



Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011		
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1. Introduction and Scope

This guideline describes options that are available for shipping dangerous goods by air and the criteria that need to be considered in order to choose the best option. It applies to intrastate, interstate and international shipping.

It applies to all staff at UNSW who may be required to ship dangerous goods by air, no matter what the quantity.

2. Definitions

Dangerous goods (DG) are as defined and listed in the “Australian Code for the Transport of Dangerous Goods by Road and Rail” (ADG) and include all nine classes.

CASR – Civil Aviation Safety Regulation

CASR Part 92 – CASR Part 92 prescribes the minimum safety requirements for the consignment and carriage of Dangerous Goods (DG) by air.

CASA – [Civil Aviation Safety Authority](#) is the regulator and enforcer of CASR

IATA – [International Air Transport Association](#) (IATA) is a trade association representing and serving the airline industry world-wide.

3. Sending Dangerous Goods

Anyone who sends dangerous goods by air must ensure that they are properly packed, marked, labelled and declared. The person sending the goods is also required to be trained. The dangerous goods can only be lodged with freight forwarding companies or airlines. To find dangerous goods consultants, trainers, and suppliers of packaging, labels and documentation go to:

<http://www.casa.gov.au/dg/providers/>.

3.1 Establishing How the Goods Will Be Sent

Your first consideration should be whether you really need to send the goods. Are the goods available for purchase at the location you are sending them to? If the

answer is 'no' then your next step is to consider if the goods can be sent by other means such as road, rail or sea. If the answer is again "no" then you need to consider whether you will pack, mark, label and declare the goods according to CASA and IATA regulations, or engage a shipper of dangerous goods to do this for you. If you are travelling as an airline passenger, limited types of dangerous goods may be taken as carry-on baggage, check-in baggage or on your person.

3.2 Choosing to Use a Commercial Packing Service

This may be the cheaper alternative if you are sending dangerous goods by air irregularly. You can find current service providers at: <http://www.casa.gov.au/dg/providers/index.htm>. Freight forwarders that will carry dangerous goods can be found at: <http://www.casa.gov.au/dg/freight/send.htm>.

3.3 If you choose to Pack, Mark, Label and Declare Dangerous Goods

If you choose to regularly send dangerous goods by air yourself this may be the more cost effective alternative. In coming to this decision you need to consider the cost and time of purchasing the required packaging, labels and documentation for the specific dangerous goods being shipped, and of attending an accredited shipper's course every two years. Training providers can be found at: http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD::pc=PC_90376

The person packing the goods also takes on the responsibility for compliance with CASR Part 92. Penalties can run into thousands of dollars and/or up to seven years in prison if requirements are not being met. You may also need a copy of the current annual IATA Dangerous Goods Regulations Manual in order to determine the specific packing requirements, quantities of dangerous goods, and method of shipping by air permitted by the airline involved and country of destination. The cost of manual is approximately \$300.00 + GST.

3.4 Accompanied Dangerous Goods as Baggage or on Your Person

Check the two tables at <http://www.casa.gov.au/dg/luggage/dgtable.htm> to identify items that can be taken as carry-on baggage, check-in baggage, or on your person. Airlines and security screening agencies still have the right to refuse the carriage of certain items. Items listed in the second table require the explicit approval of the airline or aircraft operator that you are going to fly with. You will need to contact them to find out how they would like you to pack, label, prepare and carry the items.

3.5 No Dangerous Goods Are Permitted to Be Sent by Post

It is illegal and unsafe to put dangerous goods in the mail. Lodging dangerous goods into the postal system can incur a penalty of up to ten years in prison and the goods may be destroyed. Exceptions are listed in Australia Post Terms and conditions Part D – Prohibited Goods http://www.auspost.com.au/statutorydocuments/generalpostalservices/APT&C_Body-04.htm

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director Human Resources	1/01/2007	1/1/2007	New document
1.1	Director Human Resources	16/12/2010	16/12/2010	Update weblinks
1.2	Director Human Resources	1/3/2013	1/3/2013	Update WHS legislation reference Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document identifier from OHS to HS in accordance with WHS legislation review
1.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates