goods at Doncaster Gardens Primary School. Dangerous Goods are classified on the basis of immediate physical or chemical risk. The hazard presented may be because of properties such as flammability, toxicity or chemical reactivity. Dangerous Goods can be deadly and can seriously damage property and the environment. All Dangerous Goods should be identifiable by a coloured “diamond” symbol indicating the Dangerous Goods class and primary hazard type.

Guidelines:
• Identify all Dangerous Goods stored at the school, including domestic cleaning products and insect sprays.
• Create a Register of Dangerous Goods (a joint register with Hazardous Substances).
• Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and keep in an accessible location with the register.
• Ensure appropriate labels (with correct colour diamond for class) are on all Dangerous Goods containers including all decanted products.
• Determine quantities of each Class and Packaging Group of the Dangerous Goods and the total amount to evaluate if placarding (Hazchem signage) is required. (Unlikely in most schools)
• Identify hazards associated with storage and handling processes.
• Conduct and document risk assessments on these processes.
• Implement risk control methods required for the safe handling and storage of the Dangerous Goods.
• Train staff in the hazards of the Dangerous Goods, the control measures implemented, emergency plans and procedures and use/maintenance of their personal protective equipment (PPE).
• Evaluate competency of staff and keep records of training and demonstrated competency.
• Provide information, instruction and training to visitors, including contractors, to the premises about Dangerous Goods if appropriate.
• Keep written records of any incidents associated with the storage and handling of the Dangerous Goods.

Implementation:
The following control measures must be implemented
• Minimise the amounts ordered and dispose of unwanted chemicals and waste at regular intervals by an EPA licensed waste disposal contractor.
• Follow any specific requirements on the Material Safety Data Sheets (MSDS).
• Store substances appropriately, grouped in classes that are separated by an impervious barrier or a distance sufficient to prevent contamination, at least 1.5 metres is usually sufficient. The latter separation can be with equipment or “zone 0” chemicals.
• Appropriate spill containment, clean-up equipment and extraction ventilation is to be provided for areas where transfer and use of Dangerous Goods takes place.
• Fire and explosion risk chemicals are to be kept at least 5 metres from an ignition source or naked flame, and combustible material should not be stored in close proximity.
• Sufficient lighting must be installed so that normal work can be undertaken safely.
• Dangerous Goods need to be locked away from unauthorised access.
• Personal protective equipment (PPE) should be provided, worn and maintained.
• Access and exit areas must be kept free of Dangerous Goods.
• Provide a supply of suitable fire protection equipment which is regularly maintained.
• Develop procedures for all likely emergency situations.

Evaluation:
• Monitor and review effectiveness of risk control procedures.
• This policy will be reviewed every three years as part of the policy review cycle.

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