

LSOP Title	Using S4 chemicals
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Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	HSW – Hazardous Chemicals
Risk Assessments	
Approved by	Lindsay Shaw
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1.0 Scope

This LSOP covers the identification of hazardous chemical and controlled substances, labelling, use of safety data sheets

This LSOP does not cover the use of other chemicals within the laboratory, or the use of chemicals outside of UQ.

2.0 Definitions

S4 chemicals – restricted drugs

PPE – Personal Protective Equipment

SDS – Safety Data Sheet

UQ – University of Queensland

WHS – Workplace Health & Safety

3.0 Prescribed Actions

Identifying hazardous chemicals

Labelling:

1. All chemical packages, containers must be clearly marked to show identity and hazard of the goods stored.

Labelling Requirements:

1. [Part 7 \(Hazardous Chemicals\) and Schedule 9 of the Work Health and Safety \(WHS\) Regulation 2011](#)
2. [Labelling of Workplace Hazardous Chemicals Code of Practice 2011 \(Queensland\)](#)
3. [Australian Code for the Transport of Dangerous Goods](#)
4. [Standard for the Uniform Scheduling of Drugs and Poisons](#)
5. [PPL 2.70.04 Chemical Labelling](#)

Safety Data Sheets (SDS):

1. SDS are required for any hazardous chemical used, handled or store in a workplace. They must be readily accessible.
2. SDS must include:
 - a. Chemical identity and ingredients
 - b. Health and physical hazards
 - c. Safe handling and storage procedures
 - d. Emergency procedures
 - e. Disposal considerations
3. SDS can be found through [Chemwatch](#) (requires UQ Staff Login)

Manufacturing or supplying hazardous chemicals:

1. If you produce or manufacture any natural or artificial substance, mixture, or article in a research laboratory at UQ you MUST prepare an SDS.
2. If you provide a hazardous chemical to others (collaborators or industry), it is defined as “supplying”. You must:
 - a. Prepare an SDS for the hazardous chemical before, or as soon as practicable after, manufacturing or importing the hazardous chemical
 - b. Ensure chemicals are correctly labelled and packed as soon as practicable after manufacture
3. If you manufacture a research chemical, waste product or sample for analysis and it is not reasonably practicable to produce a full SDS, you must prepare an [SDS template for research chemicals, waste products or samples for analysis \(PDF, 106.1 KB\)](#).
4. Refer to [WHS Regulation](#).

Risk Management:

1. You MUST complete a risk assessment for all work involving hazardous chemicals.
2. Risk assessments are completed through [UQsafe](#) (requires Staff Login). For further information ask within team or email sciohs@uq.edu.au.
3. The [Managing risks of hazardous chemicals in the workplace Code of Practice 2013 \(Queensland\)](#) provides practical guidance on how to manage health and safety risks associated with hazardous chemicals in the workplace.
4. SDS is a generic document for all users, and includes information about transport, storage, and industrial use of the chemical.
5. Recommendations for personal protective equipment (PPE) often reflect worst-case exposure scenarios that may not be appropriate for laboratory conditions in which small quantities of chemicals are used with high-order controls such as fume cupboards.
6. Safe Work Australia publishes [workplace exposure standards for chemicals](#) and guidance for interpreting them. You can [search exposure standards](#) on Safe Work Australia's [Hazardous Chemical Information System \(HCIS\)](#).

Health monitoring:

1. When there is significant risk of exposure to hazardous chemicals, health monitoring may be required. Hazardous chemicals for which health monitoring may be required include, but are not limited to:
 - a. Asbestos
 - b. chemicals listed in [schedule 14 of the Work Health and Safety Regulation 2011](#)
 - c. chemicals described in [section 368 of the Work Health and Safety Regulation 2011](#).

Training:

1. You MUST complete training before you start work with hazardous chemicals or laboratory work.
2. Check with the WHS Officer for training and induction requirements for hazardous chemicals works and users, and laboratory workers.

Purchasing:

1. All regulated and controlled substances require purchasing approval by the appropriate officer.
2. There are two commodity approvals in UniFi for these substances:
 - a. one for medicines (drugs) and poisons by the Drugs Officers (DO), which includes S2, 3 and 4s under the VC delegation (see more about [purchasing scheduled substances](#) or [contact your area's Drugs and Poisons Officer](#))
 - b. one for controlled substances by the Controlled Substances Officer (CSO) (see the [Chemicals of Security Concern Procedures \[2.70.26\]](#)).
3. To comply with the relevant [WHS Regulation](#) on the requirement of a current manifest, a controlled substance location (including room number) will need to be selected for all Drug Commodity items and Controlled Substances Commodity items purchased via UniFi (including catalogues).

4.0 Appendix