# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management of chemicals and hazardous materials to reduce the risks to human health, the environment and drinking water as far as reasonably practicable and ensure compliance with legislative obligations.

We use a variety of chemicals, hazardous materials and dangerous goods as part of the collection, storage, treatment and delivery of water and the collection and treatment of reclaimed water. These activities have been classified as high-risk and need to be managed effectively to support our **Zero Harm** ambition.

# Scope

This framework applies to:

* Any employee or contractor engaged in activities involving the use of chemicals[[1]](#footnote-2), hazardous materials or dangerous goods at Wannon Water

The following are exempt from this standard as they all have their own dedicated standards and procedures:

* Biological Hazards
* Asbestos
* Sewage
* Biosolids

**Out of scope:**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work. It is the responsibility of the principal contractor to comply with the relevant legislation and consult with the Engaging Officer to determine if their activities pose a risk to Wannon Water (e.g., incompatibility with Wannon Water chemicals).

# Standard requirements

| **Standards** | **Responsibility** | **Accountability[[2]](#footnote-3)** |
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| Assets and equipment purchased, built, installed or modified must consider and control risks associated with chemicals and hazardous materials exposure and release. | Project and Task Supervisors | GM Assets & Service Delivery |
| Risks associated with chemicals and hazardous materials used must be identified before purchase or when making changes to stock levels or processes to use them. All possible exposure routes must be considered (e.g., Dust, fumes, ingestion, skin contact, inhalation). | Project and Task Supervisors  Safety Field Officer /  Environmental Risk Compliance Officer | GM People & Business Services  GM Assets & Service Delivery  GM Community & Corporate Services |
| The hierarchy of control must be used to control the risks associated with chemicals and hazardous materials introduced and used within Wannon Water:   * Eliminate use of the chemical or hazardous material * Substitute with a less hazardous material or chemical (e.g., water based instead of solvent based) * Isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work area * Engineering control measures * Reduce exposure using administrative controls (e.g., buying smaller package sizes instead of decanting a chemical from a bulk container), instructions, supervision and formal training * Reduce exposure using Personal Protective Equipment (PPE) | Project and Task Supervisors  Safety Field Officer /  Environmental Risk Compliance Officer | GM People & Business Services /  GM Assets & Service Delivery |
| All chemicals coming into contact with drinking water must meet the requirements of AS/NZS 4020 – Testing of products in contact with drinking water.  The Operational Monitoring & Reporting team must be informed of the introduction of any of these new chemicals. | Project and Task Supervisors | GM Assets & Service Delivery |
| All chemicals must be introduced and managed (e.g., purchase, receival, storage transfer/transport, disposal) following the processes in the **Chemicals & Hazardous Materials Procedure** and supporting documents (e.g., **Safe Work Instructions**, **Operation Manuals**, **Emergency Information Books (EIBs)**). | Project and Task Supervisors | GM Assets & Service Delivery |
| Chemicals and hazardous materials must only be handled by persons who are suitably trained and competent. | Project and Task Supervisors | GM Assets & Service Delivery |
| All hazardous chemicals and dangerous goods stored and used on Wannon Water sites and assets must be identified in our **Chemical Register**[[3]](#footnote-4). | Safety Risk & Resilience Support Officer (CA System Administrator)  Project and Task Supervisors | GM People & Business Services  GM Assets & Service Delivery  GM Community & Corporate Services |
| All chemicals/chemical infrastructure must be clearly identified, segregated and stored in suitable containers (e.g., Bulk containers correctly placarded/signed, decanted chemical/reagent/waste containers labelled, pipework labelled). | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Safety Data Sheets (SDS) must be the current versions and available to all users for all hazardous chemicals and dangerous goods. They must be less than 5 years old. | Safety Risk & Resilience Support Officer (CA System Administrator)  Project and Task Supervisors | GM People & Business Services /  GM Assets & Service Delivery  GM Community & Corporate Services |
| All activities involving prescribed chemicals and all sites and vehicles holding or transporting quantities of dangerous goods above prescribed limits must meet the applicable legislative requirements (e.g., Dangerous Goods Placarding, site licences/notifications, transport licences/permits, site assessments). | Project and Task Supervisors  Safety Field Officer /  Environmental Risk Compliance Officer | GM People & Business Services /  GM Assets & Service Delivery |
| PPE suitable for work being performed when using chemicals and hazardous substances must be identified and provided. It must be used correctly (e.g., fitted), and maintained (e.g., cleaned and stored) – according to the standards described in Wannon Water procedures or equivalent systems. | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Spillage prevention/containment and fire protection systems required by legislation or to manage risks to Wannon Water accepted levels must be installed/present where chemicals are stored and used (e.g., Bulk chemical bunding, process control/shutdown, fire hose reels, spill kits). | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Chemical infrastructure and equipment must be inspected/maintained in accordance with the manufacturer’s requirements/specifications and by a suitably qualified[[4]](#footnote-5) person (e.g., service, repair, calibration).  Variations to prescribed activities must be assessed/approved by a suitably qualified4 person to ensure they meet regulatory requirements and do not increase risks above Wannon Water accepted levels. | Project and Task Supervisors  Branch Manager Asset Systems | GM Assets & Service Delivery  GM Community & Corporate Services |
| Incidents and emergency events involving Chemicals and Hazardous Materials must be managed via the **Chemicals & Hazardous Materials Procedure,** individual sites **Emergency Information Books (EIB’s)**, specific **Safe Work Instructions**, procedures or **SDS’s**. | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Chemical or Hazardous Material Waste must be managed as per the **Waste Management Standard** and supporting documents. | Project and Task Supervisors  Environmental Risk Compliance Officer | GM Assets & Service Delivery |
| Health and/or environmental monitoring required by legislation or to manage risks to Wannon Water accepted levels must be completed – with records kept. | Safety Field Officer /  Environmental Risk Compliance Officer | GM People & Business Services /  GM Assets & Service Delivery |
| Raise a **Hazard Report** where you have a concern that we are not effectively controlling a chemical or hazardous material which could result in potential harm to health or may impact the surrounding environment or community. | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Raise an **Incident Report** for any event involving Chemicals and Hazardous Materials. | Project and Task Supervisors | GM Assets & Service Delivery  GM Community & Corporate Services |
| Confirmed or suspected notifiable incidents involving chemicals and hazardous materials must be investigated, reported and managed in accordance with the **Incident Response and Reporting Procedure** to ensure legislative requirements are met (e.g., Sewage Treatment Plant licence breach, WorkSafe notifiable event). | Safety Field Officer /  Environmental Risk Compliance Officer | GM People & Business Services /  GM Assets & Service Delivery |

