

NOTICE

RSC's ANNUAL CLEAN-UP

Monday 13th until Friday 17th November 2023

A thorough clean-up of all laboratories, instrument rooms, service areas, workshops, storage areas, offices, kitchenettes and communal areas must be carried out across buildings 136, 137 and 138. Each team or research group is required to cease all experimental work from Monday 13th November to carry out the clean-up. Communal areas (kitchenettes, shared office spaces, meeting rooms eg) will be assigned to groups.

All tasks listed below must be completed by all areas, where relevant.

Please refer to the relevant static RA for the annual clean up process (Figtree Task Assessment) as there have been a number of minor incidents during past clean up events. In the event of a chemical spill, RSC will follow the chemical spill response procedure in the RSC Emergency Response Plan (access *via* the [RSC WHS Noticeboard](#) under section "RSC Emergency Response"), including the current Designated First Aid Officers (listed under the ECO for each building).

CLEAN-UP (13th – 17th November)

All work shall cease until the essential tasks have been addressed appropriately in each area. Group members shall check with their academic group leaders or Team Leaders, whether the condition of their workplace meets the below requirements before any work can be resume (not necessarily at the end of the week; can be earlier). Academic Group Leaders shall inspect the lab, office and communal areas before allowing any work to be resumed. A range of inspection items required by [ANU's WHS Management System Handbook](#) (chapter 4.1) have been incorporated in the below clean-up inspection checklist.

This Checklist must be signed off by the Group/Team Leader responsible for the area/s scanned and emailed back to the RSC Safety, rsc.safety-officer@anu.edu.au by COB on Monday 20th November. Please also add a new "RSC Clean Up sticker" to the door hazard sign (entrances) to Facilities. Available from RSC Safety or Building Operations.

For any assistance, please contact:

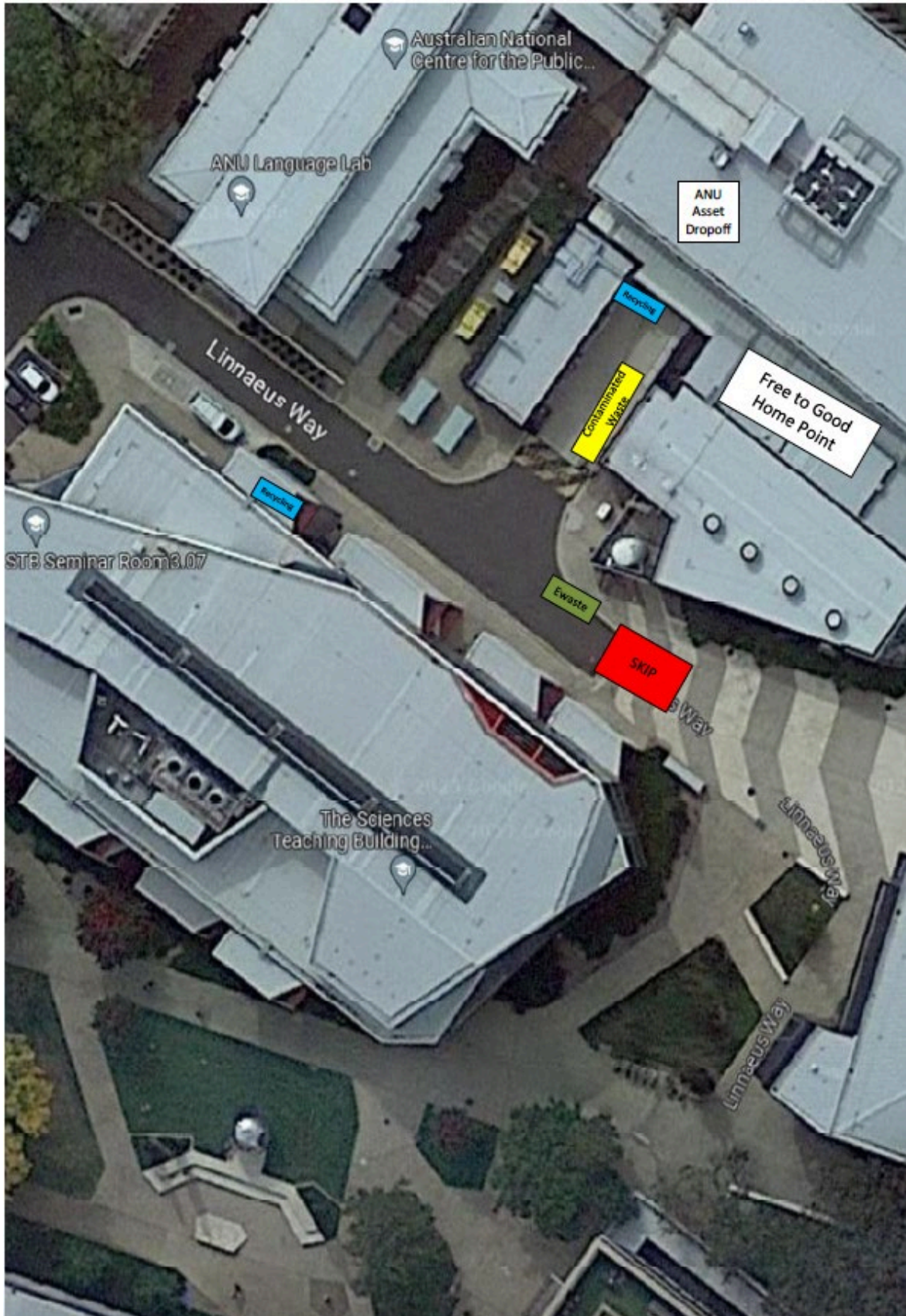
- rsc.facilities@anu.edu.au (Building Operations)
- rsc.admin@anu.edu.au (Asset Management and other)
- Michael.Hill@anu.edu.au (Workshop / equipment repair)
- rsc.safety-officer@anu.edu.au (Limited availability for safety matters)

