Hazardous Chemical Management Procedure

Section 1 - Purpose and Scope

(1) This Procedure outlines the minimum requirements, responsibilities and guidance for managing hazardous chemicals at UQ. It aims to:

a. Assist in identifying foreseeable risks associated with hazardous chemical activities are assessed and controlled to protect people, property and the environment; and
b. Support compliance with the Work Health and Safety Act 2011 (WHS Act), the Work Health and Safety Regulation 2011 (WHS Regulation), particularly Chapter 7.1, Section 221 of the Electrical Safety Regulation 2013, and relevant University policies.

(2) This Procedure applies to all UQ workers (see Appendix) and to UQ Controlled Entities and must be read in conjunction with other UQ procedures and guidelines related to chemical safety.

(3) Hazardous chemicals may cause injury, illness, fire, explosion, property damage and environmental harm. These risks can be minimised through implementation of appropriate controls.

Section 2 - Process and Key Controls

(4) Risks must be managed throughout the hazardous chemical lifecycle, including acquisition, transport, use, handling, storage and disposal.

(5) Foreseeable risks must be identified, assessed and controlled through the risk assessment process using UQSafe.

(6) The hazards and properties of chemicals must be understood before use. Risk controls must follow the hierarchy of controls:

a. elimination,
b. substitution,
c. isolation and engineering controls,
d. administrative controls, and
e. personal protective equipment (PPE).

(7) Effective training and supervision of workers who handle chemicals or work in areas where chemicals are present is essential.

(8) Risk assessments must be activity-specific and reviewed whenever activities change or an incident occurs.

(9) Emergency response procedures (e.g. spill clean-up, first aid, post-exposure protocols) must be documented and implemented prior to acquiring or accessing chemicals.

(10) Hazardous chemicals must be stored safely and securely.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

(11) Quantities of hazardous chemicals acquired must not exceed immediate operational needs.

(12) Hazardous chemicals must be appropriately labelled, and storage areas must be correctly signed and placarded.

(13) Accurate records of chemical holdings must be maintained.

Section 3 - Key Requirements

(14) Key requirements and controls for chemicals must be identified by each Organisational Unit through the risk assessment process and must apply the following principles to the management of hazardous chemicals.

Risk management

(15) Hazardous chemical risk management must include hazard identification, risk assessment, risk control, and review of controls in accordance with the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021.

(16) Risk management must apply across the entire chemical lifecycle.

Codes of Practice

(17) Various Codes of Practice contain minimum requirements for hazardous chemical risk management under the WHS Act and these must be consulted by persons when managing the risks from hazardous chemicals. In particular, the following Codes of Practice apply:

a. Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021
b. Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2021
c. Labelling of Workplace Hazardous Chemicals Code of Practice 2021

Risk assessment

(18) Risk assessments must be completed in UQSafe and include the handling, transport, use, storage and disposal of hazardous chemicals as appropriate.

Hazard identification

Globally Harmonised System (GHS) classification

(19) All hazardous chemicals supplied, held, or manufactured by UQ must be classified and labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) and the Safe Work Australia - Classifying hazardous chemicals – National guide.

Safety Data Sheets (SDS)

(20) Before acquiring or using a hazardous chemical, workers must ensure a current SDS is available, accessible and understood by all workers.

(21) UQ’s enterprise database for SDSs is Chemwatch. If an SDS is unavailable in Chemwatch, the person acquiring or using the chemical must obtain one from the supplier, or if this is not possible, prepare a compliant SDS themselves.

(22) Where a hazardous chemical is being manufactured for supply outside of the local area, or is imported without a compliant SDS available, the person at UQ undertaking these activities must prepare a compliant SDS.

(23) If a research chemical (see Appendix) or sample for analysis is to be supplied to another person and it is not

reasonably practicable to produce a full SDS because the hazard properties are not fully known, a SDS Template for Research Chemicals or Samples for Analysis must be prepared and provided to the recipient by the person supplying the item. A single SDS may be prepared for a group of substances, mixtures and articles where it is reasonable to assume that the group will have similar hazardous properties.

Chemical Labels

(24) The correct labelling of hazardous chemicals at UQ must be in accordance with:

a. the WHS Regulation;
b. Labelling of Workplace Hazardous Chemicals Code of Practice 2021;
c. WorkSafe Queensland - Labelling and Safety Data Sheets.

