Working With Hazardous Materials & Substances Procedure

WNH Q21 - Revision 2.0

Effective from October 2025

Revision History

Rev	Reason for Revision	Date	Prepared	Reviewed	Approved
1	Initial release	01/08/2018	Robert Barbour	Chris Sims	Steven Ross
2	General review, logo & reference docs update	23/10/2025	Alistair Mason	Robert Barbour	Robert Barbour (GM Delegate)

Contents

1.0 This Document

1.1 Purpose

The purpose of this procedure is to eliminate the risk of impact, injury or environmental harm resulting from handling, transporting or storing hazardous chemicals and dangerous goods As Far As Reasonably Practicable (AFARP). Correct use of the procedure will ensure that controls are in place before carrying out activities involving such substances.

1.2 Scope

This procedure applies on all Woolnorth Renewables (WNR) worksites and shall be used if any activity involves the use of Hazardous Chemicals or Dangerous goods as described by Australian legislation.

2.0 Hazardous Materials and Substances

2.1 General

Any materials classified as a Hazardous Chemical or Dangerous Goods under Australia legislation (herein referred to as Haz Chems) shall be managed in accordance with this procedure. For conformation of the classification check section 2 of any Australian SDS. At a minimum, all such substances shall be managed by,

- attempting to ensure that non-Haz Chem products or the least hazardous products are selected for use,
- ensuring the minimum quantity of Haz Chems and minimum number of brands/varieties of these products are brought to site,
- that their storage and use is conducted as safely and with the least environmental harm, As Far As Reasonably Practicable.

2.2 Approval To Come To Site

All Haz Chems brought to site are to be approved prior to entry by the site supervisor and/or the accountable person responsible for the particular point of storage. Any non-Haz Chems brought in bulk (>200L) must also be approved prior to entry. Approval is to include a pre-use risk assessment based on the chemical's SDS and its intended storage location and use. The risk assessment will be documented by exception only. Exemptions from the approval process are,

- those being transferred and not remaining on site or in a vehicle for longer than a day (still need to be considered in task-based risk assessment),
- chemicals used in a manner (and volume) consistent with normal household use e.g. 10 cans of spray paint or anti-seize (all brands combined), 20L each of domestic flammable liquids (petrol, methylated spirits, mineral turpentine), 4L of paint stripper, 250ml anticholinesterase insecticide (e.g. Carbaryl, Lawn Grub Killer), 5L cleaning solution.

If the chemical is not from an Australian distributor/business or the SDS does not conform to Australian legislative requirements (see below) then the substance should not be approved to come to site. Exceptions to this are if no other Australian alternatives can be identified. In such cases the approval will include a written risk assessment authorised by a WNR HSE representative.

2.3 Safety Data Sheets

The primary step in the management of the transport, storage, handling and use of any chemical or product is that a relevant Safety Data Sheet (SDS) be obtained and accessible by any person potentially in contact or affected by the product. As a minimum, workers should understand the hazards and risks, PPE requirements, spill and emergency responses outlined in the SDS before using a hazardous product. Only SDSs that meet Australian WHS legislative requirements shall be utilised within WNR work sites.

A Safety Data Sheet must:

- be written in English,
- contain unit measures expressed in Australian legal units of measurement under the *National Measurement Act 1960 (Cwlth)*,have the 16 predefined section headings,

- state the name, Australian address and business telephone number of the importer or manufacturer,
- state an Australian business telephone number from which further information about the chemical can be obtained in an emergency,
- be less than 5 years old from the date of its production (state the date it was last reviewed, or if it has not been reviewed, the date it was prepared).

The SDS should be kept where the hazardous substances are stored or be readily accessible by the accountable person for the storage point and the users of the chemical. Electronic versions (e.g. PDF) of SDSs stored on locally accessible document management systems such as SharePoint are adequate. It is a legal requirement for all Australia distributors of Haz Chems to be able to provide Australian SDSs, so contact the distributor of the product or their website for access to a copy of the SDS.