RCD Testing Building 137 (13th – 17th November)

Please be aware that RCD testing will be carried out from 7-11am each day during clean up week. This means that one electrical circuit after the other will be tripped and reset, i.e. there will be **brief periods of sudden power disruption at the sockets** (general purpose outlets, GPOs).

| RSC B137 RCD Testing | | | | | |
|--------------------------------|-------|-------|-----|--------|-------|
| DB Number | Wing | Level | RCD | Time | Time |
| Monday 13th November | | | | | |
| DB1 | North | 1 | 116 | 180 | 7:00 |
| EDB1 | North | 1 | 34 | 30 | 10:00 |
| DB2-1A | North | 2 | 6 | 30 | 10:30 |
| | | | | Finish | 11:00 |
| Tuesday 14th November | | | | | |
| DB3-1 | North | 3 | 72 | 90 | 7:00 |
| EDB3 | North | 3 | 21 | 30 | 8:30 |
| DB3 North | North | 3 | 52 | 60 | 9:00 |
| DB3.1A | North | 3 | 7 | 30 | 10:00 |
| Lab-DB5 | South | 1 | 21 | 30 | 10:30 |
| | | | | Finish | 11:00 |
| Wednesday 15th November | | | | | |
| Lab DB4 | South | 1 | 15 | 30 | 7:00 |
| Lab DB3 | South | 1 | 27 | 30 | 7:30 |
| Lab DB2 | South | 1 | 31 | 30 | 8:00 |
| Lab DB1 | South | 1 | 15 | 30 | 8:30 |
| EX-DB1 | South | 1 | 10 | 30 | 9:00 |
| DB1-2 Lights | South | 1 | 38 | 30 | 9:30 |
| ED1-1 Power | South | 1 | 53 | 60 | 10:00 |
| | | | | Finish | 11:00 |
| Thursday 16th November | | | | | |
| EDB2-1 | South | 2 | 18 | 30 | 7:00 |
| DB2-3 | South | 2 | 55 | 60 | 7:30 |
| DB2 | South | 2 | 86 | 120 | 8:30 |
| DB2-2 | South | 2 | 16 | 30 | 10:30 |
| | | | | Finish | 11:00 |
| Friday 17th November | | | | | |
| DB2-3A | South | 2 | 8 | 30 | 7:00 |
| EDB3-1 | South | 3 | 20 | 30 | 7:30 |
| DB3-3 | South | 3 | 52 | 60 | 8:00 |
| DB3- Chassis 1 | South | 3 | 50 | 60 | 9:00 |
| DB3- Chassis 2 | South | 3 | 32 | 60 | 10:00 |
| DB3-3A | South | 3 | 5 | 30 | 10:30 |
| | | | | Finish | 11:00 |

