

DOB ENTERPRISES PTY LTD

DOB Chemical Management Policy
IMS-511-00-POL

Revision History

| Date | Rev | Modified By | Changes Made, Review History | Reviewed by | Approved by |
|----------|-----|------------------|------------------------------|-------------|-------------|
| 19.02.19 | 0 | Sunette Opperman | Creation | S Rupert | S Rupert |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



DOB ENTERPRISES PTY LTD
 ABN 20112 866001
 Level 1 49 Horton Street
 Port Macquarie NSW 2444
 Ph: 1 300 854 622
 Fax: 02 6583 8468

Revision

1

Date

19.02.19

Document No

IMS -511- 00-POL

Page

Page 2 of 4

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

DOB employees, contractors and representatives are required to maintain high standards of safety in the workplace. All of our employees, contractors and representatives are placed in positions of trust within the community, and we expect our employees to behave accordingly.

Our providers, clients, and contractors and their employees are also expected to respect our employees' commitments to high standards.

Internally, the Chemical Management Policy ensures that our employees act professionally and ethically, protect the interests of all parties involved in an agreement, and demonstrate these values to the community in regards to safety.

We recognise that we are in positions of trust and that our clients and candidates give us great responsibility, and we aim to honour and respect our relationships with everyone in the community.

We expect our employees, contractors and representatives to comply with legal, policies, procedures, industrial or administrative standards, guidelines, and any and all professional codes of practice they may operate under. Employees, contractors and representatives are also expected to adhere to the DOB WHS Policy.

This policy applies to our employees, contractors and representatives within mbc and in the community.

DOB is committed to ensuring the safety of its workers, contractors, and visitors and, as such, puts measures in place to ensure the safe management of chemicals in the workplace.

The DOB management team and staff ensure the safe management of chemicals by


- Retaining chemicals in original containers with manufacturer labels and instructions.
- Ensuring that all new workers undergo WHS training.
- Providing workers with training regarding the correct use of chemicals.
- Provide any Personal Protective Equipment (PPE) as per the SDS.
- Identifying, assessing and controlling the risks posed by chemicals as far as possible.
- Purchasing chemicals from reputable suppliers.
- Listing any hazardous chemicals / materials in a Register of Chemicals & Hazardous Substances.
- Ensure all Chemicals have SDS (Safety Data Sheets) and SDSs are easily accessible.
- Ensuring that there is always a First Aid kit available on site.

As chemicals can be harmful to health when not used correctly DOB and all workers must take the following precautions to ensure their own safety:

- Take care when using chemicals and always follow the manufacturer's instructions.
- Do not use any chemical that are not in correct containers or labelled.
- Read any SDS pertaining to that chemical prior to usage.
- Ensure all Chemicals are in designated storage area.
- Use / wear Personal Protective Equipment (PPE) where required
- Follow DOB WHS policy.
- Not use items or substances for any purpose other than for the purpose intended.
- Attend WHS training sessions / retraining with DOB
- Ensure only approved chemicals are used when doing in home domestic services.

DOB's Chemical Management System:

- Register of Chemicals & Hazardous Substances.
- Consulting with workers and interested parties regarding workplace risk assessments.
- Providing suitable storage for chemicals.

| | | | | |
|---|---|---|---|------------------------------------|
|  | <p>DOB ENTERPRISES PTY LTD ABN 20112 866001</p> <p>Level 1 49 Horton Street Port Macquarie NSW 2444 Ph: 1 300 854 622 Fax: 02 6583 8468</p> | <p>Revision</p> <p>0</p> <p>Document No</p> <p>IMS -511- 00-POL</p> | <p>Date</p> <p>19.02.19</p> <p>Page</p> | <p>19.02.19</p> <p>Page 3 of 4</p> |
|---|---|---|---|------------------------------------|

-
- Where possible, substitute chemicals with less hazardous chemicals.
 - Follow any training given by suppliers in the use of chemicals.
 - Report any concerns to DOB management immediately.



DOB ENTERPRISES PTY LTD
ABN 20112 866001

Level 1 49 Horton Street
Port Macquarie NSW 2444
Ph: 1 300 854 622
Fax: 02 6583 8468

| | | | |
|-------------|------------------|------|-------------|
| Revision | 0 | Date | 19.02.19 |
| Document No | IMS -511- 00-POL | Page | |
| | | | Page 4 of 4 |