# Training and assessment

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| **Standards** | | | **Responsibility** | **Accountability** |
| Employees working with chemicals & hazardous Materials must be made aware of and trained in this standard and supporting documents. | | | People & Training Coordinator | GM People & Business Services |
| **Role** | **Training Requirements** | | | **Frequency** |
| **Course Code** | **Course or Procedure** | |
| Assets & Service Delivery + Corporate Services Managers/Coordinators/Team Leaders | N/A | * Chemicals and Hazardous Materials Standard * Chemicals and Hazardous Materials Procedure | | Every 3 years |
| Assets & Service Delivery + Corporate Services + **Safety** Risk & Resilience Employees | N/A | * Chemicals and Hazardous Materials Procedure | | Every 3 years |
| * Elevate eLearning Module * ChemAlert software/app * Task Risk Assessment (JSA) eForm | | At induction and during supervision as part of competency sign off |

# Monitoring

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| **Standards** | **Responsibility** | **Accountability** |
| Ensure compliance with and effectiveness of the risk control measures that are in place are verified as effective at least every 4 years by including periodic audits in the **Audit Program.** | Management Systems & Assurance Officer | GM People & Business Services |
| A review and stocktake of chemicals used and stored by Wannon Water is to be conducted periodically as per the **Chemicals & Hazardous Materials Procedure**. | Safety Field Officer | GM People & Business Services |
| Ensure all records required by this standard are maintained in our records management system – **Content Manager**. | Safety Field Officer/  Environmental Risk Compliance Officer | GM People & Business Services /  GM Assets & Service Delivery |

# Definitions

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| **Term** | **Means** |
| APVMA | Australian Pesticides and Veterinary Medicines Authority |
| Dangerous Goods | Dangerous goods are substances and articles (e.g., matches, car batteries) classified on the basis of immediate physical or chemical effects such as fire, explosion, corrosion, oxidation, spontaneous combustion and poisoning that can harm property, the environment or people. They may be solids, liquids, pure substances or mixtures. \* |
| Hazardous Substance/Material | Hazardous Substances are substances that have the potential to harm human health. \* |
| PPE | Personal Protective Equipment |
| Poison | A poison is a chemical substance causing death, injury or harm to organisms or their parts |
| Project and Task Supervisors | The person who is designing assets, procuring plant and equipment |
| SDS | Safety Data Sheet |
| Job Safety Assessment (JSA)/Task Risk Assessment (TRA) | Job Safety Assessment (JSA)/Task Risk Assessment (TRA) Procedure and eForm |

\* Many chemicals are classified as both hazardous substances and dangerous goods.

# Governance

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| **Parent policy / standard** | * Zero Harm Policy |
| **Associated procedures / standards** | * Chemicals and Hazardous Materials Procedure * Waste Management Standard * Site Operations Manuals * Emergency Information Books (EIBs) |
| **Legislation mandating compliance** | * Victorian Occupational Health & Safety Act 2004 * Victorian Occupational Health & Regulations 2017 - Part 4.1 – Hazardous substances * Victorian Compliance Code – Hazardous Substances December 2019 * Dangerous Goods Act 1985 * Dangerous Goods (Storage and Handling) Regulations 2022 * AS/NZS 4020– Suitable for contact with drinking water. * ADWG (Australian Drinking Water Guidelines) * WorkSafe Code of Practice: The storage and handling of dangerous goods July 2019 * Agriculture and Veterinary Chemicals (Control of Use Regulations) 207 (APVMA) |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | Safety Field Officer  Environmental Risk Compliance Officer |

# Document version history

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| **Version** | **Changes made to document** |
| 1 | New document created as part of the new IMS Standard Framework |
| 2 | * Re-worded Section 2 Out of scope: from “has taken legal ownership of a site” to “has been granted formal possession of a site”. * Minor administrative changes. |

1. Non-hazardous chemicals are not subject to all the requirements within this standard – applicable requirements are described within the supporting documentation. [↑](#footnote-ref-2)
2. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current WW work practices to meet requirements of the standard. [↑](#footnote-ref-3)
3. Chemicals stored and used for a duration of less than 14 days/used by contractors do not need to be maintained in the Wannon Water chemical register but need to be managed as per the **Chemicals & Hazardous Materials Procedure.**  [↑](#footnote-ref-4)
4. Could be a Wannon Water employee with the required training/experience, manufacturer, supplier, qualified technical expert where Wannon Water doesn’t have the required knowledge to assess suitability or regulatory implications. [↑](#footnote-ref-5)