Map of the drop off points for the week of "RSC Clean Up week"



For all clean-up activity, please remember that a high volume of hazards such as hazardous chemicals, sharps, dust etc. will be encountered. Ensure that all standard laboratory principles are applied, including suitable PPE such as lab coats, safety glasses, gloves, and solid footwear. PPE such as lab coats, safety glasses, disposable gloves, cut-resistant gloves, and dust masks is available at RSC stores.

| (A) Tasks to be completed by all research groups / areas where relevant | | | |
|--|--|--|---------------------------------|
| Group Leader (GL): | | Labs/offices checked (list all that have been checked): | |
| | Task | Comments | Checked by GL (Initials) |
| 1 | <p>ELECTRICAL EQUIPMENT</p> <p>a) Electrical equipment and other general items (both office and laboratory equipment, both RSC and personal items) must be thoroughly cleaned and examined for faults (cracks, heat damage, exposed wires), and the necessary action taken for repair/disposal. <input type="checkbox"/></p> <p>b) Check the testing tags on a few items – does it appear that the testing team has tested and tagged in your area? And within date? <input type="checkbox"/></p> <p>c) Equipment with “Do not use” or “danger” tags must not be used at all and either submitted for repair or disposed of. Travel adapters are not to be used. <input type="checkbox"/></p> <p>d) Only the red heavy-duty heat guns with temperature adjustment are allowed for use in experimental areas. <input type="checkbox"/></p> | | |
| 2 | <p>BUILDING INFRASTRUCTURE</p> <p>a) Please report faulty switches, power points, light fittings and any other laboratory and office fittings in need of maintenance using the SHM ticketing system (https://servicedesk.anu.edu.au/sp). For RSC Building Operations to action. <input type="checkbox"/></p> | | |
| 3 | <p>EMERGENCIES AND EGRESS</p> <p>a) Remove all superfluous materials from floors, desks, lab benches etc. <input type="checkbox"/></p> <p>b) All corridors (wet & dry) and passageways are emergency exit pathways and must not be obstructed or have trip hazards in them. <input type="checkbox"/></p> <p>c) All doors, first aid equipment, and emergency systems (safety showers, emergency buttons, etc.) must be clearly visible and freely accessible. Sprinkler heads are exposed (i.e. not obstructed) <input type="checkbox"/></p> <p>d) Fire extinguishers: correct type for work in the area, signposted, clearly visible, and accessible. <input type="checkbox"/></p> <p>e) Floors are even and free from slip/trip hazards. Openings in floors are protected. <input type="checkbox"/></p> <p>f) Hand washing facility is generally clean and tidy <input type="checkbox"/></p> | | |
| 4 | <p>FUME CUPBOARDS (FCs) AND LAMINAR FLOW CABINETS (LFCs)</p> <p>a) It is a compliance requirement that all fume cupboards are cleaned out thoroughly at least once a year, so this must be done as part of the annual clean-up and includes all surfaces, sinks, sashes, and area <i>underneath</i> fume cupboard base plates. Remove the base plate and ensure any material (foil, pipette tips, septa) that could block sinks is removed from sinks inside the fume cupboard. Careful: Older base plates have sharp edges. It is recommended you use cut-proof gloves. <input type="checkbox"/></p> <p>b) Physical sash stops are in place and only removed temporarily where specific manipulations within the FC require this. <input type="checkbox"/></p> <p>c) All FCs/LFCs are clean and tidy. <input type="checkbox"/></p> <p>d) FCs are not used for long-term chemical storage. <input type="checkbox"/></p> | | |