2.4 Working With Haz Chems

2.4.1 General

Haz Chems shall only be used for their intended purpose. A risk assessment shall be completed by the user in accordance with the Risk Management Procedure (WNH Q14). All transport, use and disposal of Haz Chems needs to be conducted in accordance with the SDS for the chemical and local, state and commonwealth law. Spill kits should be available that are appropriate for the chemical and storage facility. Disposal of chemicals in bulk volumes and waste controlled through state legislation (i.e. controlled waste such as oil) must be completed by a suitably qualified and licensed person/s, with records maintained for bulk disposals (e.g. 1000L pods of oil waste, skip bins). More specifically Haz Chems are to be managed as follows;

Before handling any Haz Chems:

a) check its SDS for the handling requirements;

b) ensure your work area is fit for purpose, e.g. adequately ventilated, clean and tidy, low risk of spills and contamination, eyewash and/or safety shower available;

c) wear the PPE specified in the SDS; and

d) ensure a spill kit is readily available and you are familiar with the spill response and clean-up requirements for the volumes to be handled.

In case of a chemical spill:

a) cordon-off the spill area, assess the hazard and call 000 if required;

b) assess the risk in consultation with the task risk assessment and the SDS;

c) if a high risk of ignition exists, evacuate the area and call 000;

d) initiate clean-up immediately using a chemical spill kit; and

e) complete a WNR incident report once the spill has been cleaned up.

In case of physical contact or ingestion:

a) assess the hazard and call 000 if required;

b) make the patient safe and follow the primary first aid principles of DRSABCD,

c) review the workers risk management documentation and/or specific SDS of the chemical involved;

d) if required, contact the Australian poisons hotline on 131126.

Dispose of chemical waste appropriately:

a) place waste material in a sealed, undamaged container suitable for the chemical type;

b) label the container describing its contents and the fact it is waste, using a robust labelling technique (permanent pens), and store it in an appropriate chemical storage area, according to its hazards and dangerous goods class; and

c) organise to have stored waste collected and disposed of according to the SDS and, if required, by a licensed contractor.

2.4.2 Gas Cylinders

When not in use, gas cylinders must be returned to designated storage positions at each facility. Where there is no planned work using gases, cylinders must be returned to a workshop, welding bay or bulk store for storage.

Gas cylinders must be:

a) stored vertically;

b) stored with valves closed and valve protection caps and plugs in place;

c) secured by chain, cable or rope to prevent falling;

d) free from the risk of fire and away from sources of heat or ignition;

e) not stored in or near access or egress passageways;

f) stored in a well-ventilated area regardless of whether the cylinders are full or empty; and

g) stored at least three metres away from fuel gas cylinders such as LPG and acetylene if it is an oxidising gas such as oxygen.

Where used on a work site, a single oxygen and acetylene cylinder may be stored together, provided they are:

a) secured to prevent fall;

b) in a location free from the risk of collision; and

c) not impacting access or egress.

d) If in doubt, the cylinders should be returned to the designated storage position.

When transporting gas cylinders, the following points shall be considered:

a) if transporting cylinders by commercial vehicle less than 2.5 tonnes, the total weight of cylinders should not exceed 250 kg;

b) cylinders transported in the upright position must be restrained to the vehicle body or contained in a purpose-built frame with at least two horizontal straps applied. Where this is not possible, cylinders can be transported lying down but they must be placed lengthwise on the deck on chocks to prevent them rolling sideways, with the valve facing rearwards, and be secured by at least two tie-down straps;

c) flammable liquefied gas must be transported vertically;

d) ensure the cylinder label can be clearly seen without repositioning the gas cylinder, so that in an emergency those responding can identify the nature of the gas being transported. Do not cover with tarpaulins;

e) Do Not transport gas cylinders inside the passenger compartment of vehicles.

2.4.3 Asbestos

Asbestos will be managed in accordance with the relevant state code of practice for asbestos management. This will include the maintenance of a register of known asbestos on the properties/assets managed by WNR, periodic assessment of the state and hazards of this asbestos, and the use of a registered asbestos handling contractor when disturbance or removal of the material is required.

