

1.12: The principal's guide to implementation

Introduction

Chemical Safety in Schools (CSIS) is a resource package for schools, developed by the department to provide schools with up-to-date information on chemical safety and to assist schools meet the mandatory requirements under the NSW WHS laws.

The package addresses:

- NSW WHS Act 2011
- NSW WHS Regulations 2017
- GHS
- Relevant Codes of Practice

In summary these requirements are:

- training for staff in the management of risks associated with the use of chemicals
- ready access to risk and safety information on hazardous chemicals
- a register to be kept of hazardous chemicals used or stored on site
- the labelling of chemical containers with risk and safety information
- the assessment of risks to health from exposure to hazardous chemicals
- the implementation of control measures to protect health and safety
- the maintenance of records of training and risk assessment
- the appropriate labelling and storage of hazardous chemicals

The package also promotes best practice in the use of chemicals for teaching and learning in schools.

1.12.1: Contents of the package

Volume 1: for all schools K-12

- [Workplace training module](#)
- [Section 1: General information for all staff](#)
- [Section 2: Technology support](#)
- [Appendices to Volume 1](#)

Volume 2: for schools with secondary students

- [Section 3: Curriculum support documents](#)
- [Appendices to Volume 2](#)

1.12.2: Co-ordination

Chemical Safety in Schools (CSIS) is relevant to all staff in all schools K-12. Implementation must be coordinated effectively. In some schools, the principal may choose to act as coordinator. In others, the principal may delegate the coordination to a senior executive or to a small coordinating committee led by a senior executive teacher.

The coordinating committee may consist of

- head teacher/s

- teacher/s
 - school administrative and support staff
- H&S committee representative/s.

The CSIS 'Person Responsible' or coordinating committee will need to:

- develop a thorough working knowledge of Chemical Safety in Schools
- develop a school action plan and timeline for implementing CSIS
- liaise with school executive and staff
- identify the resources needed to implement CSIS and coordinate the use of this technology across the school
- review the storage of chemicals in the school
- establish a register of chemicals stored on site
- liaise with the facilitators of the training module
- report any issues relating to the implementation of the CSIS package to the principal.

School's consultation arrangements

Schools will need to define its role in supporting the implementation of CSIS through the school's standing consultation arrangement, for example a health and safety committee.

The main role of members will be in monitoring the school's action plan and providing advice about its implementation.

The members can also:

- provide feedback from workplace inspections
- be a conduit for staff comment.

Refer to [Work Health and Safety Consultation Procedure](#) for more information.

1.12.3: Key issues

School based training

Training is a mandatory requirement of the NSW WHS Act 2011. The CSIS package contains a comprehensive school-based training module. It is designed for whole school or collegial group delivery. The participant's notes are written in a self-paced format so that these can be provided to new members of staff for training in CSIS. This training must be overseen and documented by the coordinator.

In planning the training program, the school should identify appropriate staff to lead **whole school, group or faculty** sessions.

Diagram showing the school-based training flow chart

1.12.4: Support

A suggested CSIS management model for primary schools:

Flow chart image of a suggested CSIS management model for primary schools - planning

Flow chart image of a suggested CSIS management model for primary schools - training & implementation

Flow chart image of a suggested CSIS management model for primary schools - monitoring

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A suggested CSIS management model for secondary schools:

Flow chart image of a suggested CSIS management model for secondary schools - Planning and training

Flow chart image of a suggested CSIS management model for secondary schools - implementation and monitoring

1.12.5: Simple steps to implement CSIS

- read the principal's guide to implementation and become familiar with the CSIS package
- decide how the implementation of CSIS will be co-ordinated across the school
- monitor the key elements of CSIS:
 - training of staff, stocktake of chemicals
 - establishment of a chemical register
 - review of the storage of hazardous chemicals
 - implementation of risk management processes
- ensure that all mandatory documentation is being maintained - training record, chemicals register, risk management register
- follow up any issues identified by staff during the implementation of CSIS
- develop a mechanism for ongoing monitoring of compliance with the legislative and department requirements.

Business Unit:

- Health Safety and Staff Wellbeing

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