(25) For hazardous chemicals that are manufactured and/or supplied by UQ, they must be correctly labelled and packed before supplying, or as soon as practicable after manufacturing as per the Labelling of Workplace Hazardous Chemicals Code of Practice 2021.

(26) Before chemical waste can be collected for disposal, all containers must have a compliant waste label attached as supplied by the UQ Science Store.

(27) Dangerous goods (DG) transported by road, rail, sea or air must comply with applicable DG transport labelling requirements (see Appendix).

Signage

(28) Storage rooms, cupboards, cabinets and refrigerators used for storing hazardous chemicals must be labelled. Applicable DG class diamonds must be displayed.

(29) Laboratories, workshops, or any other rooms containing hazardous chemicals, must have a ARCHIBUS Hazardous Rooms door sign specifying that chemical hazards are present. The ARCHIBUS Hazardous Rooms module must be updated by the local Safety team.

Placarding

(30) Placarding (WHS Regulation Schedule 13) must be installed by Organisational Units for the storage of hazardous chemicals above placarding quantities specified in the WHS Regulation Schedule 11. Placards must be positioned separately, be legible and kept unobstructed.

(31) An outer warning placard, or HAZCHEM sign, is required at entrances to the workplace, likely to be used by emergency services, when the workplace exceeds the prescribed placarding quantity.

(32) Work areas/buildings, bulk containers/tanks and stockpiles must be placarded as per the Placarding for Storage of Hazardous Chemicals - WHS Queensland and Hazardous chemicals - placard and manifest quantities information.

(33) For hazardous chemicals stored in an indoor area which exceeds placarding quantities, the information placards must be located at the main point(s) of entry to the building and at the entry to each room or area in which placarding quantities are exceeded.

(34) Placarding must be amended as soon as practicable if there is a change in the type or quantity of hazardous chemicals held that requires a change to the information displayed. The relevant local Safety Team must notify the HSW Division of any major changes to chemical holdings that have the potential to change placarding requirements.

Chemical purchasing and acquisition management

(35) Hazardous chemicals must be purchased through the UQ financial processing system (UniFi) which incorporates approval workflows. If the purchase of hazardous chemicals outside UniFi is required (e.g. payment by cash, corporate or private credit card) this must be approved by the HSW Division prior to the purchase.

(36) Where UQ is given hazardous chemicals, including samples for research or analytical purposes, a risk assessment must be completed prior to accepting the samples and the relevant local safety team notified. UQ staff accepting hazardous chemicals are responsible for their management in accordance with this Procedure for the entirety of their life cycle.

(37) Chemicals must not be purchased in quantities exceeding operational requirements.

Inventories, register and manifest

Inventories

(38) Individual hazardous chemical packages, when received, must be recorded in a chemical inventory including their name, date acquired, quantity and the location. The inventory must be updated when the hazardous chemical is moved to a different location or disposed of. For time-sensitive chemicals (TSC), the date of opening and expiry date must be recorded (refer to the Time-sensitive Chemicals Management Safe Operating Procedure).

(39) Organisational units must complete a stocktake of the chemical inventory at least every two years. Classes of chemicals which have specific hazards or regulatory requirements (e.g. time-sensitive chemicals, chemicals of security concern (CSCs), restricted and high-risk medicines and poisons) have specific stocktaking periods which must be complied with.

(40) ChemInventory is UQ's preferred chemical inventory software. Organisational units using alternative systems must be able to readily provide an output of the inventory data in a timely manner (e.g. if requested by a Regulator).

Registers

(41) UQ maintains Chemwatch as the register of hazardous chemicals used, handled, or stored at its sites and campuses. Chemwatch holds SDSs for hazardous chemicals and must be made readily accessible to all workers.

(42) The HSW Division updates Chemwatch every two years using the data contained in ChemInventory. Areas that are not using ChemInventory must provide their chemical inventory data to the HSW Division in the form of the Chemwatch upload template at least once every two years for the purpose of updating the Chemwatch register. Areas that update the Chemwatch register directly must confirm the data is accurate at least every two years.

(43) Where a hazardous chemical SDS is not in Chemwatch, before acquiring or use, the UQ worker must obtain an SDS. The HSW Division can upload an SDS to Chemwatch.

