

Chemicals

WHS-WI-214

Applicability

SMS

Publication Requirement

Internal and External

Primary Source

Update to existing work instruction

Document Status

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1.1	9 February 2016	Corporate Work Health and Safety Coordinator	Corporate Work Health and Safety Manager	Executive General Manager Enterprise Services	Operational Safety and Environment Review Committee

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment
1.1	20 January 2016	Minor corrections only

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1 Introduction

1.1 Purpose

This document provides guidance on how to manage risks associated with chemicals and gases.

1.2 Scope

The document applies to all sites where chemicals and gases are used or stored.

1.3 Procedure Owner

The Executive General Manager Enterprise Services owns this document.

1.4 Accountabilities

Responsible Managers (Managers of workers that use or store chemicals) will ensure that:

- chemicals are correctly labelled (note: see also the code of practice on [labelling of chemicals](#))
- chemicals identified as hazardous chemicals are registered on Chemwatch
- current (no more than 5 years old) safety data sheets are held for hazardous chemicals
- workers have ready access to safety data sheets and instructions for the use of chemicals
- chemicals are stored, handled and disposed of in line with relevant safe use instructions
- emergency plans are updated where chemicals may present additional risk in an emergency

Workers will:

- follow relevant safe use instructions when working with chemicals and gases
- stop work and speak to a supervisor if it is not safe to start or continue work

1.5 Parent Procedure

Our [Work Health and Safety Procedure](#) is a parent document to this work instruction.

1.6 References

Commonwealth Work Health and Safety (WHS) law applies to ARTC. Comcare, our WHS Regulator, publishes information about Commonwealth WHS law at www.comcare.gov.au.

Codes of Practice that are relevant to chemicals include: [Managing Risks of Hazardous Chemicals in the Workplace](#); [Preparation of Safety Data Sheets for Hazardous Chemicals](#); and [Labelling of Workplace Hazardous Chemicals](#).

[Chemwatch](#) is available as an application on the ARTC Intranet home page. ARTC employees may log in using the Account ID "artc", Username "everyone", and the password "everyone27278".

2 Work Instruction

No one should be harmed using chemicals or gases at work or on our network.

We should keep the number and quantity of chemicals we use and store on site as low as possible.

Any chemicals that we do use or keep on site must be labelled with safe use instructions.

If a chemical is identified as a hazardous chemical for which a safety data sheet exists, a copy of the safety data sheet must be obtained and registered in Chemwatch.

A worker that is required to work with a chemical must have ready access to relevant safe use instructions and safety data sheets for hazardous chemicals.

Safe use instructions on labels and safety data sheets must be followed.

If a worker believes that they are not able to work safely, they should not start or continue work and must speak with their ARTC supervisor. ARTC supervisors must ensure workers have the information, training and/or instruction they need to use any chemicals safely.

2.1 Identify hazardous chemicals and register them in Chemwatch

Suppliers of chemicals must ensure that chemicals are labelled, and that safety data sheets are available for any chemical identified as a hazardous chemical.

Any worker that purchases a chemical or transports a chemical to / from an ARTC site must ensure that the chemical is labelled and that a safety data sheet is obtained for any hazardous chemical.

Responsible Managers must ensure that any hazardous chemicals and gases to be used and/or stored on a site are registered in Chemwatch. This includes ensuring that an up to date copy (no more than five years old) of relevant safety data sheets are uploaded and/or available in Chemwatch.

2.2 Ensure the labels on containers are maintained

Responsible Managers must ensure that chemicals are correctly labelled at all times.

If chemicals are transferred or decanted to other containers these containers must be labelled also.

If the contents of a container are not known, this should be clearly marked on the container, for example: Caution – do not use – unknown substance. Such a container should be stored in isolation until it can be identified and labelled correctly or disposed of safely and appropriately.

Note: See also the code of practice on [labelling of chemicals](#).

2.3 Always follow the instructions on labels and safety data sheets

Labels and safety data sheets for hazardous chemicals must always be reviewed before a chemical is first used, handled or stored (or after a change to the label / safety data sheet).

Safe use instructions on labels and safety data sheets must be followed.