2.5 Storage Of Haz Chems

2.5.1 General

All Haz Chem storage points on WNR worksites are to be approved by a WNR authorised person (e.g. HSE Advisor) and the location placarded to reflect this approval. Included on the placarding will be the accountable person for the storage point. All approved storage points (temporary or permanent) are to be described on a site emergency response map providing typical chemical types, volumes and overarching HazChem codes (eg. 3YE). Typically, there will be a flammable goods cabinet in the control building garage, an oil/chemical store separate to the control building, cylinder racks, and peripheral storage points for farming and other activities (e.g. blade repairs). For stored Haz Chems in use, unless specifically identified by risk assessment or on the SDS, one packaged item (<5L/kg) can be stored at its most practical point of use. All poorly labelled or poor condition containers shall be removed from site, and the chemical owner contacted.

As Far As is Reasonably Practicable, all Haz Chems are to be stored appropriately and in compliance with their SDS and relevant Australian Standards (e.g. bunding [min.110% of largest container or 25% of total volume], placarding and separation distances). Where this is not practicable, then a risk assessment of their storage shall be conducted (documented by exception). Blade repair products, for example, have both flammable and corrosive materials which should normally be stored separately by 3m (see AS3833). The quantities required for such work on a wind farm, however, make the risks associated with combined storage minimal. Combined storage of such chemicals in a safe and isolated (from other Haz Chems) location would therefore be acceptable.

2.6 Records and Placarding

As a result of the low volumes of Haz Chems that are typically stored on WNR wind farms, formal registers of chemicals at any given storage point, or chemical manifests for the entire site, are not required to be maintained (see the Tasmanian Work Health and Safety Regulations 2022, Schedule 11). Nevertheless, a register of the chemicals is typically accessible through the procurement officer for each site.

To assist emergency services in the event of a fire or explosion, the Emergency Response plan for each site shall have a map that provides an overview of all approved storage points (temporary or permanent). The map will describe the typical chemical types, volumes and overarching HazChem codes. In addition, despite the minimal volumes, placarding of the storage point shall also be installed displaying the Australian Dangerous Goods diamonds and emergency response codes.

2.7 Review

The accountable person for each storage facility shall review their SDS folder and inspect their chemical storage points on an as needs basis but no less than every 6 months. The review will cover compliance with this Procedure and ensure the most up to date versions of each SDS is on-file and that none are older than 5 years. WNR HSE representatives will conduct audits and checks of the hazardous product management on site, and persons/companies not managing their products in compliance with this Procedure will be issued with non-compliance reports.

3.0 Definitions

Hazardous Chemicals - Hazardous chemicals are substances, mixtures and articles that can pose a significant risk to health and safety if not managed correctly. They may have health hazards, physical hazards or both.

Dangerous Goods - Any product that because of their physical, chemical or toxicity properties present an immediate hazard to people, property or environment e.g. flammable liquids and gases, corrosives, reactive or highly toxic substances. The criteria used to determine whether substances are classified as dangerous goods are contained in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code). The ADG Code contains a list of substances classified as dangerous goods.

SDS - Safety Data Sheet

Accountable Person for a storage point – a permanent site personnel that has adequate competency to ensure all Haz Chems are stored safely and, As Far As Reasonably Practicable, in compliance with Australian Standards, State Legislation and the specific SDSs for the chemicals being stored.

4.0 Accountabilities

4.1 General

Personnel working on behalf of WNR shall ensure that, AFARP, hazards are identified and where they cannot be eliminated, will be controlled. This process shall include documenting the hazards, the processes used to identify and control the hazards, and evidence of communicating the hazards and controls to other members of the work team.

All personnel of WNR shall ensure that:

- they understand the requirements of this procedure,
- ensure their activities are in compliance with this procedure,
- can access this procedure, and
- they support the implementation of this Procedure and providing feedback to peers and supervisors where improvements to the document or associated risk management can be made.

The HSE Manager for WNR is to ensure AFARP that this meets National and State legislative requirements and Standards and that this document is maintained as a part of the businesses HSE management system.

5.0 References

At the time of writing the following references were used as contributors to this procedure.

- Model Work Health and Safety Regulations (2024)
- National Model Code of Practice for the preparation of Safety Data Sheets (June 2023)
- National Standard for the Storage and Handling of Workplace Dangerous Goods (NOHSC 1015(2001))
- Placard and manifest requirements under the Tasmanian Work Health and Safety Regulations (2022)
- Safe Work Australia – How to manage asbestos in the workplace Code of Practice (October 2018)