



HS335 Prohibited and Restricted Carcinogens Procedure

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
Contact Officer	Manager, UNSW Health & Safety		
Superseded Documents	HS335 Prohibited and Restricted Carcinogens Procedure v1.5		
File Number	2016/00369		
Associated Documents	HS332 Hazardous Chemicals Procedure Applicants guide for authorisation to use, handle or store prohibited or restricted carcinogens List of Prohibited Carcinogenic Substances List of Restricted Carcinogenic Substances		
Version	Authorised by	Approval Date	Effective Date

2.	Definitions	1
3.	Procedure	2
3.1	Investigate Alternatives	2
3.2	Notify WorkSafe NSW	2
3.3	Risk Management.....	2
3.4	Options by WorkSafe NSW	3
3.5	Order the Substance	3
3.6	Keep Records	3
3.7	Statement of Exposure for workers	4
3.8	Duration of Approval.....	4
3.9	Disposal	4
4.	Review & History	4
5.	Acknowledgements	4

3. Procedure

Follow the steps below.

3.1 Investigate Alternatives

Minimise the acquisition and use of carcinogenic substances as far as reasonably practicable.

Encourage researchers to actively investigate whether suitable alternative substances could be used to achieve similar outcomes.

3.2 Notify WorkSafe NSW

The principal investigator (or other similar senior position) must apply in writing to WorkSafe NSW for authorization to use, handle or store a prohibited or restricted substance.

- Containers must be stored appropriately with access limited to authorised persons;
- Current, appropriate SDS available and readily accessible to workers;
- Carcinogen is included in the Hazardous Chemicals register (e.g. recorded in SciQuest ERM);
- Workers must be provided with appropriate instruction and training including training in the safe work procedure for the task;
- Risk controls particularly engineering controls must be inspected and tested;
- Procedures should be in place to deal with emergencies e.g. spills,

WorkSafe NSW may ask for this information to be submitted for their review before they grant their approval.

3.4 Options by WorkSafe NSW

On receipt of the application WorkSafe NSW may:

- Grant the authorization;
- Grant the authorization with conditions imposed;
- Refuse the application (the prohibited carcinogen may not be for genuine research work or the restricted substance may be used for a purpose other than that listed);
- Cancel the authorization if the authorization is not being complied with or if the risks to workers have changed since the original application.

Decisions made by WorkSafe NSW are reviewable and are outlined in clause 676 of the WHS Regulation.

3.5 Order the Substance

Prohibited and restricted carcinogenic substances can only be supplied to people with valid written acknowledgement from WorkSafe NSW. Once you have obtained the acknowledgement from WorkSafe NSW you will be asked to produce it as evidence when you proceed to order the substance.

3.6 Keep Records

The Head of School or Centre must ensure that the following records related to prohibited and restricted carcinogens are kept:

Type of Record	Duration
A copy of each authorization given to the authorised person (including conditions imposed if applicable)	30 years after the authorization ends
Full name, date of birth and address of each worker likely to be exposed to the prohibited or restricted carcinogen during the period of the authorisation	30 years after the authorization ends
Risk Assessments for work with prohibited and restricted carcinogens	30 years from the last activity
Any air monitoring or health surveillance record (if applicable)	30 years after the authorization

These records should be maintained in the staff personnel files in the HR department.