If a worker believes that they are not able to work safely, they should not start or continue work and must speak with their ARTC supervisor.

2.4 Ensure the safe transport of any dangerous goods

Responsible Managers must ensure that the transport of dangerous goods on ARTC vehicles is in line with the requirements set out in Attachment 1, in order for ARTC to comply with the [Australian Code for the Transport of Dangerous Goods by Road and Rail](#),

2.5 Ensure emergency plans are kept up to date

Responsible Managers must ensure that emergency plans are updated where hazardous chemicals may introduce a possible emergency risk or present additional risk in an emergency.

For example, an emergency plan may need to include:

- a site map that indicates where hazardous chemicals are located
- consideration as to any specific emergency equipment or safety equipment needs (for example, type of fire extinguisher, required first aid kit contents, and whether any spill kits, emergency showers or eye wash stations are needed, and best location for such equipment)
- consideration as to whether fire protection systems are appropriate for where hazardous chemicals may be stored
- consideration of whether hazardous chemicals may affect where an evacuation point should be (for example, is there a risk of fire, explosion, or toxic fumes?)
- a procedure to ensure that emergency services can be told what hazardous chemicals are on site, where they are and their quantities.

2.6 Ask for help if you need it

For detailed information on managing the risks of hazardous chemicals, see the Codes of Practice on [Managing Risks of Hazardous Chemicals in the Workplace: Preparation of Safety Data Sheets for Hazardous Chemicals](#); and [Labelling of Workplace Hazardous Chemicals](#).

For detailed information on the transport of dangerous goods, see the [Australian Code for the Transport of Dangerous Goods by Road and Rail](#)

Chemwatch has e-learning training packages within it, to train workers how to use the program.

Where a number of hazardous chemicals are used, nominated site managers should seek advice to confirm appropriate usage, handling, storage and security requirements.

For help with how to safely use, handle or store a chemical, contact the supplier of the chemical or speak with your Work Health and Safety Advisor.

Attachment 1: Dangerous Goods Transport on ARTC Vehicles

In order for ARTC to comply with the [Australian Code for the Transport of Dangerous Goods by Road & Rail](#) Responsible Managers must ensure the following where dangerous goods are transported on ARTC vehicles:

1. wherever practical, dangerous goods must be transported in their original packaging.
2. wherever practical, dangerous goods must be stored separately from one another on the vehicle. Especially detonators which must be separated from other dangerous goods.
3. bulky dangerous goods must be adequately restrained within the vehicle's confines to prevent movement during transit, eg gas bottles restrained to headboard or in designated ventilated storage compartments.
4. the combined (aggregate) quantity of dangerous goods must not exceed 1000L/kg unless alternate, specific transport documentation is provided with the load.
5. any individual receptacle used for transporting dangerous goods must have a capacity less than 500L/kg or dangerous goods licencing for both the vehicle and driver will apply.
6. a copy of each of the following documents must be carried in a prominent position in the transport vehicle in an Emergency Information Holder. The documents required include:
 - a. three exemption letters as attached (from following page)
 - b. a copy of the pre-formatted dangerous goods transport document as attached (see last page)
 - c. A copy of the SAA/SNZ HB 76 Dangerous Goods – Initial Emergency Response Guide (access current copy through [Australian Standards Online](#))
7. all vehicles carrying mixed loads of dangerous goods must display the appropriate Mixed Class Placard at least on the front and rear of the vehicle. Minimum side lengths 250mm x 250mm. Note also:
 - a. it is not an offence to placard a vehicle carrying less than a placard load quantity (also note item 7c)
 - b. it is an offence to placard a vehicle carrying no dangerous goods
 - c. it is an offence to carry less than a placard load with incorrect placards displayed
 - d. check supporting information for vehicle type, placard mounting points and placard load quantities.
 - e. flip file type signage may be installed to allow changing from mixed loads to no dangerous goods as per item 7b. Alternatively, removable signage should be used.
 - f. placard signage is not required where transporting less than 250L/Kg of Dangerous Goods if flammable gas is being carried.
 - g. if no Class 2.1 flammable gas is being carried then up to 500L/KG is ok without placards.
8. the vehicle must be fitted out with appropriate safety equipment for the load. Nominally for the loads indicated on the ARTC template transport document this includes:
 - a. Three double-sided triangle reflector signals – for use in case of breakdowns.
 - b. A fire extinguisher(s) suitable to the task (minimum 30B rating, 4A:80B:E - 4.5kg recommended)
 - c. Personal protective and safety equipment, including thermal gloves, flameproof torch, and a 250ml Eye wash kit (Note: this equipment can be sourced as a kit from various suppliers).
9. drivers must be aware of and comply with any general applicable procedures during transport

For further information, see the [Australian Code for the Transport of Dangerous Goods by Road & Rail](#).

