

HAZARDOUS GOODS**SECTION 13**

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This section contains general procedures for the management of common workplace substances.

Detailed information relating to any substance (including first aid treatment) is available from the product's Material Safety Data Sheet (MSDS).

This information should be referred to prior to the use of any potentially hazardous substance.

1. DANGEROUS GOODS

Dangerous goods are segregated into nine major classes:

CLASS	DEFINITION	SYMBOLS
1	Explosives.	  
2	Gasses: compressed, liquefied or dissolved under pressure.	   
3	Flammable Liquid.	
4	Flammable solids, substances liable to spontaneously combust, and substances, which in contact with water, emit flammable gasses.	  
5	Oxidising agents and organic peroxides.	 
6	Poisonous (toxic) and infectious substances	 
7	Radioactive substances.	   
8	Corrosive substances.	
9	Miscellaneous dangerous goods.	

Spills and leaks of oil and other chemicals can cause serious environmental damage. Following the correct procedure for dealing with oil filled equipment, and using simple common sense, will reduce the probability of a spill or leak occurring. However, if one does occur, ensure that the appropriate clean-up and reporting procedures are followed.

When working with any dangerous goods, employees shall:

- Familiarise themselves with the product's Material Safety Data Sheet (MSDS).
- Wear all appropriate Personal Protective Equipment (PPE) as required by the MSDS.
- Use the product in accordance with the manufacturer's recommendations.
- Ensure that dangerous goods are labelled and stored only in containers that are specifically designed for the product.
- Familiarise themselves with the location of first aid equipment (including the eyewash facilities) and fire extinguishers.
- Shield other employees from unnecessary exposure to the dangerous goods.
- Refer immediately to the MSDS for proper medical attention should accidental contact with a chemical occur.
- Dispose of containers that once held dangerous goods according to accepted and approved methods.

2. PROTECTIVE APPAREL FOR SPILLS

Employees shall utilise the following PPE as required:

- PVC (dark green) gloves – single use only.
- PVC knee length safety boots – single use only.
- PVC yellow coveralls – single use only.
- Safety glasses – must be washed thoroughly after each use.
- Respiratory protection – after heavy usage, canisters are to be appropriately disposed of.

For PCB's, employees shall utilise the following PPE as required:

- Unsupported nitrile (light green) gloves - single use only.
- PVC knee length safety boots – single use only.
- PVC yellow coveralls – single use only.

- Safety glasses – must be washed thoroughly after each use.
- Respiratory protection – after heavy usage, canisters are to be appropriately disposed of.

For solvents, employees shall utilise the following PPE as required:

- PVC (red) gloves - must be washed thoroughly each after use.
- PVC knee length safety boots – single use only.
- PVC yellow coveralls – single use only.
- Safety glasses – must be washed thoroughly after each use.
- Respiratory protection – after heavy usage, canisters are to be appropriately disposed of.

For oils, employees shall utilise the following PPE as required:

- Barrier (white) gloves - single use only.
- PVC knee length safety boots – single use only.
- PVC yellow coveralls – single use only.
- Safety glasses – must be washed thoroughly after each use.

3. ASBESTOS

It is important to note that asbestos is not hazardous to health unless it is in free form and capable of being inhaled. Asbestos becomes a health hazard if the fibres become airborne and are inhaled.

If at any stage the employee is unsure regarding the presence of asbestos, then the appropriate protective apparel shall be worn.

It is recommended that the appropriate dust masks be worn while working in the vicinity of asbestos products. The effectiveness of these masks may be reduced by facial hair or by poor fitting.

If it is necessary to provide a hole through asbestos cement (AC) sheeting or millboard, then it is preferable to carefully punch the hole through, as this will minimise the disturbance of particles.

If it is necessary to drill AC sheeting, use only a low speed hand operated drill to minimise particle disturbance. The use of power tools is not permitted because of the inherent possibility of releasing asbestos fibres into the air.

