



TARONG ENERGY CORPORATION LIMITED
OCCUPATIONAL HEALTH & SAFETY PROCEDURE FOR
HAZARDOUS SUBSTANCES AND DANGEROUS GOODS
MANAGEMENT
OHS - PROC - 201

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1.0 Purpose

To document the manner in which Tarong Energy manages hazardous substances (HS) and stated dangerous goods (SDG).

2.0 Scope

The procedure shall apply to all personnel at Tarong Energy sites in the acquisition, storage, use and disposal of hazardous substances and stated dangerous goods.

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3.0 Policy

It is the policy at Tarong Energy sites for all hazardous substances and stated dangerous goods to be purchased, stored, transported, used and disposed of in accordance with Section 6.0 Reference Documentation.

4.0 Actions

4.1 Purchase of Hazardous Substances and Stated Dangerous Goods

- A current Material Safety Data Sheet (MSDS) must be obtained from the supplier before a new HS or SDG is proposed to be used.
- Forms T-1051 Hazardous Substances Acquisition Form and T-1052 Hazardous Substances Risk Assessment to be completed by the Requestor and Occupational Hygiene Officer.
- A copy of the MSDS must be forwarded to the Occupational Hygiene Officer who will arrange for the material to be added to the ChemWatch computer database register.
- All existing HS and SDG shall have a current MSDS and be no older than 5 years.
- The MSDS's shall be in Worksafe Australia format.
- All packages containing HS or SDG shall be correctly labelled with name, chemical ingredients and risk and safety phrases.
- New packages that are incorrectly labelled shall not be paid for until the correct labels are received from the supplier.

4.2 Storage and Transport of Hazardous Substances and Stated Dangerous Goods

- The packaged SDG shall be classified and stored in accordance with the Australian Dangerous Goods Code and Australian Standards.
- Incompatible classes of SDG are to be segregated during storage, transport and use to prevent unwanted chemical reactions.
- For the transport of SDG off site, Shipping documentation and Emergency Procedures Guides must be placed inside a holder and secured to the door of the vehicle cabin. The vehicle must also have class labels and Emergency Information Panels.
- Flammable liquids and combustible liquids are to be separated from sources of ignition i.e. smoking, welding, cutting, grinding, sparks, non spark proof electrical lights and switches etc.
- All liquid HS and SDG are to be stored within bunds to contain spills.
- There shall be signage for each class of Dangerous Goods if above prescribed quantities, at each storage location.
- There shall be suitable fire fighting equipment near each store containing flammable liquids and combustible liquids.
- Flammable liquids shall be stored within fireproof cabinets.

4.3 Use of Hazardous Substances and Stated Dangerous Goods

- Access to MSDS's of HS and SDG is provided by the computerised ChemWatch chemical management database which is available at each workgroup and allows employees and contractors who are using the HS or SDG to refer to it easily. Paper copies of the MSDS's must be able to be printed from the computers. The ChemWatch chemical management system is located in the computer Local Area Networks at Tarong, Wivenhoe and Brisbane. A printed Register containing a manifest and MSDSs is located at each workgroup that uses HS or SDG. Paper copies of MSDS's may also be obtained from the supplier or manufacturer.
- All packages and decanted packages containing HS and SDG shall be correctly labelled with name and risk and safety phrases. ChemWatch can also print labels for decanted packages.
- Enclosed systems containing HS and SDG shall be labelled with the name of the substance.
- The employer must assess the risk to the health of the employee and contractor from the HS or SDG that is used at the workplace, initially when supplied and then within every 5 year period. The risk assessment is to be recorded on the Hazardous Substances Risk Assessment Form T-1052.
- If the risk assessment indicates exposure to a HS, the employer must reduce exposure. Exposure must not be more than the relevant national exposure standard for the relevant period for the substance.
- Personal protective equipment must be provided by the employer if exposure cannot be prevented or reduced.
- A person using PPE must be properly instructed in the use of the PPE and must use it when being exposed.
- Exposure monitoring at the workplace is required if the risk assessment indicates this.
- Monitoring records must be kept and made available to the employee.
- The employer must arrange for health surveillance of the employee who a risk assessment shows has been exposed to a HS listed in schedule 8 of the Workplace Health and Safety Regulation, 2008, and the degree of risk to the health of the employee is significant.
- An employer may only obtain an employee's medical record with the employee's written consent.
- All risk assessments records, monitoring results and health surveillance reports must be kept for 30 years.
- The employer must give the employee and contractor who may be exposed to a HS and SDG, induction and ongoing training about the substance.
- The induction and training records must be kept for 5 years after the last entry in the record.
- Asbestos containing materials must not be cleaned with high pressure water or with compressed air and power tools must not be used on asbestos containing materials.

