

Document Number	OP-PR-022
Document Title	Hazardous Substance Management Procedure
Version	2.0
Approved By	Brendan McKenna
Position	Director
Issue Date	22/06/2026
Review Date	22/06/2028

Purpose

Brendan McKenna Earthmoving is committed to ensuring hazardous substances are assessed, approved, stored, handled and managed safely to minimise risks to workers, property and the environment.

This procedure establishes the requirements for the purchase, storage, handling, use and management of hazardous substances and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), the Globally Harmonised System (GHS) requirements and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel involved in the purchase, storage, handling, transport, use or disposal of hazardous substances and dangerous goods used by Brendan McKenna Earthmoving.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available for the safe management of hazardous substances.
Operations Manager	Manage Chemwatch, coordinate hazardous substance assessments, approve hazardous substance purchases, maintain storage arrangements and oversee hazardous substance management activities.
Administration Team	Assist with maintaining hazardous substance documentation where required.
Supervisors	Ensure hazardous substances are stored, handled and used in accordance with approved requirements and Safety Data Sheets (SDS).
Employees / Contractors	Comply with SDS requirements, use appropriate controls and report hazardous substance concerns immediately.

Procedure

Brendan McKenna Earthmoving shall ensure hazardous substances are assessed and managed appropriately before being introduced into the workplace. The following requirements shall be implemented where hazardous substances are purchased, stored or used.

1. Assess Hazardous Substances Prior to Purchase

Hazardous substances shall be assessed before purchase to determine suitability and required risk controls.

This shall include:

- Using Chemwatch hazard classifications or equivalent information to assess chemical hazards.
- Completing a pre-purchase chemical risk assessment where required.
- Reviewing safer alternatives where reasonably practicable.
- Assessing storage, handling and disposal requirements.
- Obtaining approval from the Operations Manager before purchase.

2. Maintain Safety Data Sheets and Hazardous Substance Information

Current hazardous substance information shall be maintained and readily available to workers.

This shall include:

- Obtaining a current Safety Data Sheet (SDS) from the supplier.
- Maintaining an up-to-date Hazardous Chemical Register within Chemwatch.
- Updating hazardous substance information when new products are introduced.
- Ensuring workers can access Chemwatch information and SDS documents when required.
- Reviewing hazardous substance information when products, suppliers or SDS versions change.

3. Store and Handle Hazardous Substances Safely

Hazardous substances shall be stored and handled in accordance with SDS requirements and applicable legislation.

This shall include:

- Following manufacturer and SDS instructions.
- Applying required separation and segregation distances for dangerous goods.
- Storing hazardous substances in suitable containers and designated storage areas.
- Maintaining spill response equipment where hazardous substances are stored or used.
- Maintaining labels, hazard warnings and container identification.
- Preventing unauthorised access to hazardous substances.

4. Use Appropriate Controls and Personal Protective Equipment

Workers shall use appropriate controls when handling hazardous substances.

This shall include:

- Reviewing SDS information before use.
- Wearing required personal protective equipment (PPE).
- Using ventilation, containment or other control measures where required.
- Following safe handling and application procedures.
- Reporting damaged containers, leaks or unsafe conditions immediately.

5. Manage Spills, Incidents and Disposal

Hazardous substance incidents shall be managed promptly to minimise harm to people and the environment.

This shall include:

- Responding to spills in accordance with the Spill Response and Management Procedure.
- Reporting incidents, exposures or hazardous substance concerns immediately.
- Seeking first aid or medical treatment immediately where exposure to hazardous substances has occurred.
- Contacting the Queensland Poisons Information Centre (13 11 26) where exposure to hazardous substances requires specialist advice.
- Disposing of hazardous waste in accordance with SDS requirements and environmental obligations.
- Investigating significant incidents where required.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to hazardous substance management activities.

Record	Responsibility	Retention Location
Hazardous Chemical Register	Operations Manager	Chemwatch System
Safety Data Sheets (SDS)	Operations Manager	Chemwatch System
Chemical Risk Assessments	Operations Manager	Chemwatch System
Incident Reports	Employees / Supervisors	Incident Records
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- OP-PR-018 Spill Response and Management Procedure
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- Hazardous Chemical Register
- Chemwatch Hazardous Substance Management System
- Safety Data Sheets (SDS)
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.