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| | e) Following cleaning of fume cupboards, GLs to sign and attach RSC Clean Up Week Sticker (available from Technical Services) <input type="checkbox"/> | | |
| 5 | <p>WASTE</p> <p>a) Arrangements must be made for the disposal of all waste. Waste for disposal must be appropriately labelled (including DGC – use Chemwatch to generate labels). Open or broken containers will not be accepted for disposal – all chemical material must be fully contained. <input type="checkbox"/></p> <p>b) Ensure all waste containers (including those remaining in labs) are appropriately labelled (sharps, flammable/halogenated liquids, glass waste, silica waste, aqueous waste, biohazards etc.) <input type="checkbox"/></p> <p>c) Bio-hazard waste bins and bags are available (if required). <input type="checkbox"/></p> | | |
| 6 | <p>CHEMICAL STORAGE</p> <p>a) Keep chemicals outside chemical storage cabinets to an absolute minimum. Benches must not be used for chemical storage. <input type="checkbox"/></p> <p>b) Keep a particular eye on solvent loads. Stockpiling of solvents to avoid more frequent trips to the stores is not permitted. <input type="checkbox"/></p> <p>c) Cabinets underneath sinks are not suitable for chemical storage, including washing acetone/ethanol. <input type="checkbox"/></p> <p>d) Ensure all chemicals are appropriately bunded to avoid the spread of chemical spills in the event of primary container breakage. Bunding for cabinets is available from RSC Safety if required. <input type="checkbox"/></p> <p>e) Check all chemical storage areas to ensure incompatible dangerous goods classes (DGCs) are segregated. Mark storage trays (bunds) with the DGC that it's for (preferably using a coloured DGC sticker/label). <input type="checkbox"/></p> <p>f) Several oxidising cabinets were distributed in 2019/2020. Please maximise their use to keep oxidisers separate from other chemicals. <input type="checkbox"/></p> <p>g) Nitric acid (oxidising acid) must be segregated and stored away from all other chemicals. Several corrosive cabinets for nitric acid storage have been distributed in the RSC on each level. <input type="checkbox"/></p> <p>h) All experimental areas are free of food and drink. <input type="checkbox"/></p> <p>i) Chemicals should not be kept on floors. Where this is not avoidable due to, e.g., equipment configuration (such as HPLC waste), all such chemicals must be bunded and labelled correctly. <input type="checkbox"/></p> <p>j) Ensure chemical cabinets are clean, tidy, and serviceable. <input type="checkbox"/></p> <p>k) Ensure chemicals are stored under appropriate conditions (e.g. refrigerated where needed, or ventilated, away from sunlight etc.) <input type="checkbox"/></p> <p>l) All shelves, cupboards, and drawers must be cleaned thoroughly. <input type="checkbox"/></p> | | |
| 7 | <p>GENERAL STORAGE</p> <p>a) Heavy items stored below shoulder level. <input type="checkbox"/></p> <p>b) Items are stored in a way that doesn't allow them to easily fall/break <input type="checkbox"/></p> <p>c) Cardboard boxes are inappropriate for storage of chemicals – replace with plastic containers/boxes <input type="checkbox"/></p> <p>d) Cardboard boxes shouldn't be used for storage in a laboratory environment. <input type="checkbox"/></p> | | |
| 8 | <p>BENCHTOP OVENS FOR DRYING GLASSWARE</p> <p>a) Ensure a catch tray at the bottom is in place – do not use without such tray (unplug and mark "out of operation" until base tray is in place). <input type="checkbox"/></p> <p>b) These ovens are not intrinsically safe – ensure that all flammable materials are kept away from it. Glassware with solvent residues must not be put inside or on top of the ovens. <input type="checkbox"/></p> <p>c) Only inert solids such as silica, alumina, KBr, molecular sieves etc. are allowed in these ovens and must be clearly labelled. <input type="checkbox"/></p> | | |
| 9 | <p>SAFETY DATA SHEETS (SDS)</p> <p>a) All hazardous chemicals require an up-to-date vendor/manufacture SDS (<5 years old). These must be recorded in ChemWatch. <input type="checkbox"/></p> | | |

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| | <p>b) If you hold chemicals that are not yet on ChemWatch, initiate the process of having them uploaded. See RSC's ChemWatch Guide for details. <input type="checkbox"/></p> | | |
| 10 | <p>MERCURY VACUUM GAUGES</p> <p>a) Mercury vacuum gauges have been phased out at RSC. If you still have one or more in your area, please ensure residual mercury is contained fully (i.e. cap the outlet at the back) and prepare for disposal (double-bag). <input type="checkbox"/></p> <p>b) If your group intends to keep using them, please complete a static RA for its use first and notify rsc.safety-officer@anu.edu.au and rsc.trainingofficer@anu.edu.au once the RA is finished. <input type="checkbox"/></p> | | |
| 11 | <p>SINKS AND DRAINS</p> <p>a) Ensure you minimise potential for ANY hazardous material (including flammable liquids) going down drains. Keep hazardous chemicals away from sinks. <input type="checkbox"/></p> <p>b) Containers for rinsing acetone must be housed in bunding, same as base baths and acid baths. <input type="checkbox"/></p> <p>c) Ensure bunding is free of cracks/holes: replace if you notice damage. <input type="checkbox"/></p> <p>d) HAZARDOUS CHEMICALS MUST NOT BE RELEASED INTO DRAINS. Oils, pipette tips, sample vials, lids etc. destroy the pH dosing system – prevent those from entering drains. Non-hazardous (!) aqueous solutions must be at pH 6-8 before released into drains. If in any doubt about composition of such aqueous solutions, dispose <i>via</i> RSC chemical waste stream instead. Heavy fines and maintenance costs can occur. <input type="checkbox"/></p> | | |
| 12 | <p>REFRIDGERATORS/FREEZERS (ALL EXPERIMENTAL AREAS)</p> <p>a) Refrigerators/freezers must be cleaned out and defrosted. <input type="checkbox"/></p> <p>b) External signage with contact details and hazard information must be reviewed and updated where needed (template available from the WHS Noticeboard). <input type="checkbox"/></p> <p>c) All chemicals stored in fridges and freezers must be labelled appropriately. <input type="checkbox"/></p> <p>d) Chemicals that have exceeded their typical shelf life are to be disposed of. <input type="checkbox"/></p> <p>e) Non-intrinsically safe fridges/freezers are labelled “Not intrinsically safe – no storage of flammable materials. No food or drinks to be stored”. Check their contents and ensure no flammable materials are contained within. <input type="checkbox"/></p> <p>f) All intrinsically safe fridges/freezers labelled “Intrinsically safe chemical fridge/freezer. No food or drinks to be stored”. NOTE: Any fridge with internal thermostat is NOT intrinsically safe. <input type="checkbox"/></p> <p>NOTE: It is critical that the cooling cycle for chemicals is not interrupted as this may increase risk of adverse reactions such as autoxidation or spontaneous polymerisation. Therefore, keep chemicals cool at all times (decant into another fridge/freezer, or use ice where appropriate). Don't allow chemicals to sit at room temperature for extended periods of time. <input type="checkbox"/></p> | | |
| 13 | <p>MANUAL HANDLING AND WORKSTATIONS</p> <p>a) Are workstations set up ergonomically to suit prolonged lab/workshop use, e.g., chairs height-adjustable/the appropriate height and free of damage? <input type="checkbox"/></p> <p>b) Are carrying devices effective, safe, and functional? <input type="checkbox"/></p> <p>c) Wire carriers are no longer used for chemical transport (please dispose). Use non-perforated rubber carriers. <input type="checkbox"/></p> <p>d) Trolleys used for transporting chemicals have bunding on them so spills can't spread and run onto the floor. <input type="checkbox"/></p> | | |
| 14 | <p>GLASSWARE</p> <p>a) Clean surplus glassware is thoroughly cleaned and made available to other groups (consider teaching or research groups that have only been</p> | | |

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| | <p>established recently). Glassware can be made available on the “free to good home” drop off/collection zone (only during clean up week), near Store and the dock (please note, unclaimed glassware will be disposed of at the end of each day). <input type="checkbox"/></p> <p>b) Use red, labelled buckets for broken glass waste. <input type="checkbox"/></p> <p>c) Excess glassware that is unwanted should be disposed of in broken glass waste. <input type="checkbox"/></p> | | |
| 15 | <p>CHEMICAL/BIOLOGICAL CONTAINERS AND LABELLING</p> <p>a) Examine all chemicals/biological materials to decide what is kept, relocated, combined, re-bottled, or disposed of. <input type="checkbox"/></p> <p>b) Replace worn or unreadable labels on chemical/biological containers (whether decanted or in original commercial container) with compliant labels - see instructions for printing labels directly from ChemWatch on the intranet: http://rsc.anu.edu.au/internal/index.php/docs/rsc-work-health-safety/instructions-guidelines-general-procedures . See additional section on labelling below. <input type="checkbox"/></p> <p>c) Broken containers (risk of leakage/contamination) or chemicals that have exceeded their shelf life are to be disposed of (check this list of time sensitive chemicals). A lot of groups hold peroxide forming chemicals and stabilised monomers susceptible to spontaneous polymerisation, so please ensure those that may not have been stored at appropriate conditions (e.g. fridge instead of freezer) and/or have exceeded the recommended life time are either checked for peroxides or disposed of. Peroxide testing strips are available from RSC Stores (bldg. 138). Remind users of “test before use”. <input type="checkbox"/></p> | | |
| 16 | <p>SIGNAGE</p> <p>a) Update/review all emergency contact details (New Templates in 2023, available on the WHS Noticeboard):</p> <p>i. Emergency contact details on fridges/freezers; <input type="checkbox"/></p> <p>ii. Details/user lists outside laboratory doors (see sketches of the lab in the document holders just outside the labs); <input type="checkbox"/></p> <p>iii. Emergency contacts and hazard details outside high-hazard labs/areas. <input type="checkbox"/></p> <p>Templates for all three signage types are on RSC WHS Noticeboard under “Templates”: http://chemistry.anu.edu.au/whs-safety-noticeboard <input type="checkbox"/></p> <p>b) Check other signage in the area – still relevant and current, suitable for the hazards in the area? Free of damage and readable? <input type="checkbox"/></p> <p>c) Remove old COVID related signage. <input type="checkbox"/></p> <p>d) Are reactions and equipment containing hazardous chemicals labelled (e.g. HPLC feed and waste bottles, risk assessments displayed for reactions left on over-night or running in reaction chambers such as the UV chamber or in microwaves, pressure lab, furnaces etc.) <input type="checkbox"/></p> | | |
| 17 | <p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <p>a) Review holdings of lab coats: Dispose of the ones that are not usable anymore, return all usable, washed lab coats that you don't need for the number of people in your area to the RSC Stores. <input type="checkbox"/></p> <p>b) Inspect all other PPE in your area. Dispose of/replace anything that's damaged or no longer suitable for use (gloves, safety glasses, shields, hearing protection, laser glasses, etc.) and arrange replacement if needed. <input type="checkbox"/></p> <p>c) Ensure PPE fits well (talk to your supervisor if you have questions) <input type="checkbox"/></p> <p>d) Is hearing protection available for areas where noise is above nuisance level? Supervisors to arrange if hearing protection is needed. <input type="checkbox"/></p> <p>e) Noise levels above 85 dB must be assessed. Leave comments and talk to supervisor and WHS Manager if this may be the case. <input type="checkbox"/></p> | | |

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| 18 | <p>FLAMMABLE CABINETS</p> <p>a) Check the runners on flammable liquid cabinets. Ensure the cabinets open all the way. Talk to the Facilities team if that's not the case. In some cases, the bearing balls could have moved out of alignment, which can be reset by opening the shelves with a bit of force a few times (while empty of chemicals). <input type="checkbox"/></p> <p>b) Make sure that all group members are aware that these cabinets are to be opened fully at each use (i.e. not only half way, enough to just get the bottle out). Otherwise misalignment of the ball bearings can occur and over time lead to the runners seizing up. <input type="checkbox"/></p> | | |
| 19 | <p>UV AND LASER</p> <p>a) All laser setups have a completed RA and SWP signed off by the supervisor. The RA number is indicated on the laser setup. <input type="checkbox"/></p> <p>b) Appropriate warning signs and emergency contact details are displayed on the doors. <input type="checkbox"/></p> <p>c) Laser goggles are free of damage; damaged goggles are removed and replaced. <input type="checkbox"/></p> <p>d) Is adequate shielding provided? (e.g. interlocks, protective shields, beam stops). <input type="checkbox"/></p> <p>e) All hand-held UV lights for TLC viewing are located within viewing chambers/housing. <input type="checkbox"/></p> <p>f) Appropriate warning labels on all laser and UV sources. <input type="checkbox"/></p> <p>g) Access to laser labs is restricted and controlled. <input type="checkbox"/></p> | | |
| 20 | <p>COMPRESSED GASES</p> <p>a) Any gas cylinders not actively being used are to be relocated to dedicated gas storage areas. <input type="checkbox"/></p> <p>b) Fume cupboards and gas cabinets are not meant for storage of gases that are not in use. <input type="checkbox"/></p> <p>c) Gas cylinders in labs, particularly outside of fume cupboards, must be avoided wherever possible. The dedicated gas cabinets must be used instead. <input type="checkbox"/></p> <p>d) Where gas cylinder in labs cannot be avoided for some reason, volumes must be kept to a minimum, particularly for flammable, corrosive and toxic gases (e.g. use small enough cylinder to fit inside a fume cupboard). <input type="checkbox"/></p> <p>e) All gas cylinders must be restrained (secured to wall, trolley or bench). G clamps with chain/rope are not appropriate. <input type="checkbox"/></p> <p>f) Empty gas cylinders have been removed from lab areas for return/disposal. Full and empty cylinder are not mixed up. <input type="checkbox"/></p> | | |
| 21 | <p>RISK ASSESSMENTS (RAs), SAFE WORK PROCEDURES (SWPs)</p> <p>1. Approval of Static RAs Figtree Are all Risk Assessments related to your groups activities approved in Figtree? <input type="checkbox"/> The relevant supervisor will have to review their RAs and approve them (in Figtree). Guidance that steps supervisors through the approval process can be found here. Please use this as an opportunity to review all RAs to ensure they are still accurate and reflect the actual processes that are covered by the RAs. Notifications will come through in an order triaged to prioritise those RAs that are due or overdue for review (required every 2 years for RAs with a residual risk rating of "medium").</p> <p>2. Ensuring all new static RSs are written directly in Figtree. We have put together this user guide on how this is done. Any questions with the new Task Assessment process can be directed to rsc.safety-officer@anu.edu.au</p> <p>Group leaders are to ensure that RAs for equipment/processes under their control are reviewed in line with the handbook. Examples are:</p> | | |

