

<b>Policy Name:</b>	<b>Hazardous Substances</b>
<b>Policy Number:</b>	<b>5.04</b>
<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

JC Steele is committed to providing a safe workplace and endeavours to be proactive about identifying and actioning any hazards to the business, its employees, clients, visitors and property.

JC Steele understands the specific risk that hazardous substances can pose in the workplace and as such, follows the procedures below to minimise harm to employees, visitors and the business. Hazardous substances are generally chemicals that can harm your health. They may be solids, liquids or gases, pure substances or mixtures.

Generally speaking, JC Steele does have some hazardous substances in use but is committed to doing so responsibly and in line with procedures below should there at any time be a need to have a hazardous substance on the premises.

Blood and bodily fluids may also be considered hazardous substances and JC Steele has set procedures for the cleaning and management of these types of potential hazards.

## **PROCEDURES: General Hazardous Substances (chemicals etc)**

- a. It is the policy of JC Steele that hazardous substances will be used, stored and disposed of in a manner that is safe and protects employees who use the substances and others who may be affected by the use of the substances from the risk of injuries and damage to health and welfare.
- b. Measures will be taken to use and store only the minimum range and minimum quantity of potentially hazardous substances. The practice of "buying in bulk" to achieve economic savings is not commensurate with our principles of management of hazardous substances. Where possible, only sufficient quantities for current use will be purchased.
- c. Material Safety Data Sheets will be requested from the supplier for hazardous substances that are in use currently or are a by-product of a current process to ensure that the appropriate information is available with regard to safe storage, and what to do in case of an emergency.
- d. No Material Safety Data Sheet obtained from a supplier will be changed in any way. Any additional information that is necessary for employees will be attached to the original Material Safety Data Sheet.
- e. Where a hazardous substance is identified by the National Health and Medical Research Council as a human carcinogen, or highly suspected as being a human carcinogen, where possible, it will

not be used in the workplace. Where such a substance is used, it will only be handled by the least number of people possible, while following all relevant JC Steele SWMS.

- f. Material Safety Data Sheets are located in the Warehouse office and in the Safety folder on the JC Steele Australia server, so that they are easily available to those who are working with the hazardous substances.

## **PROCEDURES: Blood & Bodily Fluids**

- a. It is the policy of JC Steele that all employees are responsible for assisting with the cleaning of restrooms and other areas that may be affected by blood and/or bodily fluids. While JC Steele employs the regular services of a cleaner, day to day cleanliness standards must be maintained by all employees. This ensures a pleasant environment for all employees and visitors at all times.
- b. JC Steele requests that any employee who has an accident in area of the building, including but not limited to the restrooms, should use their initiative and clean the area if they are physically able to do so. If the employee responsible is unable to clean up, they are encouraged to ask for help. Employees deliberately failing to clean up after themselves is considered a breach of expected behaviours at JC Steele.
- c. Medical grade disinfectant should be used when cleaning up blood or bodily fluids. If a cloth or paper towels are used these should be disposed of after use. If a mop is used this should be washed thoroughly and rinsed with more disinfectant after use.
- d. Clothing that becomes soiled as a result of cleaning an area should be machine washed as usual. In the event that an employee believes their clothing to be overly soiled as a result of carrying out cleaning duties may request reimbursed for dry cleaning expenses or item replacement. This is solely at the Managing Director's discretion on an individual case basis.