

Poisons

1 Scheduled Poisons

The Drugs, Poisons and Controlled Substances Act and Regulations are managed by the Department of Human Services. These regulations require many additional controls over and above the regulations for the safe management of chemicals e.g. dangerous goods and hazardous substances.

Drugs, Poisons and Controlled Substances (Poisons) are divided into a series of schedules. Each schedule has different management requirements involving security and licensing.

This procedure applies to substances listed in the various schedules of the [Standard for the Uniform Scheduling of Drugs and Poisons](#). It includes substances used in a broad range of areas, including medical, veterinary, biological, zoological and chemical research. It does not include scheduled Carcinogens.

Schedule	Description	Security	Regulation	Disposal
1	Poisons of plant origin of such danger to health as to warrant their being available only from medical practitioners, pharmacists or veterinary surgeons.	Not Applicable	Permit not required	
2	Poisons for therapeutic use that should be available to the public only from pharmacists, or where there is no pharmacy service is available, from persons licensed to sell Schedule 2 poisons.	Restricted area, no public access	Permit not required	
3	Poisons for therapeutic use that are dangerous or are so liable to abuse as to warrant their availability to the public being restricted to supply by pharmacists or medical, dental or veterinary practitioners.	Restricted area, no public access	Permit not required	
4	Poisons that should, in the public interest, be restricted to medical, dental or veterinary prescription or supply, together with substances or preparations intended for therapeutic use, the safety or efficacy of which requires further evaluation.	Lockable cabinet in a secure area	Permit and Poisons Control Plan required	
5	Poisons of a hazardous nature that must be readily available to the public but require caution in handling, storage and use.	Not Applicable	Exempt	
6	Poisons that must be available to the public but are of a more hazardous nature or poisonous nature than those classified in Schedule 5.	Not Applicable	Exempt	
7	Poisons which require special precautions in manufacture, handling, storage or use, or special individual regulations regarding labelling or availability.	Locked cabinet affixed to the wall or floor	Permit and Poisons Control Plan required	
8	Poisons to which the restrictions recommended for drugs of dependence by the 1980 Australian Royal Commission of Inquiry into Drugs should apply.	Drug of Addiction cabinet affixed by bolts	Permit and Poisons Control Plan required	Special considerations for security
9	Poisons, which are drugs of abuse, the manufacture, possession, sale or use of which, should be prohibited by law except for amounts, which may be necessary for medical or scientific research conducted with the approval of Commonwealth and/or State or Territory Health Authorities.	Drug of Addiction cabinet affixed by bolts	Permit and Poisons Control Plan required	Special considerations for security

2 Minimum Compliance Requirements

To comply with Drugs, Poisons and Controlled Substances Act, managers must follow the following compliance procedure:

Methodology	Resources / Tools / Notes
Step 1: Identify any Schedules 4, 7, 8 and 9 poisons held. A permit is required from the Department of Human Services (permitted poisons) .	The University is exempt from permits for poisons in Schedules 5 and 6. Permits are not required for Schedules 1, 2 and 3.
Step 2: Nominate a Chemical Safety Officer (Permit Holder) to co-ordinate the compliance program.	
Step 3: Ensure poisons are on the Register of Hazardous Substances and Dangerous Goods	Refer to Hazardous Substances Guidelines
Step 4: Develop a Poisons Control Plan for all schedule 4, 7, 8 and 9 poisons.	Poisons Control Plan : A full description of the premises, procedures, security, record keeping and so on.
Step 5: Apply for a permit i for Schedules 4, 7, 8 and 9 poisons to the Department of Human Services	To make an application for a permit : <ul style="list-style-type: none"> complete an application to nominate a responsible person (permit holder) complete and maintain a Poisons Control Plan complete an application form for the permit All the forms are available on the Department of Human Services website .
Step 6: Obtain Material Safety Data Sheets (MSDS) for all poisons and follow requirements	Obtain from supplier or use ChemWatch
Step 7: All permitted poisons held in a faculty, division or institute are to be listed on a central register held in a central location.	Record of purchase, storage and disposal
Step 8: All poisons must be secured as per the regulations and the permit conditions.	See Scheduled Poisons
Step 9 - Train staff and supervisors so that they have an appreciation of the requirements covering poisons	See Hazardous Substances Training Record Records must be kept five years
Step 10: The use of permitted poisons must be monitored.	See Poisons' Register
Step 11: Any unexplained losses of permitted poisons must be reported in writing to the head of school / dean or director	
Step 12: Ensure safe work practices are complied with	

