

## **1. Introduction**

The production through the course of its activities will inevitably produce hazardous waste and accepts that it has a duty of care to dispose of this in a manner that is safe, environmentally appropriate and legal. This policy is intended to ensure that all personnel working on behalf of the production and who generate, manage or dispose of hazardous waste do this in a manner that allows the production to discharge its duty of care in this area.

There is a specific requirement, under the Environmental Protection Act 1990 and subsidiary legislation to ensure the safe management and disposal of hazardous waste. The responsibility to ensure compliance rests with the production, Studio department and all personnel involved.

**Failure to properly manage the handling, storage, and disposal of hazardous waste is a breach of the legislation and may leave the production and individuals involved open to prosecution.**

## **2. Scope**

The objective of this policy is to inform staff, vendors, subcontractors and visitors working on or visiting any of the productions premises of:

- the presence and nature of hazardous substances
- procedures for managing risk associated with hazardous substances and their disposal
- procedures for managing risks associated with the storage and handling of Dangerous Goods
- general requirements for the management and disposal of hazardous waste
- the disposal of sharps

## **3. Definitions**

Dangerous Goods - means substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising or water reactive. If not controlled they can cause immediate injury, death and/or damage.

Hazardous Substances - means substances that have the potential to harm human health, these substances may be solids, liquids or gases (they may be pure substances or mixtures). When used in the workplace, these substances can generate vapours, fumes, dust and mists.

Hazardous Waste - means a component of the waste stream, which poses a danger to humans, the environment, equipment and physical structures. It includes toxic, infectious, mutagenic (causing genetic damage), carcinogenic, teratogenic (causing abnormalities of the foetus), explosive, flammable, corrosive, oxidising and radioactive substances.

Hierarchy of Controls - means a series of progressive steps to control an identified hazard. Elimination, Substitution, Isolation, Engineering, Administration, Personal protective Equipment.

Safety Data Sheet (SDS) - means a document that is supplied by the manufacturer and/or supplier of Dangerous Goods and hazardous substances that describes the chemical composition of the substance and provides vital information on how individuals should use these substances safely and in accordance with their designated use. All chemicals held on site must have an SDS.

## **4. Policy**

### **4.1 Hazardous Substances**

The production will take all reasonable actions to achieve a safe and healthy working environment by identifying, assessing and controlling risk associated with hazardous substances in the workplace to comply with the Occupational Health and Safety Act 2004 and the Hazardous Substances Regulation (1999).

### **4.2 Dangerous Goods**

The production will take all reasonable actions to achieve a safe and healthy working environment by identifying, assessing and controlling risk associated with Dangerous Goods, and ensure compliance with the Occupational Health and Safety Act 2004 and the Dangerous Goods Act 1985 and Dangerous Goods Storage and Handling Regulations (2000). Dangerous Goods represent the highest risk category of chemicals that we use onsite, in that their effects are immediate and severe. They can explode, corrode, spontaneously combust, easily ignite, intoxicate, suffocate, burn, eat away at flesh and poison. It is a common mistake, that whilst Dangerous Goods are often commonly found in the supermarket, that this makes them less dangerous. This is an incorrect assumption. Regardless where the Dangerous Good is purchased from, it is a high risk product, can cause immediate harm and we are still required to meet the Dangerous Goods legal requirements as detailed in the Act and Regulations.

### **4.3 Hazardous Waste Disposal**

This policy refers to any waste that arises from any activity or trade activity undertaken in completing work for the production that has the potential to be harmful to humans and the environment and is prescribed in the Environment Protection Prescribed Waste Regulations 1988. The management and disposal of hazardous wastes is primarily the responsibility of the production and the department that is responsible for generating the hazardous waste. Additionally, each department is expected to develop site-specific procedures

that encompass all aspects of hazardous waste management. The proper management of waste (both hazardous and non-hazardous) involves a step by step procedure to ensure that any waste generated is correctly identified in terms of its potential hazard to the environment and to any person handling it. The nature of hazardous waste management requires that only fully competent/authorised personnel are involved in certain tasks. Hazardous waste must be removed only by licensed contractors to ensure that the waste is transported in a manner that will protect the environment and human health. Access to the storage sites must be restricted to authorised personnel only, and under the management and control of a person appointed by the production.

#### 4.4 Sharps

The production aims to ensure as far as is reasonably practicable, that controls are in place for the correct disposal of sharps so as to protect employees and visitors from sharps injuries.

