GRIFFITH UNIVERSITY

Procedure

Transporting Chemicals

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1.0 Purpose

This procedure outlines the requirements for safe and effective management of transporting chemicals at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.

2.0 Scope

This procedure applies to all staff, students, contractors and other relevant persons engaged by Griffith University that transfer or transport chemicals as part of their work, research or study. It encompasses all aspects of chemicals management, except for managing asbestos, biological or radioactive materials (refer to specific procedures for these hazards).

3.0 Procedure

Note: The terms Hazardous Chemicals Register, Chemical Register, Chemical Inventory, and Manifest are used interchangeably at Griffith and refer to the 'Manifest' recorded in Chemwatch. This document uses Chemical Register unless referencing a specific legislative requirement.

3.1 Transferring Chemicals between Laboratories or Work Areas

3.1.1 Transfer Between Campuses or Field Trip

Chemical Custodians must

Be familiar with the hazards presented by the substances and understand how to react in the event of an incident.

Where possible all chemicals should be transported by a licensed courier.

Using a Griffith vehicle to transport chemical and dangerous goods Chemical Custodians must follow the below.

- Ensure any relevant antidotes are carried.
- No chemicals are to be carried in the passenger compartment of the vehicle.
- If a licensed courier is not suitable, e.g. fieldwork. You must use a Griffith vehicle or suitability-insured hire vehicle (you will need to confirm that the hire company permits transport of dangerous goods), your personal vehicle may not have the insurance coverage. It is not recommended to use your personal vehicle.

- Chemical Custodians must only carry the following dangerous goods (DG) in limited amounts
    - DG classes 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 8, and 9
    - Limited quantities based on package group (PKG): less than 10 kg or L of DG Classes of PKG I; and less than 250 kg or L of total for all DG Classes.
- Chemical Custodians must segregate incompatible chemicals.
- Be trained in chemical spills and emergency procedures.
- Carry a spill kit and PPE that is appropriate for the chemicals.
- Carry a list of all chemicals in the driver's door pocket or on the front passenger seat that has the following:
    - A means of communication e.g. mobile phone,
    - Complete manifest, and
    - Emergency Response Guide (ERG) for each chemical. If transporting a large number of chemicals then Handbook 76 can replace the individual ERGs. Individual ERGs are available via ChemWatch and Handbook 76 is available via Engineering workbench.

3.1.2 Transfer Within a Campus

Chemical Custodians must

When transferring chemicals from one laboratory or work area to another, update ChemWatch immediately to ensure accurate chemical stock recording.

Do not move prohibited and restricted carcinogens, regulated scheduled substances, or radiation material from their approved area. Contact crs@griffith.edu.au to arrange approval to move these chemicals.

Update the chemical storage risk assessment before moving any chemicals to ensure the new storage location is adequate and appropriate.

- Carry either a copy of the SDS or the emergency response guide (ERG)
- Consider having two people to complete the transfer
- Ensure any relevant antidotes are carried.
- Be familiar with the hazards presented by the chemicals being moved, as well as understand how to deal with an incident e.g. a spill.
- Chemicals must be transferred in a bottle carrier, an easily manoeuvrable cart or a suitable transport box.
- Incompatible chemicals must be segregated by either moving incompatibles at different times and/or by placing in separate containers.
- Plan the route to minimise travel time and distance while transferring chemicals.
- Be familiar with uneven surfaces, ramps, and blind corners along your route.
- Must stay with chemicals while being transferred.
- All gas cylinders must be transported on a gas cylinder trolley and be accompanied at all times or secured to the lift handrail.

When using lifts, wait for a lift to vacate, operate the lift in override mode or with an entry barricade to prevent access, before transporting the following items:

- cryogenic liquids or solids greater than one litre/kilogram.

3.2 Transportation of Cryogenics and Asphyxiants by Vehicle

Chemical Custodians must

When transporting cryogenic liquids and asphyxiants, ensure they are contained in the following:

- closed but vented Dewars, or
- closed but vented vacuum flasks.

Only transport cryogenic liquids and asphyxiants in open-type vehicles such as utility vehicles, trailers or tray trucks.

Transport chemicals in a vehicle compartment separate from the driver and passengers where possible.

4.0 Definitions

ADG Code is the *Australian Code for the Transport of Dangerous Goods by Road and Rail*, in its current form, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website.

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.

SDS refers to a 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	Transporting Chemicals Procedure
Document number	2025/0001096
Purpose	This procedure outlines the requirements for safe and effective management of a chemical inventory at Griffith University. The procedure

	aims to minimise risks to personnel and property and ensure continuing legislative compliance.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
Approval date	4 September 2025
Effective date	4 September 2025
Review date	2028
Policy advisor	Senior Manager, Chemical Safety
Approving authority	Director, Health and Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Australian Dangerous Goods (ADG) Code Medicines and Poisons Act 2019 (Qld) Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021 (Qld) Therapeutic Goods (Poisons Standard—July 2023) Instrument 2023 (Cwlth) National Code of Practice for Chemicals of Security Concern 2016 (Cwlth)
Policy	Health, Safety and Wellbeing Policy

Procedures	Managing Chemicals Standard Acquiring and Transferring in Chemicals Procedure Risk Assessing Chemicals Procedure Handling, Using and Disposing of Chemicals Procedure Maintaining a Chemical Inventory Procedure Managing Regulated Chemicals Procedure Special Approvers Procedure Griffith University Substance Management Plan
Local Protocol	N/A
Forms	N/A