



**F1** This function checks if the proposed substance is listed on the ChemAlert database. If not the substance may be added to ChemAlert by sending a copy of the manufacturer's MSDS or details of the substance to the UWA Safety and Health Office at the following link:  
[http://www.safety.uwa.edu.au/about\\_chemical\\_safety/chemalert/caaddproducts](http://www.safety.uwa.edu.au/about_chemical_safety/chemalert/caaddproducts)

**F2** Refer to the ChemAlert MSDS and check if the substance is identified as a Designated Hazardous Substance. A substance that is listed as a Designated Hazardous Substance according to NOHSC criteria receives that classification according to toxicology or the health hazard associated with the substance; this classification is not related to the reactivity of the substance according to Dangerous Goods Class.

**F3** A key element on the hierarchy of control to minimise the hazard associated with a particular substance is to consider substitution or using an alternative substance that has no risk or a lower level of risk.

**F4** Required approval must be obtained for any substance listed as carcinogenic in Schedule 5.4 or 5.5 of the Occupational Safety and Health Regulations 1996:  
<http://www.slp.wa.gov.au/docep/Occupational+Safety+and+Health+Regulations+1996.pdf>  
UWA approval must also be obtained by submitting a copy of the Approval Form for Experiments Involving the Use of Scheduled Carcinogens/ Mutagens/Teratogens to UWA Safety and Health Office – this form can be downloaded at the following link under Hazard Management Chemical:  
<http://www.safety.uwa.edu.au/forms>

**F5** Check if the substance is listed in Schedule 5.3 of the Occupational Safety and Health Regulations 1996; if so, then contact the UWA Safety and Health Office to discuss baseline testing and regular health checks on individuals exposed to this substance. Reference the Occupational Safety and Health Regulations 1996 at:  
<http://www.slp.wa.gov.au/docep/Occupational+Safety+and+Health+Regulations+1996.pdf>

**F6** ChemAlert MSDS's will indicate if a substance is a Scheduled Poison; otherwise, consult the Standard for the Uniform Scheduling of Medicines and Poisons at the following link:  
<http://www.comlaw.gov.au/Details/F2009L03012>  
If the proposed substance is a scheduled poison then ensure that the School has a Licensed Poisons Permit Holder for the required schedule; licensing is managed by the Government of Western Australia Department of Health.

**F7** The risks associated with storage quantities of Designated Hazardous Substances increase with quantity. A UWA quick reference guide may be reference to at the following location:  
<http://www.mech.uwa.edu.au/staff/safety/training/?a=1767967>  
For larger quantity storage the Government of Western Australia Department of Mines and Petroleum document titled Dangerous Good Safety Guidance Note S01/11 Licensing and Exemptions for Storage and Handling should be consulted at:  
[http://www.dmp.wa.gov.au/documents/Guidelines/DG\\_GN\\_S01\\_11\\_LicensingAndExemptionsForStorageAndHandling.pdf](http://www.dmp.wa.gov.au/documents/Guidelines/DG_GN_S01_11_LicensingAndExemptionsForStorageAndHandling.pdf)  
This will provide compliance details of Placarding Quantity, Manifest Quantity and Major Hazard Facility (MHF). Issues arising from bulk storage of Dangerous Goods should be dealt with through the UWA Safety and Health Office.

**F8** The UWA Safety & Health Office provides an unwanted substance recycling service whereby chemicals no longer required may be listed on the web site below for 3 months:  
[http://sho.intranet.uwa.edu.au/chemicals/recycling\\_unwanted\\_chemicals](http://sho.intranet.uwa.edu.au/chemicals/recycling_unwanted_chemicals)  
In addition, UWA Safety and Health Office organise disposal collections of unwanted chemicals twice per year with the collection cost shared between Business Units. Further information of the collection process may be found at the following link:  
[http://www.safety.uwa.edu.au/about\\_chemical\\_safety/chemical\\_waste\\_collection](http://www.safety.uwa.edu.au/about_chemical_safety/chemical_waste_collection)

**F9** Before purchasing Designated Hazardous Substances, consideration must be given to the storage requirements. Flammable liquids and corrosive liquids must be stored in ventilated Flammable Safety Cabinets and Corrosive Safety Cabinets respectively. Flammable solids, corrosive solids, oxidizing agents and toxic substances may be stored on open shelves or cupboards, however, Dangerous Goods Class segregation distances must be maintained. Substances that have toxic vapours or dust must only be opened and used in a fume cupboard. Special storage considerations should be given to substances that are Dangerous when Wet and suitable fire extinguishers may need to be purchased. Nano powders may not be purchased and stored in laboratories or areas without approval by the School Safety Committee.

**F10** The ChemAlert software package from Risk Management Technologies identifies substances according to 3 categories of hazard level i.e. Red, Amber and Green. Individuals purchasing a Red category item are required to complete a Chemical Pre-purchase Checklist to accompany the order to demonstrate that they have read the contents of the MSDS and understand the hazards associated with the substance. Other supplier MSDS's do not use this colour code system; but the responsibility rests with the purchaser to complete the Chemical Pre-purchase checklist if the proposed substance is designated as a Hazardous Substance, but is not listed on ChemAlert. Chemical Pre-purchase checklist available at the following link:  
<http://www.mech.uwa.edu.au/staff/safety/training/?a=1958116>