4.4 Hazardous Substances and Stated Dangerous Goods Registers

- Hazardous Substances and Stated Dangerous Goods and combustible liquids Registers are available from the computerised ChemWatch database. All new HS, SDG and combustible liquids are added to ChemWatch. A printed Register containing a manifest and MSDSs is also located at each workgroup that uses HS or SDG.

4.5 Tarong Power Station is a Large Dangerous Goods Location

Tarong Power Station is classified as a Large Dangerous Goods Location by the classifications set by Queensland Government Department of Emergency Services, due to the quantities of stated dangerous goods. The quantities are assessed every 2 years. Owners of a Large Dangerous Goods Location are required to:

- Notify the Department of Emergency Services of the classification on the approved Form 2. Renew the notification within every 2 year period.
- Keep a Manifest of SDG and combustible liquids inside the red HAZMAT Boxes inside the Main Gate and inside the East Gate. A copy is also kept at the Health and Safety Centre. The content of the manifest is as per DGSM Regulation 2001, Schedule 4.
- Keep a register of SDG and combustible liquids together with their MSDS's. TEC uses a computerised ChemWatch chemical management database which is available at each workgroup. A printed Register is also located at each workgroup that uses HS or SDG.
- Attach a HAZCHEM outer warning placard to the Main Gate and East Gate.
- Attach an information placard at each location of SDG and combustible liquids if above prescribed quantities.

4.6 Wivenhoe Power Station is a Dangerous Goods Location

Wivenhoe Power Station and the Wivenhoe Nu Steel Shed are both classified individually as a Dangerous Goods Location. The quantities are assessed every 2 years. Owners of a Dangerous Goods Location are required to:

- Keep a register of SDG and combustible liquids together with their MSDS's. TEC uses a computerised ChemWatch chemical management database which is available at each workgroup. A printed Register is also available.
- Attach a HAZCHEM outer warning placard to the Front Gate.
- Attach an information placard at each location of SDG and combustible liquids if above prescribed quantities.

4.7 Disposal of Obsolete Hazardous Substances and Stated Dangerous Goods

Occasionally, hazardous substances, non-hazardous substances and stated dangerous goods will require disposal. Obsolete substances shall be labelled with contents, transported to the Warehouse and stored (in accordance with Section 4.2 of this procedure) until an appropriate disposal path is arranged. The Warehouse personnel will arrange for disposal of the substances in accordance with the Tarong Power Station Environmental Plan for Waste. Additional advice can be obtained by consulting the MSDS located on the ChemWatch System or

contacting the Environmental Officer or Occupational Hygiene Officer at Tarong Power Station.

5.0 Occupational Health and Safety Requirements

No additional.

6.0 Environmental Requirements

No additional.

