
2011 Guide to Using Automotive Chemicals

OH&S Obligations as an Employer



For more information on your OH&S obligations as an employer please visit the relevant website in your state. The information contained in this document has been transcribed from [this website](#).

The information presented in this document is intended for general use only. It should not be viewed as a definitive guide to the law, and should be read in conjunction with the Occupational Health and Safety Act 2004. The advice contained herein may not apply in every circumstance. Accordingly, AlSCO cannot be held responsible, and extends no warranties as to:

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MSDS

Did you know?

- ✓ It is your legal responsibility as an Employer to ensure that MSDS (material safety data sheets) are accessible to every employee.
- ✓ You must ensure that a current MSDS is available on or before the first use of a hazardous substance for each employee.
- ✓ You must ensure that the MSDS has not been altered in any way but is the original copy from the manufacturer.
- ✓ An MSDS states the product name, chemical and physical properties, health hazards, safe use, the names of the importer and manufacturer including an Australian address and telephone number, in addition to information regarding specific chemicals contained in the substance.
- ✓ Each MSDS is reviewed every five years or whenever related information is updated or revised.

Containers

Did you know?

- ✓ Labels are to be placed on the containers of all hazardous substances, containers that are decanted but not immediately consumed, items and substances that may produce hazardous substances and containers that have yet to be cleaned/ decontaminated.
- ✓ It is your responsibility as an Employer to ensure that all containers in which hazardous substances are supplied are labelled with the manufacturer's or importer's label.
- ✓ You must ensure that labels on containers in which hazardous substances are supplied remain legible and are not removed or altered.
- ✓ Labelling is not required if the hazardous substances is contained within part of a manufacturing process or is decanted in to another container that is clearly labelled or identified
- ✓ Employers must ensure that containers remain labelled until they're cleaned or chemically deactivated so that lingering residue is no longer a health risk.

Systems

Did you know?

- ✓ It is your responsibility as an Employer to identify hazardous substances in pipes, process vessels etc - any area that is part of a manufacturing process.

Register

Did you know?

- ✓ It is your responsibility as an Employer to keep a register of all hazardous substances supplied to your workplace.
- ✓ You must ensure that the register contains product names and applicable MSDS.
- ✓ Employers have the option of including the date of a substance's introduction to the workplace or the date of commencement of use; the CAS registry number; various names, synonyms and nicknames of the substance; and all ingredients or just those that are hazardous.
- ✓ Registers must be retained for at least five years from the date that the product is no longer used.
- ✓ You must ensure that the register is easily accessible to employees unless you are a retailer or the chemical is supplied in a consumer package intended for retail sale.

Risk Assessment

Did you know?

- ✓ It is your responsibility as an Employer to undertake a risk assessment of hazardous substances before they are used for the first time.
- ✓ A simple way to reduce risk is to ensure that all items that come into contact with hazardous substances are cleaned and decontaminated properly.
- ✓ You must ensure that the risk assessment takes in to account the substances used, information in the MSDS, label information and possible health risks.
- ✓ You may make a generic risk assessment if one or more hazardous substances are used in similar circumstances in more than one work area within your workplace.
- ✓ It is your duty to keep a record of the risk assessments you undertake.
- ✓ You must review risk assessments if there are changes to the work process or if the assessment no longer accurately reflects risks in the workplace or within 5 years.

Risk Control

Did you know?

- ✓ It is your responsibility as an Employer to either eliminate or reduce as much as possible any risks associated with the use of hazardous substances.
 - ✓ One way to reduce exposure risk is to eliminate non-essential hazardous materials. Employers can also redesign the workplace to section off areas where hazardous substances are located to reduce exposure.
 - ✓ You must undertake specific measures to control any risks associated with the use of hazardous substances by substituting less hazardous substances or limiting exposure or using engineering controls.
 - ✓ You must ensure that you control any remaining risk through administrative controls and personal protective equipment.
 - ✓ You must ensure that risk control measures are properly used and maintained.
 - ✓ You must ensure that exposure standard is not exceeded.
 - ✓ What is a hazardous substance? Any substance that poses a threat to the health, hygiene or safety of persons in the workplace, including substances created as a result of workplace activities. The substance may or may not be a designated hazardous substance.
 - ✓ What is not a hazardous substance? Lead, substances containing organisms which may cause diseases, radioactive substances, and items/substances brought into the workplace for personal use.
 - ✓ What does it mean to be exposed to a hazardous substance? If one absorbs or is likely to absorb the substance by way of inhalation, ingestion or contact through the skin or mucous membrane.
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Atmospheric Monitoring

Did you know?

- ✓ It is your responsibility as an Employer to undertake atmospheric monitoring if there is an exposure standard for a hazardous substance in use and there is uncertainty as to whether this may be exceeded.
- ✓ Monitoring should not be delayed. It should be performed in a timely manner and data accurately recorded.
- ✓ You must provide the results of any monitoring if there is the potential for exposure.
- ✓ It is your duty to retain a record of the results of atmospheric monitoring for 30 years, unless otherwise specified.

Health Surveillance

Did you know?

- ✓ It is your responsibility as an Employer to provide health surveillance to an employee if they are exposed to hazardous substances considered by the Authority to require health surveillance.
- ✓ If an adverse effect on an employee's health is reasonably likely to occur it is your responsibility to ensure that health surveillance is carried out by a registered doctor.
- ✓ The doctor should be willing and able to visit the workplace to attain a better understanding of the risks, hazards and workplace tasks.
- ✓ You must ensure that a health surveillance report is prepared and includes health issues identified, recommendations and an interpretation of results.
- ✓ If adverse health risks are identified you must review risk control measures.
- ✓ You must ensure that a copy of the health surveillance report is provided to the Authority.
- ✓ It is your duty to ensure that health surveillance reports remain confidential - you may only release copies to the employee concerned or to the Authority.
- ✓ It is your duty to keep records of health surveillance for 30 years.

Information, Instruction and Training

Did you know?

- ✓ It is your responsibility as an Employer to provide information, instruction and training to any employees who may be exposed to hazardous substances in the workplace.
- ✓ You must consult with the employee health and safety representative when undertaking risk assessments or control of risk processes.

Detailed information can be found in the Workplace Health and Safety Regulation 2008. <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaR08.pdf>

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- ✓ Non toxic, non flammable, non hazardous and solvent free
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- ✓ Mobile and simple to use

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For more information about the AlSCO Ecosafe Washer, please contact us on **1300 136 784** or visit our website ecosafewasher.com.au