

Chemical Storage Guide

It is the responsibility of every occupant, owner, tenant, contractor, employee & visitor and ALL users of this facility to ensure they take all reasonably practical steps to ensure both their own health and safety, and the health and safety of others at this facility.

The following guide has been established for the benefit of all users of this facility and complex. Should any part of this guide conflict with the policies of a statutory authority and/or the scheme by-laws the latter shall prevail.

It is the responsibility of lot owners, letting agents/building managers to make their guests or occupants, as well as occupants of holiday/short term lettings of their unit, aware of this guide.

Scope

All persons handling and storing chemical products do so at their own risk and sole responsibility. The body corporate accepts no liability for the injury, death or loss associated with handling or storing chemicals. It is ultimately the responsibility of any persons using or handling chemicals to ensure that they abide by the manufacturers and/or suppliers instructions.

Definitions

- **Hazardous substances** are pure chemicals or chemical mixtures that are hazardous to your health.
- **Dangerous goods** are substances or articles that pose an immediate risk to people, property or the environment (eg. flammable, toxic, corrosive).
- **Scheduled poisons** - chemicals and pharmaceuticals that have special controls applied to how they are packaged, labelled, dispensed and used to ensure the safety of the community.
- **Hazardous area** - a physical space where a flammable and/or explosive atmosphere is present or may be expected to be present occasionally.
- **Ignition source** - any source of energy sufficient to ignite a flammable atmosphere. Examples of ignition sources include naked flames, hot surfaces, mechanical sparks or static electricity, and electrical/electronic or mechanical equipment that are not designed for use in a hazardous area.

General

Guide purpose:

1. To protect every occupant, owner, tenant, contractor, employee & visitor and ALL users of this facility from the hazards of handling and storing chemicals.
2. To ensure all statutory and safety requirements in relation to the handling and storing of chemicals are adhered to.

Storage

Guide covers:

Non-hazardous chemicals, hazardous substances and small volumes of dangerous goods may at times be kept in a dedicated storage area within the common property area. These dedicated storage areas must be:

- well ventilated
- well lit
- separated from all ignition sources
- protected from temperature fluctuations and direct sunlight
- Secured from ALL visitors, contractors and occupants, whilst at the facility, unless they are suitably trained and competent in the handling of these goods.

The shelving and/or cupboards storing chemicals must:

- be constructed of chemically resistant materials
- provide a lip at the front of the shelf.

Safety Guidelines

- Any dangerous goods that are incompatible must be segregated to prevent them mixing. This can be achieved by the use of an impervious barrier or by a separation distance sufficient to prevent contamination (a distance of 1.5 metres should be sufficient in most circumstances).
- All chemicals must be stored in their respective classes, taking into account incompatibilities within a class, such as concentrated acids and bases in Class 8.

- Except as indicated on the relevant Material Safety Data Sheet (MSDS), Dangerous Goods should be segregated based on the Recognising Dangerous Goods Segregation Chart. See last page for example.
- Wherever possible, Dangerous Goods and Hazardous Substances must be stored in original containers and labelled as supplied. It is prohibited to use drink or food containers (discarded or new) to store chemicals.
- If transferred to or kept in other containers, these must be compatible, suitable for the purpose and labelled.
- Containers including lids, caps and seals, must be checked regularly for deterioration and replaced when necessary.
- Exposure to hazardous substances should, so far as is practicable, be prevented by physical barriers or procedural measures. Nonetheless, suitable personal protective equipment must be available and must always be worn when handling all hazardous substances and dangerous goods.
- At least one Dry Chemical fire extinguisher should be provided near locations where chemicals are stored. The extinguisher must be located so that it is immediately accessible in an emergency, along an exit route.
- Flammable liquids or solids can be stored together in a in a suitably compliant flammable liquids cabinet.
- Liquids must not be stored above powders and solids and, if in glass bottles, must be stored at lower levels;
- Spontaneously Combustible Solids must be stored separately in a suitably compliant flammable liquids cabinet.
- Corrosive Substances should be stored in suitably compliant cabinets, with separate cabinets for concentrated Acids and Bases (Alkalis).
- Compatible goods of mixed classes can be kept in a suitably compliant cabinet

Spill Containment

- Packages must be kept on surfaces that are resistant to their contents if spilt.
- Packages > 1.5 kg or 1.5 L should not be stored on shelves higher than 1.5 m.
- Except when stored in specialised chemical storage cabinets, containers for liquids should be stored on impervious spill trays and, if glass, must not be on shelves more than 1 m above the floor.

- Spill containment facilities such as a spill kit must be provided in the storeroom, unless all liquids are stored in cabinets or on shelves with built in spill retention e.g. drip trays.
- When a subsidiary risk is listed for a chemical, the storage requirements of both the relevant Dangerous Goods Class/Division and the Subsidiary Risk must be followed.
- Suitable absorption materials should be readily available for dealing with spills.
- Any dangerous goods or hazardous substance spill must be cleaned up immediately, taking appropriate precautions for the hazards of the material.

Ventilation

- Ventilation is vital to create and maintain a safe working atmosphere in an area where chemicals are stored and handled.
- Ventilation is achieved by the introduction or recirculation of air by natural or mechanical means.
- A safe working atmosphere is characterised by:
 - Sufficient oxygen levels for breathing;
 - Concentrations of hazardous gases, vapours, mists, fumes and dusts are within relevant exposure standards;
 - Concentrations of flammable gases, vapours, mists, fumes and dusts are below 5% of their lower explosion limit; and
 - Avoidance of the build-up of heat and extremes of temperature.
 - Expert advice should be sought prior to installing, or when maintaining local or mechanical exhaust ventilation, or for specific Chemical Storage Cabinet ventilation.

Age & Health Restrictions

Guide restricts:

1. ANY Child under 18 years old from handling and storing chemical products.
2. Persons under the influence of alcohol or drugs from handling and storing chemical products.
3. Any handling or storing of chemicals by any unauthorised or unqualified person.

Supervision of Children

Guide prohibits:

1. Parents or other in charge of children leaving them unsupervised around an area designated for the handling and storing chemical products (even for a second).
2. Depending on others to supervise children under their care around an area designated for handling and storing chemical products.

Simple Storage Guide Chart

Chemical Hazard Always refer to the SDS	Flammable	Acid	Base	Oxidizer	Toxic
Flammable 					
Acid 					
Base 					
Oxidizer 					
Toxic 					