During the drilling operation and subsequent clean up, the operator, or any persons in the immediate vicinity, should wear an appropriate dust mask. Under no circumstances should accumulated dust particles be removed by brushing or blowing.

The dust should be removed with a damp throw away cloth and then placed in an asbestos bag marked "asbestos material", sealed and returned to the asbestos disposal container at the depot.

Do not drill millboard. Holes are to be carefully punched through.

If it is necessary for employees to remove pieces of AC sheeting, then it is essential that such broken pieces of sheet be placed in the asbestos bag provided, marked "asbestos material" and returned to the asbestos disposal container at the depot.

If an employee believes that they have been exposed to airborne asbestos particles, the employee should notify the dispatch officer who shall record the details in the Asbestos Register.

4. COMPRESSED GAS CYLINDERS

Designated cylinder storage areas shall be clearly posted with the name of the gases stored.

Adequate portable fire extinguishers or fire hose stations shall be available for fire emergencies at storage areas.

Signs which read "NO SMOKING - NO OPEN FLAMES OR IGNITION SOURCES" shall be posted around the storage areas.

When storing compressed gas cylinders, employees shall:

- Secure cylinders in an upright position.
- Tag defective compressed gas cylinders or valves with a "Danger Do Not Operate" tag.
- Label empty cylinders and store separately from the full cylinders.
- Ensure cylinder valves are closed at all times when the cylinder is not in use.
- NOT store cylinders near exits, stairways or locations where heavy moving objects may strike or fall against them.

- NOT store cylinders near readily ignitable substances or near corrosive chemicals.
- Ensure acetylene cylinders are stored valve end upwards. If the cylinder is on its side, acetylene may leak out and create a dangerous condition.

When transporting compressed gas cylinders, employees shall:

- Ensure cylinders are transported preferably in the upright position or in suitable racks and properly secured.
- NOT lift cylinders with choke slings. If they must be lifted by mechanical means, they must be lifted in a cradle made for that specific purpose.
- Ensure protective valve caps are properly installed during transport.

When using compressed gas cylinders, employees shall:

- Secure the cylinder in an upright position.
- Ensure that the cylinder valve is closed and that all pressure is released from the regulator, before the regulator is removed from the cylinder.
- Keep valves, regulators, hoses and other apparatus free from oil or grease.
- NOT use a leaking cylinder.
- Ensure excessive heat does not come into contact with any part of a compressed gas cylinder.
- Ensure cylinders are not dropped or permitted to strike violently against each other or any other surfaces.
- NOT use a cylinder that does not have a legible label or marking identifying its contents.
- NOT use a flame to detect flammable gas leaks.
- NOT use the top of cylinders as a place for tools.

5. OILS AND PCB'S

When working with oil and PCB spills, employees shall:

- Avoid contact with the material.
- Make the site safe and cordon off the area if necessary.
- Contain any spills or leaks as best you can.
- Ensure that the material does not enter drains or waterways (do not flush it away).
- Contact the Control Room and your Supervisor as soon as possible.

6. COPPER CHROMIUM ARSENATE POLES

Copper Chromium Arsenate, or CCA is comprised of a mixture of chemicals. In the treatment process, the CCA chemicals react in the timber to form water insoluble compounds that are permanently fixed in the timber (unless released by burning the timber). CCA treated timber is often recognised by its green colouration. However, weathering, timber species and formulation differences can potentially make identification difficult.

Employees and contractors shall:

- Avoid burning CCA treated timbers and breathing the fumes.
- Avoid skin contact whenever handling CCA treated timbers, through wearing impervious (leather) gloves (which will also minimise the occurrence of splinters); and
- Wash skin after handling CCA treated timbers and prior to eating, drinking and going to the toilet.

Sawing treated timber

- Sawing treated timber creates heat at the cutting face and wood vapour is produced. Hand sawing produces less vapour and dust than power sawing.
- Employees and contractors shall wear the following PPE when sawing CCA treated timber:
 - Impervious (leather) gloves,
 - Safety glasses, and
 - P1 or P2 respiratory protection.

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