

Position Description: Chemical Safety Supervisor



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division Medicine		School/ Divisional Unit School of Medical Sciences		
Document number:	Initial Issue date: 22 July 2008	Current version:	Current Version Issue date: 22 July 2008	Next review date: July 2009

Overview

The position of Chemical Safety Supervisor is an appointed position, providing a point of contact for the collection and dissemination of information on chemical safety for the School of Medical Sciences. Chemical safety encompasses: carcinogens, dangerous goods, hazardous substances, poisons and schedule 8 drugs.

Reporting

The position reports to the level 3 occupational health and safety committee constituted in the School of Medical Sciences.

Responsibilities

1. To be the point of contact within the School to receive information pertaining to chemical safety from the UNSW occupational health and safety and workers compensation (OHS&WC) unit that needs to be disseminated to members of the School.
2. To be the point of contact, in collaboration with the OHS Coordinator for the School, for members of the School seeking advice on chemical safety issues.
3. To be familiar with the UNSW Hazardous Substances and Dangerous Goods (Chemicals) Procedure.
4. To have an awareness of the requirements for the storage of dangerous goods, hazardous substances, poisons and schedule 8 drugs, and be able to advise where information on these requirements may be obtained.
5. To have an awareness of the requirements for the labeling of containers of hazardous chemicals in the laboratory and be able to advise where information on these requirements may be obtained.
6. To have an awareness of the UNSW guidelines on dealing with chemical spills and be able to advise where information on these guidelines may be obtained.
7. To be familiar with the UNSW Laboratory Hazardous Waste Disposal Procedure and be able to advise on where information on this procedure may be obtained.
8. To be able to direct enquiries on chemical safety to appropriate sources of information.
9. To maintain an awareness of the chemical safety issues within the School.

Supporting resources

Procedures, guidelines, information sheets and legislation links that support chemical safety can be accessed from the UNSW OHS&WC web site at:

http://www.hr.unsw.edu.au/ohswc/ohs/ohs_substances.html