#### 4.5 Purchasing Hazardous Substances and Dangerous Goods

Persons purchasing a Hazardous Substance or Dangerous Good are required to request a SDS from the supplier. The person responsible for signing the purchase order shall clearly specify the precise location where the substance is to be delivered, and the name of the person to be contacted at the place of delivery. A SDS must be obtained prior to, or at the first time a Hazardous Substance or Dangerous Good is either used or supplied to the workplace. If a SDS does not accompany a Hazardous Substance on delivery, the person responsible for signing the purchase order must immediately request from the supplier a current SDS. The substance is **NOT** to be used until a SDS is available (on site). If a supplier fails to provide a current SDS for a hazardous substance, the substance is to be returned (unopened) to the point of supply. The supplier is to be advised that the substance is returned due to their failure to supply a SDS; no further order is to be placed with that supplier until the situation is rectified. The supplier is to be advised that they have a legal obligation to supply SDS for Hazardous Substances and Dangerous Goods upon request. The person purchasing the substance must check the issue date of the last SDS with the supplier. It is a requirement that SDS are updated every 5 years. Where possible, chemicals should be purchased in small workable amounts. This reduces the risks associated with bulk storage of hazardous substances; it also eliminates/reduces the need for decanting to smaller containers.

#### 4.6 Inspections and Self Audits

It is a legal requirement that employers, employees, designers, manufacturers, purchasers, persons in management, persons in control conduct Risk Assessments (identify the hazards, assess the risk and implement controls). A regular inspection and self audit program is essential

as a formalised method for identifying hazards and reducing risk. Hazard identification should be conducted at six monthly intervals minimum or when a substantial change occurs.

## **5. Procedures**

### **5.1 Hazardous Substances Procedures**

- All production sites must be audited for hazardous substances
- Areas where hazardous substances are stored are to be assessed for risk and control measures implemented for identified risk using the Hierarchy of Controls
- Review risk assessments every 5 years or when there is a significant change in the work activity
- Safety Data Sheet/s (SDS/s) for all chemicals are to be available to all persons using the chemicals on a production site and Emergency Services Personnel (ESP) where required. All SDS's have an issue/update date that is not greater than five years and should be checked annually
- All personnel handling hazardous substances must be trained in the storage and use of hazardous substances
- All hazardous substances must be correctly labelled
- Appropriate personal protective clothing and equipment (PPE) is to be supplied, worn and maintained where recommended by the SDS
- Emergency spill and containment equipment is to be readily accessible.

### **5.2 Dangerous Goods Procedures**

Dangerous Goods constitute the highest risk chemicals that we are likely to use on a production site. The Regulations require the production to control the risks associated with the storage and handling of Dangerous Goods on our premises/locations. To do this effectively we must identify the hazards that contribute to the risks and assess the likelihood of those hazards causing injury or damage to property or the environment.

An outline of the requirements under the Act and Regulations, are as follows;

- Duty to consult people in the workplace before a new Dangerous Good is introduced
- Conduct a risk assessment for the storage aspect of the Dangerous Good, and also conduct a risk assessment for the usage of the Dangerous Good. There are different risks and consequences associated with the two aspects
- Review risk assessments every 5 years or when there is a significant change in the work activity
- Implement, monitor and maintain any risk controls put in place. Regularly review risk assessments and controls to ensure they are effective and in order to continually improve our risk profile

- A register of all Dangerous Goods must be kept. This is a list containing basic information about the Dangerous Good – its name, class, supplier and quantity
- Safety Data Sheets (SDS) must be obtained for all Dangerous Goods. They must be readily available for users at all times. SDS must not be more than 5 years old, and we must have a system in place for checking and ensuring we have up to date copies on hand. Everyone who uses the dangerous goods must be familiar with the contents of the safety data sheets
- The user must be able to control any spill of a Dangerous Good. Therefore, we must have appropriate spill kits available. For example, a bucket, dustpan, brush, absorbent material, gloves, safety glasses and mask or face shield
- Incidents involving Dangerous Goods must be notified to the production H&S department.
- All containers holding Dangerous Goods must be labelled with the name of the chemical, supplier and what class the chemical belongs to. There can be no mistaking the contents of a container. If you pour chemical XYZ into a smaller bottle, then that bottle must be labelled
- Placarding, otherwise known as signage, must be put up when quantities exceed those listed in Schedule 2 of the Dangerous Goods Regulations. Signage refers to the Dangerous Goods diamonds that you may have seen, specifying a type/class of Dangerous Good and a number.
- Storage of Dangerous Goods is critical. Major incidents have occurred because non compatible goods were stored next to each other and, in turn, reacted violently. Generally, different classes of Dangerous Goods should be stored separately, at least 3m apart, and in some situations stored in different rooms. Bunding must be provided (a method to control spills such as a high lip tray) and storage areas must be clean, tidy, free of flammable materials, well ventilated and have appropriate emergency spill kits and fire fighting equipment.

### 5.3 Hazardous Waste Disposal Procedure

#### 5.3.1 Management of Hazardous Waste

Any material that is designated as a waste and which could be harmful to health and/or the environment due to its properties either currently or in the future (e.g. animal carcasses) must be:

- Handled by personnel with knowledge and access to appropriate PPE;
- segregated according to the particular hazards associated with the waste type
- Packaged to ensure that the waste materials cannot escape the container at any time
- Clearly labelled, identifying the type of waste material and the department generating it

- Transported in such a manner to ensure that the health of employees and visitors to any of the production sites and/or the environment is not compromised
- Stored in the site/area specifically designated for the waste type and for the department generating the waste.

