

HS924 Position Description: Chemical Safety Supervisor



Reference: HS332 Hazardous Substances and Dangerous Goods Procedure

This is a guideline position description; areas are free to adapt to suit their circumstances.

Faculty/Division			School/ Divisional Unit		
Document number:	Initial Issue date:	Current version:	Current Version	Next review date:	

Overview

The position of Chemical Safety Supervisor is appointed by the Head of School to provide a point of contact for the collection and dissemination of information on chemical safety for the School. Chemical safety matters refer to (but not limited to): carcinogens, dangerous goods, hazardous substances, chemicals of security concern, poisons and schedule 8 drugs.

Reporting

The position reports to the level 3 health and safety consultation committee in the school by providing regular updates. The position does not need to sit as a member of the committee.

Responsibilities

1. To be the point of contact within the School to receive information relating to chemical safety from the UNSW Health and Safety Unit that needs to be disseminated to members of the School.
2. To be the point of contact, in collaboration with the Health and Safety Coordinator for the School, for members of the School seeking advice on chemical safety issues.
3. To be familiar with the UNSW Hazardous Substances and Dangerous Goods Procedures and associated guidance and forms.
4. To have an awareness of the requirements for the storage of dangerous goods, hazardous chemicals, poisons and schedule 8 drugs, and be able to advise where information on these requirements may be obtained.
5. To have an awareness of the requirements for the labeling of containers of hazardous chemicals in the laboratory and be able to advise where information on these requirements may be obtained.
6. To have an awareness of the UNSW guidelines on dealing with chemical spills and be able to advise where information on these guidelines may be obtained.
7. To be familiar with the UNSW Laboratory Hazardous Waste Disposal Procedure and be able to advise on where information on this procedure may be obtained.
8. To be familiar with the use of SciQuest ERM for chemical management within the school.
9. To be able to direct enquiries on chemical safety to appropriate sources of information.
10. To be a point of contact with Facilities Management with regard to facilities required within the school for chemical safety.
11. To maintain an awareness of the chemical safety issues within the School.

Supporting resources

Procedures, guidelines, information sheets and legislation links that support chemical safety can be accessed from the UNSW Health and Safety Unit web site:

<http://safety.unsw.edu.au/chemical>

http://safety.unsw.edu.au/sites/default/files/documents/HS667_Chemical_Legislation.pdf

Relevant legislation

Work Health and Safety Act and Regulation 2011

Environmentally Hazardous Chemicals Act 1985

Environmentally Hazardous Chemicals Regulation 2008

Poisons and Therapeutic Goods Act 1966 (scheduled drugs)

Poisons and Therapeutic Goods Regulation 2002 (scheduled drugs)