Manifests

(44) The manifest of hazardous chemicals is compiled as per the requirements in the WHS Regulation Schedule 12 by the HSW Division from the data recorded in Chemwatch and will be uploaded to a secure electronic storage location (MS Teams). Access will be available to persons that hold relevant roles and responsibilities.

(45) Organisational units must notify the HSW Division if they intend to acquire quantities of Schedule 11 hazardous chemicals that may significantly change the quantity stored. The HSW Division will notify the Regulator if required.

First aid and spills management

(46) Spill response requirements, including first aid, evacuation, notifications, containment, PPE, cleanup and disposal,

must be addressed in the risk assessment and documented for use by workers.

(47) Chemicals spills must be reported by completing an incident report in UQSafe.

Safe and secure storage

(48) Storage requirements must be determined through risk assessment and consideration of SDS requirements, chemical compatibility, storage quantities, container integrity, storage security and disposal requirements.

Waste management

(49) Waste management must be considered before chemicals are purchased or acquired to ensure that a safe and cost-effective method of disposal exists and must be included in the risk assessment process. Information regarding chemical waste disposal can be found on the UQ Science Store webpage.

(50) Chemical waste must be collected in dedicated and appropriately labelled chemical waste containers, observing standard chemical incompatibility management procedures.

(51) Special consideration must be given to materials for which UQ does not have internal processes available for waste disposal. For example, when purchasing gas cylinders, an agreement must be in place with the supplier for the return of the empty cylinder as these cannot be collected by the UQ Science Store.

(52) Chemicals with the following properties must not be disposed of down the sink or sewer:

a. toxic or hazardous to the aquatic environment including:
    i. organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances;
    ii. any substances liable to produce noxious or poisonous vapours in the sewerage system;
b. flammable substances;
c. explosive substances;
d. organic solvents and oils; or
e. natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions.

(53) Corrosive chemicals (alkaline or acids) may only be disposed of via the sink/sewer providing:

a. they do not fall into any of the categories in the clause directly above; and
b. they are sufficiently diluted before disposal such that the pH is between pH 6 – pH 10.

(54) Local authority and sewer utility acceptance criteria or permits must be adhered to.

Redundant chemicals

(55) Before a research team/group or business unit ceases to operate at UQ, they must manage chemicals under their control as follows:

a. chemicals must not be abandoned or left in the related work area;
b. TSCs must be disposed of to the UQ Science Store in accordance with chemical waste requirements (see Waste Management section and Time-sensitive Chemicals Management Safe Operating Procedure);
c. controlled substances must be disposed of in accordance with waste management procedures and guidelines. Information regarding chemical waste disposal can be found on the UQ Science Store webpage;
d. other classes of chemicals can be transferred to another work group, provided that a risk assessment has been put in place by the receiving work group, and the chemical inventory must be updated to reflect this.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Decontamination of areas which have contained chemicals

(56) Organisational units must ensure that areas previously used for chemicals are properly decontaminated before relocation, refurbishment, or vacancy to prevent contamination risk. Decontamination methods must be based on the hazards and properties outlined in the chemicals' SDSs.

Manufacturing and supplying hazardous chemicals

(57) If a UQ worker manufactures or supplies (see Appendix) a hazardous chemical, they are responsible for complying with this Procedure, SDS and chemical labelling requirements and Division 3 of the Work Health and Safety Act 2011.

Training and induction

(58) Training must be proportionate to the hazards, risks and activities involved.

(59) The following mandatory training must be completed by UQ workers before using and handling hazardous chemicals, and then at repeated specified intervals:

a. Health Safety and Wellness Induction training module (Staff access through Workday course code: HSW_OHS_003 / Students access through Learn.UQ (Blackboard).
b. Chemical Safety training module (Staff access through Workday course code: HSW_CHM_001 / Students access through Learn.UQ (Blackboard).
c. for personnel involved in more specialised chemical use (e.g. laboratory and workshop personnel), online training modules that relate to the specific chemicals or workplace.
d. work area specific induction, supervision and training and competency assessment.

Transport

(60) Organisational units must ensure hazardous chemicals are transported safely in all situations, in accordance with the SDS, and that transport risks are addressed in the risk assessment.

Importation

(61) Overseas procurement must only occur where suitable local suppliers are unavailable.

(62) Chemicals must not be purchased from generic marketplace sites as per the Finance and Business Services Division Where to Buy Guide (UQ username and password required). Suppliers who source their items from these marketplace sites must not be used.