### **5.3.2 Removal of Hazardous Waste**

Hazardous Waste must only be removed by licensed contractors. The generating department must ensure that any contractors engaged to remove and dispose of hazardous waste are competent to do so and that the waste is able to be transported in accordance with all local Legislation and Regulations.

### **5.3.3 Storing Hazardous Waste**

- A storage site for hazardous wastes, can be a purpose-built facility or an existing facility that has been modified
- Hazardous wastes must be stored in safe and secure containment in a clean and tidy area, which allows access by both production staff for the depositing of waste, and waste contractors for the collection of the waste
- Access to the storage site must be restricted to authorised personnel only and must be under the management and control of a person appointed by the production.

### **5.4 Sharps Procedures**

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps can be contaminated with blood or body fluids, microbiological materials, toxic chemicals or radioactive substances, posing a risk of infection or illness if they penetrate the skin. It is therefore essential to follow safe procedures when using and disposing of sharps.

Sharps shall be placed into a sharps container as soon as possible after use. To avoid needle stick injuries, needles shall not be re-sheathed, recapped, bent or otherwise manipulated.

#### **4.4.1 Sharps Disposal Procedures**

All departments that use sharps must have a designated container suitable for the safe storage of sharps. Collection of full sharps containers and other hazardous waste is arranged through the production H&S department or Studio team. For further information, refer to the Hazardous Waste Disposal Guidelines in this Hazardous Substances Policy.

### 4.4.2 Sharps containers

- Need to be rigid, impervious containers, with a tightly fitting lid
- Must be clearly labelled as sharps containers
- Must be discarded when full, in a safe and legal manner

### 4.5 Safety Data Sheet

The purpose of a Safety Data Sheet is to provide information on the safe handling of Hazardous Substances and Dangerous Goods in the workplace. They are to be made available to any person who deals with a hazardous substance or who may be affected by a hazardous substance. Prior to any hazardous substance being used or distributed in the workplace, the manager/supervisor in control of the work must ensure that all employees and/or students have read the SDS and understand the correct procedures for the safe use of the substance, as well as the potential health effects and safety precautions. SDS shall be stored in a location that is readily accessible to all employees who handle or may be exposed to a hazardous substance. In addition, SDS must be available and readily accessible to Emergency Services and Medical Personnel when required.

SDS may be stored as:

- Hard copy paper form
- Computerised SDS database
- **NO** details on an SDS may be altered or deleted.

## **6. Responsibilities**

### 6.1.1 HoDs

The Head of Department is responsible for maintaining a safe and healthy environment inside their team. As such they are required to:

- Provide information on the nature of hazards, risks and control measures associated with hazardous materials and ensure medical and environmental surveillance programs are in place where appropriate
- Make application for licences and permits to hold scheduled hazardous substances, where applicable
- Ensure that legal requirements and guidelines are met for hazardous and highly toxic substances
- Ensure an authorised person fulfils the duties set out in the Occupational Health and Safety (Hazardous Substances) Regulations 1999. (The Regulation)
- Minimise the generation of hazardous wastes wherever possible
- Ensure all crew members are aware of the safe operating procedures and of the requirements contained therein
- Ensure that all crew members attend appropriate education programs to enable them to comply with the requirements of these procedures

- Develop protocols so that all personnel generating wastes through any activity on a production site advises the officer responsible for waste management of any waste management issues prior to commencing activities
- Apply appropriate management strategies to general wastes and recyclables
- Ensure that hazardous waste is only removed by licensed contractors and in accordance with the procedures in this policy
- Ensure that sharps procedures are implemented within their area of responsibility
- Provide information and training to crew members regarding sharps disposal

### 6.1.2 H&S department / Studio team

The production H&S department / Studio team should ensure they are familiar with and comply with the provisions of this policy and procedures and comply with all legislative requirements. They are required to:

- Implement the requirements of The Regulations by seeking Safety Data Sheets, identifying hazardous substances, documenting Risk Assessments and implementing appropriate control measures
- Maintain a register of Hazardous Substances for all Hazardous Substances within the production
- Maintain a register of Dangerous Goods for all designated Dangerous Goods within the production
- Inform, as soon as possible, any person who may have been or could be exposed to a hazardous substance.

### 6.1.3 Crew, Vendors & Subcontractors

- Ensure that they are aware of, and adhere to this policy and procedures
- Attend any training courses arranged for them
- Adhere to safe procedures when using and disposing of sharps so as not to adversely affect their own health or that of others.

### 6.2 Training

All personnel involved in dealing with hazardous items should receive education in the requirements for safe handling and transport and the use/wearing of appropriate PPE when handling and/or transporting hazardous items. PPE includes:

- Eye protection
- protective clothing, gown, overalls
- safety footwear (boots preferred)
- Gloves
- face mask or respiratory protection for vapour/fumes where required, fitted with appropriate canisters for potential vapour/fumes. In some instances independent air respiratory equipment will be required.