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| | <ul style="list-style-type: none"> • Solvent distillations • Experiments using pressure equipment (hydrothermal, pressure reactor) • Equipment emitting hazardous radiation (UV, X-Ray, laser, microwave) • Centrifuges • Gas usage (e.g. CO) • Autoclaves • Processes involving open flames • Mechanical equipment/machinery such as presses, lathes, or mills • Biological processes • Lasers and laser facilities <p>Please discuss this with your group/team members and consider it when reviewing your equipment and processes.</p> <p>Equipment requiring a RA should have the static RA number/Task Assessment Key number displayed at the equipment or have a lab register/list of all the static RA numbers listed posted in a clearly visible location in the lab (Templates for both can be found on the WHS Noticeboard, RA sticker template here; RA lab register here) <input type="checkbox"/></p> | | |
| 23 | <p>SHARPS</p> <p>a) Ensure sharps are stored safely (not exposed). <input type="checkbox"/></p> <p>b) Scalpel blades are prohibited in the RSC. Please search your areas and dispose of any scalpel blades in the appropriate yellow sharps containers. Retractable knives are available from the RSC store. <input type="checkbox"/></p> | | |

CHANGED WASTE DISPOSAL TIMES during Clean up Week

To account for the increased load of chemical waste that is expected, the following arrangement will be in place for waste disposal through the clean-up week:

- Monday 13th November, 15:00 – 16:00
- Tuesday, 14th November, 15:00 - 16:00
- Wednesday, 15th November, 15:00 - 15:45
- Friday, 17th November, 14:30 - 15:00

All waste must be fully contained (i.e. no broken or leaking containers, no exposed chemicals), and clearly labelled. Aqueous waste must indicate the pH on the label.

LABELLING OF CHEMICALS

All new chemicals arriving at the RSC must have GHS compliant labelling. Chemicals we are currently holding must have either GHS compliant labels (a lot of them already do since they have been bought within the last 3-4 years) or meet the minimum requirements outlined in the Code of Practice for "[Labelling of Workplace Hazardous Chemicals](#)". Those requirements are:

- Written in English;
- Product identifier (including all ingredients if it is not a neat chemical), i.e. IUPAC name, CAS name, or technical name;
- Hazard pictogram (GHS or ADG; not the old European pictograms) or hazard statements consistent with the classification of the chemical;

If you find chemicals without a label, either dispose of them as unknown solid/liquid or analyse the material and then re-label the containers with full labels (use ChemWatch to easily populate labels with H/P statements etc.). Do not affix labels based on assumptions.

If you find chemicals with a printed label that is not GHS compliant but is in English and shows the product identifier and the manufacturer, affix the correct Dangerous Goods Class (DGC) diamond sticker(s) to the container (check current SDS unless you are certain about the DGC). Wipe the container prior to affixing the DGC sticker since dust and grease will result in the label coming off easily. Stickers can be retrieved from the front reception. Please do not take huge amounts and then have them lying around in the lab not being used as we will not have enough across the RSC for all labs to do this.

Examples of GHS pictograms:

Examples of DGC pictograms:



If you find chemicals with badly worn labels that are hard to read, replace them with a full label (ChemWatch). A label printer to print labels individually is located near the printer on L1 in building 138.

NOTE: Minimum labelling requirements are only sufficient as long as (i) the chemicals do not leave the RSC, and (ii) all workers handling the chemicals are aware of the associated hazards (i.e. have done a thorough risk assessment). Under other circumstances, the full label is required (i.e., in addition to the above: hazard and precautionary statements; Australian business name, address and telephone number of the manufacturer/importer; first aid; emergency procedures). So if you receive chemicals from outside the RSC, they must be labelled to GHS compliance, and if a chemical is transferred to another budget unit (school), then you have to ensure that a GHS compliant label is affixed. Non-hazardous substances also have to be labelled, either with the commercial label or a ChemWatch label, or with a “Non-hazardous chemical” sticker that states what is in the container, a date, and the user.

INSPECTIONS

Building inspections will be held over: 20th November – 8th December 2023.

Inspections of all areas (offices, service areas, workshops, biochem and chem labs) will be done using ANU prescribed templates for [low-risk](#) (offices) and [high-risk](#) (workshops, experimental) area inspections once supervisors have signed off on their areas. The full ANU inspection checklist can be accessed *via* the [ANU WHS Management System Handbook](#).

STOCKTAKE OF CHEMICALS

It is anticipated that a RSC School Wide stocktake of the chemical inventory will begin in early 2024.