6.2.9 Safe storage of hazardous materials Policy and Procedures

1.0 Rationale

Stott's College has a Duty of Care to all students and staff. The College will therefore ensure that all risks associated with the use of dangerous goods and hazardous substances are safely controlled and managed. The purpose of this policy is to also ensure that risks associated with the storage, handling, use and disposal of chemicals at Stott's College are effectively managed.

2.0 Scope

This policy applies to all staff and volunteers at Stott's College and in all physical school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and including locations managed by third-party providers.

Note: Stott's College does not operate science laboratories and does not store or use laboratory chemicals or substances associated with practical science instruction.

Accordingly, this Policy and Procedures applies primarily to the storage, handling, and management of general cleaning chemicals and related substances that may be used on campus for routine cleaning, maintenance, and operational purposes.

These substances may include, but are not limited to, commercial cleaning agents, disinfectants, detergents, and minor maintenance products. All such materials are managed in accordance with applicable Work Health and Safety (WHS) requirements, manufacturer safety data sheets (SDS), and relevant Victorian legislation and guidelines.

3.0 Policy and Procedures

- The Occupational Health and Safety (OHS) Act 2004 (Vic), OHS Regulations

  2017 (Vic), the Dangerous Goods (Storage and Handling) Regulations 2012 (Vic) and the Dangerous Goods (Explosives) Regulations 2011 (Vic) requires Stott's College to

  manage the risks associated with dangerous goods and hazardous chemicals stored and used in the College.
- The CEO and/or their delegate must ensure that these chemicals are identified, recorded on a Chemical Register and the appropriate controls are put in place for their storage, use and disposal.
- The CEO and/or their delegate must ensure that there are appropriate emergency procedures in place in the event of a chemical emergency.

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- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.

The Stott's College CEO and/or delegate must ensure that:

- all dangerous goods and hazardous chemicals in the workplace are identified in consultation with the Health and Safety Representative(s) and employees
- all dangerous goods and hazardous chemicals are recorded in the school's Chemical Register, or equivalent template
- chemicals on the prohibited or restricted list are not stored or used at the school
- a risk rating is assigned for the storage and handling of each chemical in the Chemical Register
- a Safe Work Procedure is completed for the storage and handling of dangerous goods and/or hazardous chemicals with a high or extreme risk rating as identified in the Chemical Register.
- no new dangerous goods and/or hazardous chemicals are introduced into the workplace without first obtaining the manufacturer's SDS and completing the OHS Purchasing Checklist template. Information from the SDS should be used to determine if the chemical can be safely introduced into the workplace. Current SDSs are retained by the Building Cleaning contractors.
- the OHS Purchasing Checklist is used to assess the level of risk prior to buying new chemicals for the workplace
- the risk controls identified in the Chemical Register are implemented
- all dangerous goods and hazardous chemicals are labelled, including storage containers, mixtures of chemicals, decanted chemicals and enclosed systems and appropriate signage is displayed (if required)
- chemicals no longer in use are correctly disposed of and minimal quantities of chemicals are stored on site by regularly reviewing the chemicals held in storage
- appropriate storage areas are provided for chemicals
- training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous chemicals
- there is a process for incidents to be reported to the CEO and/or their delegate and logged on Safety Champion
- WorkSafe are notified of the escape, spillage or leakage of any substance including dangerous goods

1. Risk assessment of dangerous goods and hazardous chemicals
2. Controlling risks associated with dangerous goods and hazardous chemicals and their mixtures
3. Emergency procedures
4. Consultation, information and training
5. Record-keeping

6. Legislation, codes of practice, standards and guidance

Accidental poisoning/contamination

The Poisons Information Centre at the Royal Children's Hospital on **13 11 26** is available 24 hours a day. The centre can provide advice on all types of poisons and poisoning.

The Poisons Information Centre at the Royal Children's Hospital telephone Number, **13 11 26,** will be prominently displayed in any locations where there are dangerous goods, hazardous substances or chemicals stored or used.

If there is a case of accidental poisoning, the CEO or Head of School will telephone the Poisons Information Centre and provide the:

- name of the poison
- length of time of the exposure
- any signs and symptoms.

If there is accidental contamination:

- clothing should be changed promptly
- skin washed (without scrubbing) with soap and water
- follow the directions on the label which might include getting to a doctor or hospital quickly.

Stott's College Related Policies

- VCE-POL-10 First Aid Policy
- Emergency Management Plan (EMP)
- VCE-POL-12 Medication Management Policy
- 6.2.2 Health and Safety Policy
- 6.2.3 Critical Incident Policy and Procedure

Det Related Policies

- Managing Chemicals
- Pesticides and Herbicides
- Critical Incident Management and Reporting
- Student Safety
- WorkSafe Notification

Related Legislation, Regulations and Standards

- AS 1319 - Safety Signs for the Occupational Environment
- Australian Dangerous Goods Code 7th Edition (ADG7 Code)
- Code of practice for the storage and handling of dangerous goods 2013
- Dangerous Goods Act 1985

4.0 Document Information

Document Name	Safe storage of hazardous materials Policy and Procedures
Document Number	6.2.9
Purpose	To ensure that risks associated with the storage, handling, use and disposal of chemicals at Stott's College are effectively managed.
Audience	☒Staff | ☒Students| ☒Public
Category	Learning Environment
Subcategory	Student Health and Safety
Approval Date	18/12/2025
Effective Date	18/12/2025
Last date of endorsement	18/12/2025
Next Review Date	18/12/2027
Policy Advisor	Head of School, Head of Quality and Risk
Approving Authority	Board of Directors

5.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.
16/12/2025	1.0	HQR	Added Note to scope that Stott's College does not operate science laboratories and does not store or use laboratory chemicals or substances associated with practical science instruction.