**EXEMPTION: TRANSPORT OF DANGEROUS GOODS ON MAINTENANCE VEHICLES
OPERATED BY AUSTRALIAN RAIL TRACK CORPORATION LTD**

In accordance with Section 42 of the NSW Dangerous Goods (Road & Rail Transport) Act 2008, an exemption is hereby granted from certain clauses of the NSW Dangerous Goods (Road & Rail Transport) Regulation 2014 as set out below:

This exemption:

- 1 Applies to the transport of dangerous goods on rail maintenance vehicles operated by Australian Rail Track Corporation Ltd (ARTC)
- 2 Is an exemption from the following clauses of the Regulation relating to stowage and restraint:
 - clause 98(1) as it applies to ARTC or any ARTC employee as Consignor
 - clause 99(1) as it applies to ARTC or any ARTC employee as Loader
 - clause 100(1) as it applies to ARTC as Prime Contractor
 - clause 101(1) as it applies to Drivers
- 3 Is conditional upon the aggregate quantity of dangerous goods in any load not exceeding 1,000L/kg
- 4 Is conditional upon the dangerous goods being stowed and restrained in accordance with the Load Restraint Guide, either in brackets, or secured to the headboard by webbing or chains, or carried in designer cages
- 5 Is conditional upon a copy of the transport document permitted by exemption NSWDG1428/3 being carried in the cabin of the vehicle
- 6 Is valid until the 7th edition of the ADG Code ceases to have effect, unless sooner revoked, withdrawn or amended by the EPA.

This exemption permits the use of ARTC maintenance vehicles which are not fitted with rigid sides or gates that are at least 70% of the height of the articles or packages in the load

The reference number for this exemption is NSWDG1428/1*.

The Competent Authorities Panel has endorsed this exemption to apply nationally (CA2015/112).

A handwritten signature in black ink, appearing to read 'Andy Hawkins'.

ANDY HAWKINS
Manager Chemicals Regulation
by delegation

Date: 2 June 2015

* This exemption should be read in conjunction with NSWDG1428/2 and NSWDG1428/3

EXEMPTION: TRANSPORT OF DANGEROUS GOODS ON MAINTENANCE VEHICLES OPERATED BY AUSTRALIAN RAIL TRACK CORPORATION LTD

In accordance with Section 42 of the NSW Dangerous Goods (Road & Rail Transport) Act 2008, an exemption is hereby granted from certain clauses of the NSW Dangerous Goods (Road & Rail Transport) Regulation 2014 as set out below:

This exemption:

- 1 Applies to the transport of dangerous goods on rail maintenance vehicles operated by Australian Rail Track Corporation Ltd (ARTC)
- 2 Is an exemption from the following clauses of the Regulation relating to segregation:
 - clause 104 as it applies to ARTC or any ARTC employee as Consignor
 - clause 105 as it applies to ARTC or any ARTC employee as Loader
 - clause 106 as it applies to ARTC as Prime Contractor
 - clause 108 as it applies to Drivers
- 3 Is conditional upon the aggregate quantity of dangerous goods in the load not exceeding 1,000L/kg
- 4 Is conditional upon a copy of the transport document permitted by exemption NSWDG1428/3 being carried in the cabin of the vehicle
- 5 Is valid until the 7th edition of the ADG Code ceases to have effect, unless sooner revoked, withdrawn or amended by the EPA.

This exemption permits the transport on ARTC maintenance vehicles of incompatible dangerous goods in loads that may include railway detonators, igniters, acetylene, argon, nitrogen, oxygen, LPG, petrol and other compressed gases such as argoshield.

