

CHEMICAL & SUBSTANCE MANAGEMENT PROTOCOL

This protocol provides clear lines of communication that should be followed for the purpose of:

- Introducing chemicals and substances into the workplace;
- Removing or disposing of chemicals and substances from the workplace.

Chemical is defined as *any element, compound or complex, present as an entity or contained in a mixture.*

Substance is defined as *any natural or artificial entity, composite material, mixture or formulation.*

This protocol has application for all organisations participating in the Pulp and Paper Industry Occupational Health, Safety and Environment Unit (OHS&E Unit). It follows two (2) distinct streams, **A** and **B**.

A – being where appropriate internal systems are in place to manage the introduction and removal of chemicals and substances in the workplace.

B – has application where no appropriate, documented systems or processes exist to manage the introduction and removal of chemicals and substances in the workplace.

Prior to new chemicals and substances being introduced on site or existing chemicals and substances being removed, appropriate consultation with Employee Representatives should be carried out. This consultation process should encompass the provision of all available and known information about both the chemical / substance and its use in the workplace. Where disposal is planned all available information on removal conditions should be obtained.

Option A

Consultation may be conducted through the following channels.

1. Chemical and Substance management committee or like body, that includes appropriate **Employee Representatives** and utilises a documented process for the introduction and disposal of chemicals and substances.
2. OHS Committee that has an equal or greater representation of employees and utilises a documented process for the introduction and disposal of chemicals and substances.
3. Senior OHS Representative(s) or **Employee Representative**, utilising a documented process for the introduction and disposal of chemicals and substances.

Where options (1) or (3) are used there must be a report back mechanism to the OHS Committee.

The **Employee Representatives** may call upon the OHS&E Unit to provide:

- advice on the use or disposal of such chemical of substance;
- further information on the chemical or substance;

- additional research data from overseas sources; or
- other support mechanisms as deemed appropriate at the time.

Quarterly summaries of new chemicals and substances introduced into the workplace should be provided to the Pulp and Paper Industry OHS&E Unit.

Option B

Where no formal process exists to monitor new chemical or substance introductions, the employer must initiate a process of consultation with **Employee Representatives**. They may, in turn, initiate a process whereby no new chemicals or substances can be introduced into the workplace with the agreement of the OHS&E Unit.

Such an arrangement should be confirmed with both the OHS&E Unit and site management in writing and signed off by the senior Employee Representative. There must also be a report back mechanism to the site OHS Committee.

Where this Option is in place the following information must be supplied to the OHS&E Unit prior to any 'Approval for Use' forms being issued.

- All MSDS information available to site management.
- A completed risk assessment on the use of the chemical or substance in the current work environment.
- Any additional information, relevant to the introduction and use of the chemical or substance in the working environment.

All 'Approval for Use' requests will require a **minimum** turn-around time of five working days. This however will be dependent upon the availability of the OHS&E Unit's National Coordinator at the time of the request and the complexity of such requests.

Once all research and review has taken place, and prior to the introduction of any chemical or substance the appropriate paperwork should be signed off by the delegated Employee Representative and Company Representative.

Substitute chemicals or substances must be sought for any chemical or substance that is an identified carcinogen. An identified carcinogen being a substance that has been classified and defined by the International Agency for Research on Cancer.

Only once all other options have been discounted should the introduction of the carcinogenic chemical or substance be considered. At this time it is imperative to identify control measures that will offer the highest possible protection to persons working with or in the vicinity of the chemical or substance.

Such measures should be determined utilising the hierarchy of control. Where administrative controls or personal protective equipment are utilised they must be to the highest possible standard in order to protect the users from the adverse effects of contact with the chemical or substance.

No chemical or substance should be used whilst research or review is underway.

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