(63) Where all options of sourcing a local supplier have been exhausted, Organisational units that import chemicals from overseas must comply with the following:

a. Ensure chemical imports have the necessary import permits in place before arranging for the importation of hazardous chemicals;
b. Where required, the chemical is registered, reported and has a pre-introduction report in accordance with the Australian Industrial Chemicals Introduction Scheme (AICIS) - Chemical Information. Registration to the scheme is managed by the HSW Division.

Health monitoring and workplace exposure limits

(64) Health monitoring must be provided where workers may be exposed to hazardous chemicals that present a significant risk to health in accordance with the HSW Division's Health Monitoring webpage.

Incident Management

(65) Incidents involving hazardous chemicals that impact people, property or the environment must be reported in UQSafe.

Hazardous chemicals with special management requirements

(66) Special attention is required for certain chemicals due to their regulatory requirements and risk, details contained in the supplementary document, Hazardous chemicals with special management requirements.

Activities with special management requirements

(67) Special management requirements exist for specified activities, details contained in the supplementary document, Hazardous chemical activities with special management requirements.

Section 4 - Roles, Responsibilities and Accountabilities

Heads of Organisational Units

(68) Heads of Organisational Units must ensure that:

a. there is a process in place for risk management of acquisition, use, storage, handling, transport and disposal of chemicals within their area of responsibility.
b. hazardous chemicals are recorded in the chemical inventory, and resources are available to conduct a stocktake of chemical holdings at least every two years.
c. an appropriate person, or persons (e.g. HSW Manager/WHSC/Floor Manager), are nominated as Controlled Substances Officer (CSO) for their specific unit.
d. adequate facilities are available to support the safe use of chemicals in their area.
e. the requirement for appropriate disposal of redundant chemicals is complied with.

Managers and Supervisors

(69) Managers and Supervisors of staff and students must ensure that:

a. workers are competent to manage the risks of hazardous chemicals.
b. workers are provided with adequate induction, information, training and supervision in the acquisition, use, handling, transport, storage and disposal of chemicals.
c. records of induction and training conducted outside of the Workday and Learn.UQ Blackboard systems are maintained.
d. workers complete risk assessments in UQSafe, of acceptable quality, for the use, handling, storage, transport and disposal of chemicals, and are approved.
e. safe work procedures are in place for activities involving hazardous chemicals, and that workers are aware of these and have been trained to a sufficient level of competency.
f. inspection of time-sensitive chemicals and peroxide testing of peroxide forming chemicals is conducted and recorded.
g. necessary risk controls are used by workers and they are correctly maintained.
h. a chemical inventory system is maintained, and hazardous chemical stocktakes are undertaken at least every two years for their work areas.
i. SDSs are available to workers.

j. they participate in incident investigations when an incident has been reported.
k. redundant chemicals are managed.

Controlled Substances Officer (CSO)

(70) The CSO appointed by the Head of the Organisational Unit must be appropriately qualified and competent to act as the CSO. The CSO is responsible for:

a. advising the Head of Organisational Unit on the management and use of controlled substances in their area, as required by this Procedure;
b. functioning as the Controlled Substances Commodity approver to review the acquisition of controlled substances in UniFi;
c. providing advice and assistance to Supervisors and UQ workers on managing the risks associated with controlled substances, including the development and review of risk assessments;
d. assisting with stocktakes of controlled substance inventories;
e. providing a formal report annually to the Head of Organisational Unit and HSW Division on the outcome of inventory checks of controlled substances and report unexplained discrepancies.

UQ Workers

(71) All UQ workers who work with chemicals must comply with this Procedure and any reasonable direction provided by their Supervisor in relation to chemical safety. Workers are required to:

a. acquire knowledge on chemicals they will be handling by accessing the SDS.
b. undergo all mandatory and relevant hazardous chemical training.
c. complete risk assessments for the safe use of chemicals.
d. adhere to all required security and safety control systems.
e. ensure hazardous chemicals are recorded in the relevant chemical inventory system.
f. ensure unused chemical stocks are returned to their designated storage locations.
g. ensure that chemical waste is managed as described in this Procedure.
h. report any incidents, near misses or hazards related to chemicals in UQSafe and to their direct Supervisor or Manager.
i. ensure suspicious behaviour in relation to chemicals is reported to their direct Supervisor, and the relevant drugs officer and/or CSO.
j. report discrepancies on controlled substances to the CSO and Supervisor.

