



## **THE UNIVERSITY OF ADELAIDE**

Department of Mechanical Engineering

### **DEPARTMENT OF MECHANICAL ENGINEERING**

#### **HAZARDOUS SUBSTANCES POLICY**

This policy recognises that the health and safety of all staff and students using hazardous substances within the Mechanical Engineering Department is the responsibility of the Head of Department. In fulfilling this responsibility, the Head of Department has a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health. The Head of Department through departmental supervisors is responsible to ensure that the following requirements are satisfied:

- Identify and assess all hazardous substances. This should be carried out by appropriately trained staff.
- Ensure that all hazardous substances used in the department are provided with appropriate labels and material safety data sheets that conform to the Worksafe Australia standard.
- Minimise the risk of adverse health and safety effects due to exposure to hazardous substances in the workplace.
- Maintain information in the form of a hazardous substances register and other records as specified in the regulations.
- Ensure that all employees with potential for exposure to hazardous substances used at work are provided with education and training on the nature of hazards and means of assessing and controlling exposure to workplace hazardous substances.
- Ensure that emergency services and other relevant public authorities have access to relevant information on workplace hazardous substances.

In fulfilling the objectives of this hazardous substances management policy, the Head of Department through departmental supervisors is committed to regular consultation with all employees in the department to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

This policy will be reviewed on an annual basis and revised as required.

Signed.....  
Head of Department

Date.....