



Facility Management Victoria Pty Ltd Hazardous Substances & Chemical Use Policy

You can determine whether a substance is hazardous by looking at the label and the material safety data sheet (MSDS). The label may say, "Poison", "Caution", "Warning" or "Hazardous". The MSDS may state: "This substance has been determined to be hazardous."

Examples of Hazardous Substances include but are not limited to:

- Degreasing agents and solvents
- Disinfectants
- Petrol and oils
- Graffiti removers
- Pesticides
- Soaps and detergents
- Bleaches
- Paint strippers
- Insecticides

Use the attached checklist to review any new substances brought onto the site.

Improper use of chemicals can be dangerous.

- Always wear protective clothing when required or as directed. If in doubt, speak to your Facility Manager.
- Never mix chemicals together.
- Never put chemicals into unmarked containers.
- Always follow manufacturer's directions. (see MSDS sheets- they are available on site)
- Use a measuring cup to pour the correct amount of chemical. Drum taps are also available for safe handling.
- Replace lids firmly on containers after use, to stop accidental spills.
- DO NOT SNIFF OR TASTE THE CHEMICAL.
- Wash your hands immediately if you spill chemicals on them.
- If in doubt speak to your Facility Manager about what you are handling and its correct use.

In the event of a chemical spill isolate the area and contact your Facility Manager.

Hazards Identification, Assessment & Control:

Hazard Report Form:

If you see something at your work that you think is unsafe or unhealthy:

- Fill out a hazard report form
- Provide a copy to your Facility Manager or Director.

You must tell your Facility Manager or Director about anything that is dangerous or could hurt you, residents or the people you work with.