

## Chemical Labelling

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### 1.0 Purpose

These guidelines offer guidance on how to label hazardous chemicals acquired, used, stored and disposed of at Griffith University. All chemical packages, containers, tanks, or bulk stores must be marked to clearly show the identity, and the hazardous nature of the goods stored. The guidelines aim to minimise risks to personnel and property and ensure continuing legislative compliance.

These guidelines must be read in conjunction with the Managing Chemical Standard and chemical safety management procedures.

### 2.0 Scope

These guidelines apply to all staff, students, contractors and other relevant persons engaged by Griffith University that procure, use, store and dispose of chemicals as part of their work, research or study.

### 3.0 Guidelines

Manufacturers, importers, suppliers, and persons conducting a business or undertaking (PCBU) have specific duties in relation to the correct labelling of chemicals. As the PCBU, Griffith may at times hold one or more of these duties in relation to some chemicals and must meet specific requirements. These requirements are outlined in this document.

Labelled containers must not be used to contain any other substances or mixtures than those specified on the label.

#### 3.1 Chemical Original Containers

Chemicals must be appropriately labelled, which means the inclusion of hazard statement, signal word and precautionary statements as required by the Work Health and Safety Regulation 2011.

#### 3.2 Information on the Label

The label must be in English and contain the following:

- Name of the product
- The name, Australian address and business telephone number of either the manufacturer or importer
- Identity and proportion disclosed, in accordance with Schedule 8 of the WHS Regulations for each chemical ingredient
- Any hazard pictogram(s), hazard statement(s), signal word and precautionary statement(s)

- Any information about the hazards, first aid, and emergency procedure relevant to the chemical, which are not otherwise included in the above
- The expiry date of the chemical, if applicable.

### 3.3 Labelling very Small Containers

Where very small containers are used and it is not practicable to label the containers with the required information, the information must be provided in another effective manner (e.g. writing the information on a durable tag that is attached to the container) or as decided by the Group.

The minimal required information for a small container of a chemical created during research is:

- Sufficient information to identify the chemical, e.g. chemical name, chemical structure or formula
- Any relevant hazard pictograms
- Hazard statements
- If relevant, owner name and contact details.

### 3.4 Decanted Chemicals

It is preferable that chemicals are kept in their original container with original labelling and decanting is kept to a minimum. Where this is not possible, the containers decanted into, must be appropriate for the chemicals they will hold and must be correctly labelled.

If a chemical has been decanted or transferred from its original container and will not be used immediately, it must be labelled. Suitable labels can be printed from ChemWatch.

A decanted chemical does not require labelling when:

- It is not left unattended by the person who decanted it
- The decanted chemical is used only by a person/s present at the decanting process, or
- The container is subsequently rendered free from any chemical/s immediately after use.

When decanting chemicals is required, consider the following:

- Appropriate equipment is provided such as automated dispensing units, easy pour funnels, trays, containers etc
- Local Work Instructions on how to safely decant chemicals, including spill clean-up
- Personnel who are decanting have appropriate training in safe chemical handling and spill procedures.

Particular attention to decanting chemicals with unique hazards such as:

- Solvents which can create explosive atmospheres
- Asphyxiant.

### 3.5 Unlabelled Containers

Unlabelled containers found in the workplace must be labelled immediately if their contents are known.

If the contents are not known, the container should be labelled with:

CAUTION: DO NOT USE – UNKNOWN SUBSTANCE
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The container should be removed from use until it is identified or disposed of. For more information on the disposal of chemicals, refer the Chemical Waste Disposal Procedure.

### 3.6 Labelling Mixtures

If there is an SDS available for the mixture in ChemWatch, a label for the mixture can be generated. If there is no SDS:

1. Contact [crs@griffith.edu.au](mailto:crs@griffith.edu.au) for guidance on how to have a mixture created in ChemWatch
2. In the short-term print individual labels for the components of the mixture.

### 3.7 Labelling Dilutions

For chemical dilutions, search ChemWatch for its SDS.

Where the SDS is not available, the cut off values for hazard classifications of dilutions are normally specified by concentrations expressed as a percentage (%) of the ingredients.

When labelling dilutions, you should include the hazardous nature of the components where the concentration of an ingredient is:

- Greater than or equal to 1%, or
- 0.1% for carcinogenic toxicity, germ cell mutagenicity and reproductive toxicity.

### 3.8 Dual Use Products

Some chemicals may be intended for supply to both the consumer household market and workplaces in identical containers and packaging. These products are sometimes referred to as dual use products. For example, bleach or methylated spirits.

If the manufacturer or importer determines that the use, handling, and storage of the product are predominantly related to a work activity, the label must meet **Work Health and Safety Regulation 2011** s 335 requirements.

A dual use product label need only comply with **the Poison Standard** labelling requirements.

### 3.9 Therapeutic Goods

Therapeutic goods are regarded as correctly labelled under the WHS Regulation when labelled in accordance with Therapeutic Goods Administration (TGA) requirements and in a form:

- Intended for intake or administration to or by a patient or consumer; or
- Intended for use for therapeutic purposes.

When not in a form intended for intake of administration to or by a patient or consumers, or for therapeutic purposes, workplace labelling must be used.

### 3.10 Waste

Applicable Australian Dangerous Goods (ADG) labelling must be attached to each container/bottle placed in storage, for collection and disposal (contact [crs@griffith.edu.au](mailto:crs@griffith.edu.au) to obtain the latest chemical waste label template).

## 4.0 Definitions

**Chemicals** are any substance that has a defined composition.

**Hazardous Chemical** means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulation).

**Chemical Custodians** are personnel with operational control over chemicals at Griffith. This includes users of the chemicals, chief investigators and their supervisor.

**Chemical Register** is a 'hazardous chemical register' as defined by the WHS Regulation, and at Griffith is using the 'manifest' function in Chemwatch.

**GHS** refers to the 'Globally Harmonized System of Classification and Labelling of Chemicals,' in its current form and published by the United Nations.

**Label** means written, printed or graphical information elements concerning a chemical that is affixed to, printed on, or attached to the container of a hazardous chemical.

**SDS** refers to safety data sheet prepared under Section 330 or 331 of the WHS Regulation.

**WHS Regulation** refers to the *Work Health and Safety Regulation 2011 (Qld)*

## 5.0 Information

Title	Chemical Labelling Guidelines
Document number	2024/0001112
Purpose	<p>These guidelines offer guidance on how to label hazardous chemicals acquired, used, stored and disposed of at Griffith University. All chemical packages, containers, tanks, or bulk stores must be marked to clearly show the identity, and the hazardous nature of the goods stored. The guidelines aim to minimise risks to personnel and property and ensure continuing legislative compliance.</p> <p>These guidelines must be read in conjunction with the Managing Chemical Standard and chemical safety management procedures.</p>
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	<p>This document aligns with Sustainable Development Goal:</p> <p>3: Good Health and Well-Being</p>

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Policy advisor	Senior Manager, Chemical Safety
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Approving authority	Director, Health and Safety
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## 6.0 Related Policy Documents and Supporting Documents

Legislation	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
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Policy	Health, Safety and Wellbeing Policy
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Standards	Managing Chemicals Standard
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Local Protocol	Managing Chemical Incidents and Emergencies Protocols
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Forms	N/A
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