



# HSNO Hazardous Substances Packaging Procedure

Procedure Number  
WCDHB-HS-004

Version Nos:  
**2**

## 1. Purpose

This Procedure outlines the process to ensure that hazardous substances held at the West Coast District Health Board (WCDHB) meet the requirements of the Safe Management Packaging and Containment Regulations (2001).

## 2. Application

This Procedure is to be followed by all WCDHB staff members who are involved with hazardous substances.

## 3. Definitions

For the purposes of this Procedure:

**Packaging** is taken to mean packaging plus the contents. Packaging includes the container holding a substance and any other components necessary for the container to perform its containment function such as combination packing systems.

## 4. Responsibilities

For the purposes of this Procedure:

**Department/Service/Unit Managers/Supervisors/HODs** are required to:

- oversee all aspects of this Procedure

**Staff Members** are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Health and Safety Policy and Procedures.

## 5. Resources Required

This Procedure requires:

- Hazard Classification
- User Guide to HSNO Control Regulations
- Safe Management Packaging and Containment Regulations (2001).

## 6. Process

- 1.00 The Department/Service/Unit receiving the hazardous substances must have knowledge of classification of hazardous substances to determine if packing group is appropriate and correct.
- 1.01 Packaging must take into account all requirements imposed by each of the substances hazard classifications.
- 1.02 The manufacturer or importer packing is responsible to ensure that the packaging is designed and constructed specifically for use with that particular substance.



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- 1.03 The staff member (who is required to be an approved handler) within the Department/Service/Unit who receives Hazardous Substances must check that relevant information is immediately available with the hazardous substance ie. Labels and Material Safety Data Sheets on how to dispose of the substance correctly.
- 1.04 The Department/Service/Unit receiving the Hazardous Substances needs to ensure that transporters delivering the hazardous substances are properly placarded for the substances contained, labels are not damaged, and substances are stored safely and not over-stacked.
- 1.05 The Manager of the Department/Service/Unit receiving the Hazardous Substances needs to ensure that the Department/Service/Unit has a current Emergency Plan as appropriate for the hazardous substance.
- 1.06 Exclusions from packaging requirements include:
- Containers permanently fixed in one place, including any container permanently fixed to a vehicle
  - Containers for holding compressed gases or aerosols (covered by HSNO and (Compressed gases) Regulations 2004)
- 1.07 Every package used to contain Hazardous Substances must:
- Be able to retain its contents in non-emergency situations
  - Be compatible with its contents so degrading does not occur
  - Be suitable for the properties and state of the substance
  - Not be marked inappropriately to a packing group
  - Not be re-used unless all traces of previous substance has been removed

## **7. Precautions And Considerations**

- ➔ The staff member (who is required to be an approved handler) within the Department/Service/Unit who receives Hazardous Substances must check that relevant information is immediately available with the hazardous substance
- ➔ The Manager of the Department/Service/Unit receiving the Hazardous Substances needs to ensure that the Department/Service/Unit has a current Emergency Plan as appropriate for the hazardous substance

## **8. References**

Quick Guide - Packaging - ERMA New Zealand 2004

Your Guide to the HSNO Act - Environment and Business Group Ltd, Tonkin and Taylor Ltd, ESR 2001

## **9. Related Documents**

WCDHB Hazardous Materials Management Procedure

WCDHB Waste Management Procedure



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<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	OSH Advisor
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	December 2004
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