



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

ABN 42164393628  
ACN 050109281  
PO Box 622, Broadway NSW 2007  
147 St Johns Road, Glebe NSW 2037  
Email: train@courtenell.com.au  
Web: www.courtenell.com.au  
Phone: 02 9552 2066

**WHS Training & Consulting Specialists**

## **WORKING WITH HAZARDOUS CHEMICALS WORKSHOP**

**- for General Employees, Supervisors, HSRs & HSC members**

### **Aim**

To assist participants to gain practical knowledge regarding the use of chemicals in the context of their work and to implement or assist in the implementation of activities that will eliminate or control the risks of hazardous chemicals.

### **Objectives**

Participants should be able to:

- define hazardous substances, dangerous goods and hazardous chemicals
- explain the purpose of Safety Data Sheets (SDS) and describe the information contained in them
- contribute to the risk assessment process
- locate their workplace policies and procedures for the handling of chemicals
- describe emergency response measures
- explain their duties in handling hazardous chemicals

### **Participants & Delivery Format**

This course is designed to be delivered in a workshop format to general employees, supervisors, Health and Safety Representatives and Committee members; with an emphasis on practical activities where possible in the context of the participant's work.

### **Important Course Resources**

To assist in the achievement of the aim and objectives of the course and for use in practical exercises, clients are requested to provide wherever possible;

- i) space for attendees to complete practical exercises in the workplace.
- ii) any written procedures that the client has issued for the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous substances or dangerous goods.
- iii) any written first aid and incident reporting procedures they have issued.
- iv) any written procedure they have issued in case of an emergency involving hazardous substances or dangerous goods.
- v) a copy of SDS, containers of hazardous substances and one set of personal protective equipment that are relevant to or used in the work activities of the course participants.

### **Training Evaluation**

By group and general discussions, case studies and practical exercises. This course is not competency based and has no formal assessment. A certificate will be issued to all participants certifying that they have attended and participated in the course and successfully completed course exercises and practical activities.

**Duration** One day, 9am to 4pm.

**Cost** Price on application, up to 20 attendees.



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

ABN 42164393628  
ACN 050109281  
PO Box 622, Broadway NSW 2007  
147 St Johns Road, Glebe NSW 2037  
Email: train@courtenell.com.au  
Web: www.courtenell.com.au  
Phone: 02 9552 2066

**WHS Training & Consulting Specialists**

## **CONTENTS** for the **WORKING WITH HAZARDOUS CHEMICALS WORKSHOP**

a)	The labelling of containers of workplace chemicals, the information that each part of the label provides and why the information is being provided.
b)	The availability of SDS for workplace chemicals, how to access the SDS and the information that each part of the SDS provides.
c)	Information about substances to which workers are or may be exposed in the course of their work (the nature of the hazards, risks to health arising from exposure, the degree of exposure and routes of entry into the body).
d)	The assessment process & how workers can contribute.
e)	The work practices and procedures issued by their employer to be followed in the use, handling, processing, storage, transportation, cleaning up and disposal of workplace chemicals.
f)	The measures used to control exposure to workplace chemicals and the proper use and fitting of personal protective equipment.
g)	The procedures to be followed in case of an emergency involving workplace chemicals, including any special decontamination procedures to be followed.
h)	First aid and incident reporting procedures to be followed in case of injury or illness.
i)	The nature of, and reasons for, any health monitoring required in order to detect the effects of exposure to a hazardous chemicals, and access to the results. Workers' rights and obligations in relation to health monitoring.
j)	Workers' rights to be advised of the intention to use a new chemical in the workplace, where they are likely to be exposed in the course of their work and the right to be consulted in the process of assessment of a hazardous chemical.
k)	Suppliers', supervisor's and workers duties under the WHS Act and Regulations.
l)	The definitions of Hazardous Chemicals, Hazardous Substances and Dangerous Goods.
m)	The hazardous chemicals classification system including transitional arrangements in place under the WHS Act and licensing.