



Chemical Management Plan

This Chemical Management Plan (CMP):

- identifies roles and assigns specific actions associated with the lifecycle management of chemicals at this workplace and ensures:
 - that arrangements are in place to minimise the risk of adverse health effects and protect the safety of staff, students, contractors and members of the public, due to exposure to hazardous substances and dangerous goods;
 - work processes align with the Chemical management procedure;
 - the mitigation of adverse environmental impacts; and
 - compliance with regulatory requirements.

Endorsement of this plan acknowledges that all roles to manage chemicals in this school /workplace have been assigned. Responsibilities and required actions have been communicated to ensure the effective completion of chemical management tasks required to comply with the Chemical Management Procedure.

This workplace notes: [complete all fields]

This CMP applies to

and consists of sub plans which, together comprise the whole location plan and cover:

List all sub plans (if applicable)

The site Hazardous Chemical Register is available **electronically** **in hardcopy**

Safety data sheets (SDS) are maintained via:

 a Chemwatch eLibrary local drive paper copy near where chemicals are used.

Additional local management practices:



Work area:

Date Prepared: _____ Review date [review annually]: _____

Endorsement of plan (Person in charge of workplace): _____

Workplace's Chemwatch domain Administrator: _____

Plan element	Action Officer Minimum required for management of chemicals	Supervisor Minimum required for management of chemicals
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Chemical purchasing

- | | |
|--|--|
| <input type="checkbox"/> order chemicals | <input type="checkbox"/> communicate pre-purchase risk management requirements to staff
<input type="checkbox"/> approve pre-purchase chemical risk assessments
<input type="checkbox"/> implement and maintain any required permits/licencing/approvals |
|--|--|

Responsible person(s)

Stock management

- | | |
|---|---|
| <input type="checkbox"/> receive goods - manage and store according to pre-purchase risk assessments
<input type="checkbox"/> update Chemwatch manifest folders
<input type="checkbox"/> generate and action Chemwatch reports as required (e.g. Hazardous chemical register; Incompatibility report)
<input type="checkbox"/> update manifest following stocktake | <input type="checkbox"/> ensure employees receive/access Chemwatch instruction including accessing SDS and Hazardous chemical register
<input type="checkbox"/> support completion of Chemwatch processes
<input type="checkbox"/> ensure hazardous chemical register remains current and accessible to employees
<input type="checkbox"/> install and maintain placarding/MQW requirements where relevant |
|---|---|

Responsible person(s)

Chemical risk assessment

- | | |
|---|---|
| <input type="checkbox"/> conduct/support risk assessment processes for red and orange Chemwatch hazard category chemicals
<input type="checkbox"/> approve Chemwatch risk assessments if authorised
<input type="checkbox"/> print and manage risk assessments
<input type="checkbox"/> update hard copy Chemwatch risk assessments annually in line with stock take | <input type="checkbox"/> ensure employees know how to access the Hazardous chemical register and SDS
<input type="checkbox"/> approve orange/red chemical risk assessments
<input type="checkbox"/> ensure current hard copy Chemwatch risk assessments are available near where chemicals are used or stored including placard and MQW stores
<input type="checkbox"/> ensure employees complete SOPs for high/extreme risk level chemical activities
<input type="checkbox"/> ensure implementation of emergency response and preparedness and safety signage identified through risk assessment. |
|---|---|

Responsible person(s)

Safe use

- | | |
|--|---|
| <input type="checkbox"/> maintain PPE and emergency equipment
<input type="checkbox"/> conduct general stock management practices e.g. safe storage, labelling of all containers
<input type="checkbox"/> follow safe work practices
<input type="checkbox"/> use and manage regulated chemicals as per authorities | <input type="checkbox"/> ensure safe work practices and risk assessment controls are implemented
<input type="checkbox"/> maintain oversight of the effectiveness of controls including availability of emergency equipment and PPE availability and use |
|--|---|

Responsible person(s) All chemical users

All supervisors of chemical users

Disposal and review

- | | |
|---|--|
| <input type="checkbox"/> ensure waste is correctly labelled
<input type="checkbox"/> undertake/manage safe disposal processes
<input type="checkbox"/> conduct annual stock take and periodic inspections | <input type="checkbox"/> ensure sufficient resources are allocated for the timely disposal of waste
<input type="checkbox"/> provide support for the completion of annual stock take and inspection
<input type="checkbox"/> ensure annual review processes are completed and recorded |
|---|--|

Responsible person(s)

Supervision and training

- | | |
|---|--|
| <input type="checkbox"/> complete training relevant to role | <input type="checkbox"/> ensure all employees and others receive chemical induction training, information and supervision relevant to their role
<input type="checkbox"/> maintain training records |
|---|--|

Responsible person(s) All chemical users

All supervisors of chemical users

