



Hazardous Substances

GENERIC HIERARCHY OF CONTROL SAMPLE

1st October 2021

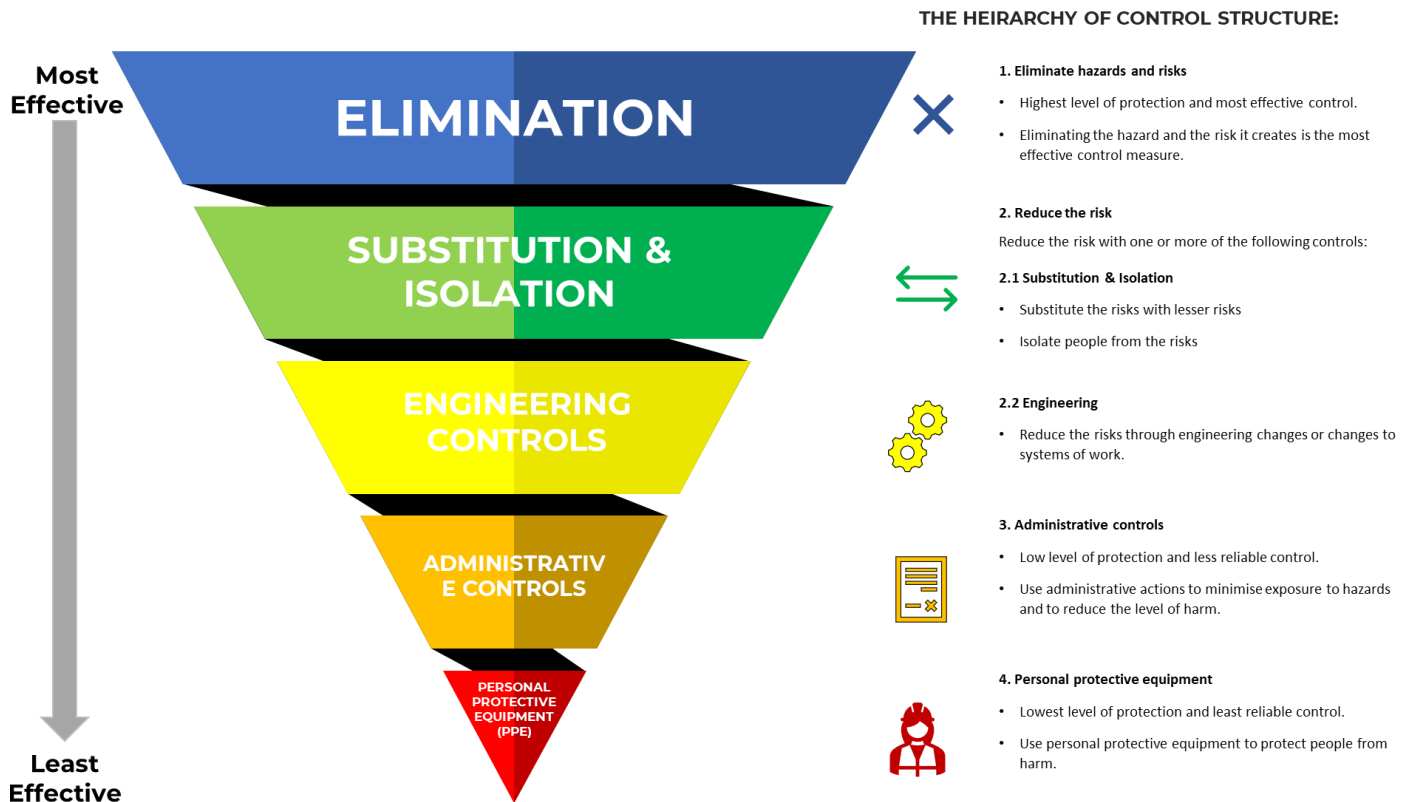


Hierarchy of Controls

The hierarchy of control is a system for controlling risks in the workplace. It is a step-by-step approach to eliminating or reducing risks and ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection. Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation, and engineering controls, then reducing the risk through administrative controls. Reducing the risk with the use of protective personal equipment (PPE) is the lowest level of control.

The following element shows the structure of the hierarchy of control, from most effective control to least effective.



Consider various control options and effective elimination controls should always be the priority. If elimination is not reasonably practicable, minimise the risk in the circumstances. Reducing the risk may involve a single control measure or a combination of different controls that work together to provide the highest level of reasonably practicable protection.

As an employer you must consult your workers and their health and safety representatives (HSRs), if there are any, when deciding on risk controls.

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<i>Elimination</i>	<i>Substitution</i>	<i>Isolation (Preventing Contact)</i>	<i>Engineering Controls</i>	<i>Administrative Controls</i>	<i>PPE</i> (Must be suitable for the task being performed based on the type of chemical/substance)
<ul style="list-style-type: none"> • Stop using a hazardous substance or chemical and eliminate that work • Removing the hazardous substance or chemical (Remember, elimination can occur before a hazardous chemical or substance reaches your workplace) 	<p>Substituting (wholly or partly) with another less harmful chemical or substance (being mindful that it doesn't introduce additional hazards to the job site)</p>	<ul style="list-style-type: none"> • Separating the chemicals or substances from workers • Place the chemical/substance vats in rooms operated remotely by robots or mechanical devices • Restrict access to the manufacturing floor and reduce the number of personnel exposed to the chemicals • High Risk items (higher than 1.5m above ground to prevent ingestion by children) • Flammables should be stored away from sources of ignition • LPG Cages are isolated and external to the building • Storing hazardous substances in an external storage area (e.g., shipping container) outside the building (depending on substances and quantities) • Storing hazardous substances in an approved storage cabinet away from ignition sources (depending on the substance and quantities) • External storage area (e.g., shipping container) to be locked against unauthorised access. • LPG cage to be locked against unauthorised access. • Segregate incompatible substances from each other. • If hazardous substances are stored in an external storage area, the applicable separation distance to building and boundaries must be met. 	<ul style="list-style-type: none"> • Use suitable mechanical devices or processes to minimise exposure to the chemicals such as containing them in vats • Adequate/suitable ventilation • Bunding 	<p>Policy/Standards</p> <ul style="list-style-type: none"> • Hazardous Substances policy • Implement safe work methods and operating procedures • Compliance Certified (Site) <p>Planning</p> <ul style="list-style-type: none"> • Workforce planning to reduce the duration, frequency and severity of exposure to hazardous chemicals or situations. <p>Signage</p> <ul style="list-style-type: none"> • Safety instructions – products are labelled with clear safety instructions • Safety Data Sheets are available for customers • Warning prompts at checkout (checkout team are prompted on screen to warn the customer of the hazardous substances) <p>Training</p> <ul style="list-style-type: none"> • Certified training in hazardous substances • Training in the handling of hazardous substances and chemicals <p>Proactive Monitoring & Review</p> <ul style="list-style-type: none"> • Standardised packaging requirements • Quality testing of packaging • Compatible segregation system 	<ul style="list-style-type: none"> • Safety glasses • Goggles • Face-shields or visors to protect the eyes • Half or full-face respirators, air-fed helmets or breathing apparatus • Overalls to protect the body from hazardous substances • Gloves made out of a suitable material to protect the hands and arms • Suitable footwear (i.e., safety boots or closed-toe shoes) to protect feet and legs

IMPORTANT: All businesses should conduct a thorough risk assessment to ensure all risks and controls have been identified. This hierarchy of control document is deemed a generic guide and does not consider each business environment.

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