7.0 Definitions

- 7.1 Hazardous Substance refers to a designated hazardous substance or a substance that is not a designated substance but meets the approved criteria according to Worksafe Australia. It does not include lead, a substance containing a disease causing organism, a radioactive substance or a personal substance.
- 7.2 Dangerous Goods are goods defined under the ADG Code as dangerous goods.
- 7.3 Stated Dangerous Goods are goods defined as stated dangerous goods under the Dangerous Goods Safety Management Regulation 2001, Schedule 1. These goods exclude explosives, infectious substances and radioactive materials from the dangerous goods.
- 7.4 Material Safety Data Sheet refers to a document that is a compilation of specific information related to the safe handling and use of a Hazardous Substance or lead and must conform with Worksafe Australia format. It must be provided by the supplier of the substance or lead.
- 7.5 Flammable Liquid is defined in the ADG Code as a Class 3 Flammable Liquid. It has a flashpoint not greater than 61°C by the Closed Cup Method.
- 7.6 Combustible Liquid is a liquid other than a flammable liquid that has a flashpoint, and that has a firepoint less than its boiling point.
- 7.7 Health Surveillance refers to the monitoring (including biological monitoring and medical assessment) of a person to identify changes in the person's health because of exposure to a Hazardous Substance and lead.
- 7.8 A Register is a list of HS or SDG and combustible liquids together with their MSDS's. TEC uses a computerised ChemWatch chemical management database that is available at each workgroup. The ChemWatch system is located in the computer Local Area Networks at Tarong, Wivenhoe and Brisbane.
- 7.9 A Manifest for a Large Dangerous Goods Location contains the name of the occupier, the address, date of review, emergency contacts, list of SDG and combustible liquids, DG classifications, quantities, locations, services locations and a site plan. This manifest is to be available for Emergency Services.

8.0 Reference Documentation

- 8.1 Queensland Government (2008), *Workplace Health and Safety Regulation 2008*, Part 16 Hazardous Substances, Government Printer.
- 8.2 Queensland Government (2003), *Hazardous Substances Code of Practice*, Government Printer.

- 8.3 Queensland Government (2001), *Dangerous Goods Safety Management Act and Regulation*, Government Printer.
- 8.4 Queensland Government (2004), *Dangerous Goods Safety Management Information Paper No. 1 Placarding for Dangerous Goods Storage*, Government Printer.
- 8.5 Queensland Government (2002), *Dangerous Goods Safety Management Information Paper No. 2 Manifests for Dangerous Goods Storage*, Government Printer.
- 8.6 Worksafe Australia (1999), *List of Designated Hazardous Substances* [NOHSC:10005 (1999)], Australian Government Publishing Service, Canberra.
- 8.7 Worksafe Australia (1999), *Approved Criteria for Classifying Hazardous Substances* [NOHSC:1008 (1999)], Australian Government Publishing Service, Canberra.
- 8.8 Worksafe Australia (2003), *National Code of Practice for the preparation of Material Safety Data Sheets* [NOHSC:2011 (2003)], Australian Government Publishing Service, Canberra.
- 8.9 National Road Transport Commission (1998), *Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code)*, 6th Edition, Australian Government Publishing Service, Canberra.
- 8.10 Australian Standards (2007), *The Storage and Handling of Mixed Classes of Dangerous Goods, in Packages and Intermediate Bulk Containers*, Australian Government Publishing Service, Canberra.
- 8.11 Queensland Fire Service (1996), *Emergency Plans Guidelines for Major Hazard Facilities*, Queensland Government, Brisbane.
- 8.12 Corporate Business Procedure, OHS-PROC-202 MSDS Database and Register System.
- 8.13 Corporate Business Plan OHS-MAN-01 TEC Occupational Health and Safety Management System Manual.

9.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Approv. By
0	02.09.98	Procedure Issued.	P. Green	C. Burke
1	22.03.00	Insertion of Section 4.4, 4.5 and additional references.	P. Green	C. Burke
2	01.07.03	Include references to Stated Dangerous Goods and additional definitions and references.	P. Green	C. Burke
3	21.08.08	QA renumbered from CORP-SAF-02). Printed registers included and revised references.	P. Green	J. Judge
3 (Minor Change Only – Same Rev No and Date)	06.10.08	Changed reference 8.1 and 4.3 to 2008 legislation. (Minor Change only – Revision Number and Date remains the same)	P. Green	M. Joy