

## Transporting Chemicals

### 4.0 Definitions

#### 1.0 Purpose

#### 2.0 Scope

#### 3.0 Procedure

[3.1 Transferring Chemicals between Laboratories or Work Areas](#) | [3.2 Transportation of Chemicals and Dangerous Goods](#) | [3.3 Transporting Chemicals by Vehicle](#) | [3.4 Inter-Campus Transfer](#) |

### 4.0 Definitions

#### 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 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

*Accountability: Chemical Custodians*

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 from their approved area. Contact [CRS@griffith.edu.au](mailto: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.

When using lifts, wait for a lift to vacate before entering with the following items:

- All hazardous chemicals greater than one litre/kilogram, and
- Gases in cylinders.

Operate the lift in override mode with the entry barricaded to prevent access. If override mode is unavailable, appoint a spotter on each floor to stop any inadvertent entry/calling of the lift.

## 3.2 Transportation of Chemicals and Dangerous Goods

*Accountability: Chemical Custodians*

Anyone involved in consigning, packing, loading and transporting dangerous goods must follow state and national legal requirements. The Australian Dangerous Goods Code covers national standards and requirements for transporting dangerous goods by road and rail. Read the ADG Code in conjunction with relevant state or territory law.

The preferred option is to use a contracted licensed Dangerous Goods courier. When preparing the consignment, follow the requirements of the ADG Code for packaging and labelling. Inform the courier that the goods are classified as dangerous.

## 3.3 Transporting Chemicals by Vehicle

*Accountability: Chemical Custodians*

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.

## 3.4 Inter-Campus Transfer

*Accountability: Chemical Custodians*

Individuals transferring chemicals and samples between campuses must be familiar with the hazards presented by the substances and understand how to react in the event of an incident.

Use bottle carriers, easily manoeuvrable carts or suitable transport boxes for the transfer.

Maintain segregation of incompatible chemicals by moving them at different intervals or using separate secondary containment vessels.

Plan the travel to:

- Minimise travel time and distance, and
- Be familiar with traffic hazards such as uneven surfaces, ramps and roadworks along the route.

## 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).

## INFORMATION

[Printable version \(PDF\)](#) [Downloadable version \(Word\)](#)

Title	Transporting Chemicals Procedure
Document number	2023/0001050
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 and Students
Category	Operational
Subcategory	Safety
Approval date	25 July 2023
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Review date	25 July 2028
Policy advisor	Associate Director, Health and Safety Standards and Assurance
Approving authority	Director, Health Safety and Wellbeing

## RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<ul style="list-style-type: none"> <li>Work Health and Safety Act 2011 (Qld)</li> <li>Work Health and Safety Regulation 2011 (Qld)</li> <li>Australian Dangerous Goods (ADG) Code</li> <li>Medicines and Poisons Act 2019 (Qld)</li> <li>Medicines &amp; Poisons (Poisons &amp; Prohibited Substances) Regulation 2021 (Qld)</li> <li>Therapeutic Goods (Poisons Standard—July 2023) Instrument 2023 (Cwlth)</li> <li>National Code of Practice for Chemicals of Security Concern 2016 (Cwlth)</li> </ul>
Policy	Health, Safety and Wellbeing Policy
Standard	Managing Chemicals Standard
Procedures	<ul style="list-style-type: none"> <li>Acquiring and Transferring in Chemicals Procedure</li> <li>Risk Assessing Chemicals Procedure</li> <li>Handling, Using and Disposing of Chemicals Procedure</li> <li>Maintaining a Chemical Inventory Procedure</li> <li>Managing Regulated Chemicals Procedure</li> <li>Special Approvers Guideline</li> <li>Griffith University Substances Management Plan</li> </ul>
Local protocols	Managing Chemical Incidents and Emergencies Protocols
Forms	Laboratory Demobilisation Checklist