Local Safety Teams (HSW Managers and WHSCs)

(72) Local Safety Teams are responsible for:

a. providing Organisational Units and/or local areas with education, advice, and support regarding safe hazardous chemical management.
b. working with Supervisors and Managers on completing risk assessments that meet the requirements of this Procedure and periodically auditing the areas for compliance with risk assessment requirements.
c. ensuring, in consultation with the HSW Division, that appropriate placarding is in place and amended as soon as practicable if there is a change in the type or quantity of goods held that requires a change.
d. recording and updating the “Hazardous Chemicals” status for rooms in the ARCHIBUS Hazardous Rooms module.
e. ensuring door signs generated by ARCHIBUS are displayed on rooms containing chemical hazards and are

updated as and when required.

HSW Division

(73) The HSW Division is responsible for the following:

a. Chemwatch register of hazardous chemicals at UQ sites is prepared, kept updated and is accessible to authorised persons at the workplace.
b. transfer of chemical inventory data, as updated by business unit chemical stocktakes, to Chemwatch.
c. a manifest of hazardous chemicals is maintained in a secure electronic storage location for all UQ sites based on Chemwatch data.
d. placarding requirements are reviewed at least every five years.
e. developing guidance material for UQ relevant to this Procedure.
f. providing UQ online training modules to maintain awareness of the general risks and requirements for working with chemicals.
g. ChemInventory and Chemwatch remain functional and accessible to all workers.
h. providing support and training to workers for ChemInventory and Chemwatch.
i. tagging of time-sensitive chemicals (TSCs) within Chemwatch and ChemInventory.
j. providing technical assistance and advice on hazardous chemicals.
k. notifying the relevant regulator regarding chemical misuse, diversion/theft, or any other security event reported by local areas.
l. liaising with other UQ Divisions and regulators as required.
m. recording Controlled Substance Officer approvals in Workday.

Section 5 - Monitoring, Review and Assurance

(74) The HSW Division will review and update this Procedure, at least every 5 years.

(75) Supervisors/Managers are to assess compliance with this Procedure to demonstrate/confirm its effectiveness, and identify, assess and promptly address deficiencies.

Section 6 - Recording and Reporting

(76) All records and reporting must be in written form or incorporated into an auditable UQ system.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
ChemInventory	Secure, cloud-based software used by UQ that allows for management of chemical containers.
Chemwatch	Database used by UQ to access safety data sheets, generate a chemical register, and report locations and quantities of chemicals across UQ.
Controlled substances (medicines and poisons, CSCs, SSAN, prohibited and restricted carcinogens)	At UQ are those substances or mixtures reflected in current legislation or codes as regulated, controlled or needing the prevention of diversion towards illicit use. All controlled substances are hazardous chemicals but not all hazardous chemicals are controlled substances.

