

HS333 Placard, Manifest and Notification Procedure for Schedule 11 Chemicals

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
Contact Officer	Manager, UNSW Health & Safety		
Superseded Documents	Version 1.1 of HS333 Dangerous Goods Placarding, Manifests, Notification and Emergencies Procedure HS333 Placard, Manifest and Notification for Schedule 11 Chemicals v2.1		
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Associated Documents	HS332 Hazardous Substances and Dangerous Goods Procedure HS681 Fact Sheet on the GHS HS680 Placard and Manifest Quantities for Schedule 11 Chemicals		
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1. Purpose and Scope

Schedule 11 of WHS Regulations lists threshold quantities for different types of hazardous chemicals above which extra signage and notification to the Regulator is required. This procedure describes how the requirements for such chemicals can be met.

2. Definitions

Schedule 11 Hazardous Chemicals: Chemicals which are grouped in accordance with their hazard class and described in Schedule 11 of the WHS Regulation. The classification system used in the GHS has been applied for the purposes of reporting bulk quantities of certain types of hazardous chemicals to the Regulator and for identifying the type of placard that should be displayed for such bulk storage areas. This system replaces the previously used dangerous goods classification system.

Placard: a sign or notice that displays certain information about bulk quantities of hazardous chemicals for the purposes of the emergency services department.

3. Procedure

3.1 Manifest

If the quantity of a schedule 11 hazardous chemical or any group of schedule 11 hazardous chemicals being handled or stored at the workplace exceeds the manifest quantity for that group then a manifest of such chemicals must be prepared. Refer to Placard and Manifest quantities for Schedule 11 chemicals. The manifest must be kept in a place agreed to and easily accessible by, the

emergency services. Details of what should be contained in a manifest are outlined in schedule 12 of the WHS Regulation. Due to the large physical area occupied by UNSW it has been decided to create separate building manifests. The task is best managed for each laboratory by identifying the bulk quantities of a specific schedule 11 chemical (e.g. 200litres liquid nitrogen dewer) being stored in that laboratory as well identifying any bulk quantities of a group of hazardous chemicals e.g. a 250litre flammable liquid storage cabinet. In addition specific details of any hazard category 1 chemical should be noted including the proper shipping name, UN number and the quantity being stored.

Steps in creating a building manifest

- The area manager (laboratory manager) must maintain summary data for all schedule 11 hazardous chemicals stored in their facility in SciQuest.
- The details of any storage location having placard quantities of schedule 11 hazardous chemicals (i.e. those chemicals having physical hazards similar to the dangerous goods classes) will be identified by running reports from SciQuest.
- UNSW Health and Safety and the Chief Warden will use this information to create the building manifest.
- UNSW Health and Safety unit will create the Site Manifest.

3.2 Notification to the Regulator

Written notice must be provided to the Regulator if the manifest quantity of a schedule 11 chemical (or group of chemicals) is exceeded. Details of what should be included in the notification are outlined in clause 348 of the WHS Regulation. UNSW Health and Safety will prepare and send this notification on behalf of the University. Any proposed changes to bulk dangerous goods being stored (e.g. new bulk liquid nitrogen tank to be installed or decommissioned) must be notified to the UNSW Health and Safety. Any changes are required to be notified to the Regulator as soon as it is known that they will occur.

3.3 Placards

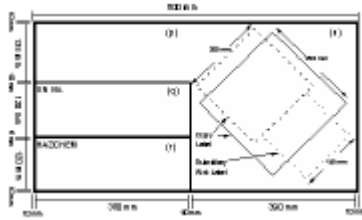
3.3.1 Outer warning placard

An outer warning placard should be prominently displayed at any entrance to the workplace used by the emergency services if the total quantity of any group of schedule 11 chemicals exceeds the placard quantity for that group. An outer warning placard will be of the size and colour specified in schedule 13 e.g.:



3.3.2 Placard for a bulk container

In addition a placard is required for any schedule 11 chemical stored in bulk. The placard in this case must be located on or next to the container. The placard must meet the specifications outlined in schedule 13 for a bulk container and resemble the following:



This placard includes:

- Proper shipping name
- UN number
- Hazchem code
- The DG Class diamond * (from the ADG code)

Placards are only required for bulk quantities of schedule 11 chemicals that fall into the Physical hazard categories.

*This is the DG class diamond to be used for bulk quantities of unstable explosives, type A organic peroxides or type A self-reactive substances:



3.3.3 Placards for packaged Schedule 11 chemicals

A placard is required at the entrance to a storage area in which schedule 11 chemicals are stored in quantities above placard quantities. The DG class diamond should be used for each group of schedule 11 hazardous chemicals exceeding the placard quantity for that group.

For example a storage location storing each of the following:

- A 250litre corrosive cabinet storing hydrochloric acid (hazard category 2 skin corrosive);
- A 100litre toxic cabinet storing manganese chloride (packing group 3 acute toxicity)
- A 50litre flammable liquid cabinet storing 50litres of diethylether (a hazard category 1 flammable liquid)

then the placard for that storage location should contain:



In each case the placard quantity for each particular hazard classes has been reached i.e. 50litres for a hazard category 1, 250litres for a hazard category 2 and 1000litres for a hazard category 3

The Chief Warden, in conjunction with UNSW Health and Safety, is responsible for ensuring that the building manifest is kept up to date. The completed manifest will be located near the EWIS panel in the foyers of the applicable buildings.

3.4 Emergency Plans

Where the quantities of hazardous chemicals on the premises exceed manifest quantities, then a written emergency plan must be written and communicated. It should include items such as evacuation details, isolation of essential services, trained personnel, location of firefighting equipment and emergency facilities e.g. spill kits and PPE.

UNSW Health and Safety will coordinate the necessary information for the site plan(s) in consultation with the chief wardens, key contacts in the buildings where hazardous chemicals are stored and the UNSW emergency coordinator. The plan should be reviewed at least every 5 years and earlier if situations change.

4. Review & History

This procedure will be reviewed in accordance with the UNSW HSMS Review procedure.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, Human Resources	1/1/2007]	1/1/2007	New Document
1.1	Director, Human Resources	16/12/2010	16/12/2010	Reformatted in accordance with UNSW template
2.0	Director, Human Resources	1/3/2013	1/3/2013	Updated in accordance with WHS Regulation. Replacement of dangerous goods class categories with the GHS physical hazard class categories. Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review
2.1	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
2.2	Director, UNSW Safety and Sustainability	10 March 2016	10 March 2016	Reviewed for administrative updates. Included SciQuest into Procedure