The reference number for this exemption is NSWDG1428/2*.

The Competent Authorities Panel has endorsed this exemption to apply nationally (CA2015/112).

A handwritten signature in black ink, appearing to read 'Andy Hawkins'.

ANDY HAWKINS
Manager Chemicals Regulation
by delegation

Date: 2 June 2015

* This exemption should be read in conjunction with NSWDG1428/1 and NSWDG1428/3

EXEMPTION: TRANSPORT OF DANGEROUS GOODS ON MAINTENANCE VEHICLES OPERATED BY AUSTRALIAN RAIL TRACK CORPORATION LTD

In accordance with Section 42 of the NSW Dangerous Goods (Road & Rail Transport) Act 2008, an exemption is hereby granted from certain clauses of the NSW Dangerous Goods (Road & Rail Transport) Regulation 2014 as set out below:

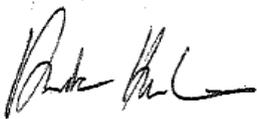
This exemption:

- 1 Applies to the transport of dangerous goods on rail maintenance vehicles operated by Australian Rail Track Corporation Ltd (ARTC)
- 2 Is an exemption from the following clauses of the Regulation relating to transport documentation:
 - clause 122(1) as it applies to ARTC or any ARTC employee as Consignor
 - clause 123(1) as it applies to ARTC or any ARTC employee as Consignor
 - clause 124 as it applies to ARTC as Prime Contractor
 - clause 126(1) as it applies to Drivers
- 3 Is conditional upon the aggregate quantity of dangerous goods in any load not exceeding 1,000L/kg
- 4 Is conditional upon the attached generic transport document being carried in the cabin of any ARTC vehicle transporting dangerous goods
- 5 Is valid until the 7th edition of the ADG Code ceases to have effect, unless sooner revoked, withdrawn or amended by the EPA.

This exemption permits the use of a pre-printed transport document to cover dangerous goods that are likely to be transported on ARTC maintenance vehicles

The reference number for this exemption is NSWDG1428/3*.

The Competent Authorities Panel has endorsed this exemption to apply nationally (CA2015/112).

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ANDY HAWKINS
Manager Chemicals Regulation
by delegation

Date: 2 June 2015

* This exemption should be read in conjunction with NSWDG1428/1 and NSWDG1428/2

DANGEROUS GOODS TRANSPORT DOCUMENT*

Consignor's Name: Australian Rail Track Corporation Limited			Consignor's Contact Details: Unit 5, 33 Newton St Broadmeadow, NSW 2292 Ph: 02 4941 9600				
Shipping to: Job Site / Provisioning Centre			Transported By: Australian Rail Track Corporation Limited				
UN Number	Proper Shipping Name	Class / Division	Subsidiary Risk	Packing Group	Container Type	Number of Containers	Aggregate Quantity
0193	Signals, Railway Track, Explosive	1.4S	None	None	P135	4 containers (50 units)	1kg
0454	Igniters	1.4S	None	None	P142	Up to 10 tubes	3kg
1001	Acetylene, Dissolved	2.1	None	None	Cylinder	Up to 2 - 'G' size	100L
1006	Argon, Compressed	2.2	None	None	Cylinder	Up to 2 - 'G' size	94L
1066	Nitrogen, Compressed	2.2	None	None	Cylinder	Up to 2 - 'G' size	94L
1072	Oxygen, Compressed	2.2	5.1	None	Cylinder	Up to 2 - 'G' size	94L
1075	Petroleum Gases, Liquefied (LPG)	2.1	None	None	Cylinder	Up to 2 - 'S' size	220L
1203	Petrol	3	None	II	Jerrican	Up to 2	40L
1956	Compressed Gas, N.O.S. (eg Argoshield)	2.2	None	None	Cylinder	Up to 2 - 'G' size	94L

Any or all of these items may be carried on this vehicle in various quantities up to the maximum aggregate quantity stated for each item.

* Transport document permitted in accordance with exemption NSW DG1428/3. Stowage/restraint and segregation exemptions also apply to this vehicle (NSW DG T1428/1 and NSW DG1428/2 respectively)