Term	Definition
Dangerous good (DG)	Dangerous goods are substances that have hazardous properties and are a risk to health, safety, property, or the environment, as defined by the Australian Dangerous Goods (ADG) Code.
Dangerous good transport labelling requirements	Dangerous goods (DG) transported by road or rail must comply with the labelling or marking requirements that are specified in the Australian Code for the Transport of Dangerous Goods by Road and Rail (the ADG Code). DG transported by sea must comply with the labelling or marking requirements that are specified in the International Maritime Dangerous Goods Code for the Transport of Dangerous Goods by Sea. DG transported by air must comply with ICAO - Technical Instructions For The Safe Transport of Dangerous Goods by Air. In addition, individual carriers may have additional requirements to other standards such as the IATA Dangerous Goods Regulations (IATA DGR). Contact individual carriers for labelling and packaging requirements.
First responders	People with specialised training who are among the first to arrive and provide assistance at the scene of an emergency e.g. firefighters, paramedics, police officers.
Hazardous atmosphere	The WHS Regulation defines existence of a hazardous atmosphere if: 1. the atmosphere does not have a safe oxygen level; or 2. the concentration of oxygen in the atmosphere increases the fire risk; or 3. the concentration of flammable gas, vapour, mist, or fumes exceeds 5% of the lower explosive limit for the gas, vapour, mist, or fumes; or 4. a hazardous chemical in the form of a combustible dust is present in a quantity and form that would result in a hazardous area.
Hazardous chemicals	Are any substance, mixture or article that satisfies the criteria of one or more hazard classes in the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), as modified by Schedule 6 of the WHS Regulation. Most substances, mixtures, and articles that are dangerous goods under the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) are hazardous chemicals, except those that have only radioactive hazards (class 7 dangerous goods), infectious substances (division 6.2) and most class 9 (miscellaneous) dangerous goods.
Imports	Bring into Queensland from outside Australia.
Lifecycle	Regarding chemicals and their management, means first the procurement and inventory storage; the second is use in research or teaching program, or a manufacturing process; and the third is post-use, including onsite handling, removal, and beneficial reuse, recycle or disposal.
Local Area	The local area could be a research or operational group, a laboratory, a floor, a building, or a site/campus. Preferably a space that can appropriately hold chemicals (e.g. chemical store, laboratory, floor, building, etc).
Manifest	A written summary of specific types of hazardous chemicals at a workplace whose primary purpose is to provide emergency services organisations with information on the quantity, classification, and location of hazardous chemicals at the workplace. It also contains information such as site plans and emergency contact details. A manifest is required for a workplace which stores, handles, or uses hazardous chemicals in quantities that exceed or are likely to exceed the prescribed manifest quantities in Schedule 11 of the Work Health and Safety Regulation 2011. At UQ, the manifest is informed by the data held in Chemwatch.
Manufacturing	When any natural or artificial chemical, mixture, substance, or article is produced at UQ.
Organic peroxides	Thermally unstable substances characterised by their self-accelerating decomposition temperature (SADT), the temperature above which they may undergo exothermic self-accelerating decomposition.
Organisational Unit	A Division, Faculty, Institute, School, Centre, etc.
Ototoxic chemicals	Those that can harm the auditory system, including the cochlea, vestibular organs, or auditory nerves, leading to hearing loss or balance dysfunction.
Research chemical	Substance or mixture that is manufactured in a laboratory for the purposes of genuine research and not for use or supply to others for a purpose other than genuine analysis or research.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Term	Definition
Register	A list of the hazardous chemicals at the workplace including the safety data sheet (SDS) for each as required by the WHS Regulation. The register must be made readily accessible to workers or others in a work area who may be affected by the hazardous chemicals at the workplace. The purpose of the register is to provide workers and others access to information about a hazardous chemical to allow for its safe management.
Safety Data Sheet (SDS)	Document containing information on the health, safety and environmental aspects of a material or chemical for the purposes of storing, using, and disposing of the substance in a safe way.
Schedule 11 hazardous chemicals (also known as manifest quantity chemicals)	Hazardous chemicals listed in Schedule 11 of the WHS Regulation which if quantities listed are exceeded at the workplace, placarding, manifest and notification to WorkSafe Queensland is required. These chemicals by hazard class are - flammable gases, gases under pressure, aerosols, flammable liquids, self-reactive substances, flammable solids, pyrophoric liquids and pyrophoric solids, self-heating substances and mixtures, substances which in contact with water emit flammable gas, oxidising liquids and oxidising solids, organic peroxides, acute toxicity chemicals, skin corrosion, corrosive to metal, unstable explosives.
Security Sensitive Ammonium Nitrate (SSAN)	Ammonium nitrate, ammonium nitrate emulsions and ammonium nitrate mixtures containing greater than 45% ammonium nitrate, excluding solutions and ammonium nitrate products that are classified as class 1 explosives.
Supplying	Providing a hazardous chemical to others (for example, to research collaborators or industry).
UQSafe	UQ online system for recording risk assessments, injuries/illness, near miss and hazard reporting and certifications.
UQ workers	For the purposes of this Procedure includes: • staff - continuing, fixed-term, research (contingent funded) and casual staff; • visiting academics and researchers; • affiliates - academic titleholders, emeritus professors, adjunct and honorary title holders, industry fellows and conjoint appointments; • students including higher degree by research students.

Status and Details

Status	Current
Effective Date	4th November 2026
Review Date	4th November 2031
Approval Authority	Director, Health, Safety and Wellness
Approval Date	23rd October 2026
Expiry Date	Not Applicable
Policy Owner	Lucy Beikoff Director, Health, Safety and Wellness
Enquiries Contact	Health, Safety and Wellness Division

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.