3 Poison's Register

The register must contain the following details:

- For acquisitions: poison name, date of acquisition, date of arrival, quantity, use-by date if applicable, supplier details and who authorised the acquisition
- For distribution: poison name, date of supply, quantity, who it is supplied to and reason for supply
- For return of unused quantities: poison name, date of return, quantity and who returned it

- For disposal: poison name, date of disposal, quantity disposed, who authorised the disposal, who carried out the disposal, and who was it disposed to or how it was destroyed

A template can be downloaded from [here](#).

4 ChemWatch

The University has a licence for ChemWatch which is a web-based chemical management system. Access is through the link: <http://max.chemwatch.net/integ/>

5 Training and Induction

The induction, information and training provided must include the following.

- Labelling of containers of poison, information included on each part of the label and why the information is provided.
- How to locate and use an MSDS and the information contained in each part of the MSDS.
- The nature of the hazards and properties of the poison to which staff are or may be exposed including routes of entry into the body and potential health risks.
- Work practises to be followed when using, handling, storing, cleaning up and disposing of poisons
- Measures used to control exposure to poisons including the correct use and maintenance of these controls.
- Proper use, fitting and maintenance of personal protective equipment (PPE).
- Emergency procedures, including evacuation and special decontamination procedures.
- First aid and incident reporting procedures to be followed in the case of exposure, injury or illness.
- Reasons for air monitoring (if required), type of monitoring used and how to find out the results of monitoring.
- Reasons for health surveillance (if required) and the type of surveillance used.

This training must be provided to staff, students, contractors or volunteers working with poisons.

Refresher training is also required.

6 Safe Work Practices

Extreme care should be taken when handling these chemicals.

General Requirements:

- All persons using highly toxic chemicals should do so only with permission from the laboratory supervisor.
- Procedures for handling and safety should be reviewed by the laboratory supervisor on a regular basis to ensure that updated information is included.

Storage and Transport Requirements

- The scheduled poisons must be stored securely and meet any dangerous goods segregation requirements.
- All poisons should be labelled clearly to indicate their risk. Information on the label should also indicate handling procedures such as wearing gloves and mask.
- During transport these chemicals must be packaged securely and sealed to prevent accidental breakage or damage.

Handling Requirements

- Suitable laboratory equipment must be used, such as centrifuges with containment covers etc.
- Work surfaces must be covered with a protective bench coat that will absorb and trap any spills. This coating must be replaced on a regular basis, and after any spill.
- All experiments involving the creation of dust, vapour or aerosols must be carried out in an appropriate containment facilities.

- Where animals are being treated with poisons, care must be taken that the cages, bedding, water and food waste are handled using personal protective equipment.

Personal Protection:

- All personal protective equipment should be assessed for its suitability for handling poisons, the equipment must be non porous. Rubber, PVC or polyethylene gloves, coats and safety glasses should be worn as a minimum.
- Approved respirators should be made available to staff where required if the process cannot be adequately contained. Other control measures such as isolation of the area while work is being undertaken should also be considered.

Maintenance and Cleaning:

- Cleaning of contaminated equipment and clothing should only be undertaken by a qualified organisation with appropriate procedures for handling such contamination.

Personal Hygiene and Decontamination:

- Always wash hands thoroughly after using poisons
- Glassware and equipment should be washed thoroughly in an appropriate chemical cleaner
- Contaminated benches should be wiped down regularly
- Any maintenance work required on equipment that has been in contact with scheduled poisons should be conducted only after decontamination has been done

Waste Disposal

- Laboratory supervisors should be aware of Environmental, Health and Safety legislative requirements for the disposal of poisons waste.
- Poisons waste must be disposed of through University contractors, and must be stored prior to disposal in a segregated area to reduce the risk of exposure to staff.
- Waste liquids must be packaged and sealed to prevent leakage or spillage. Appropriate labels denoting the poison status of the waste must also be affixed to the packages.
- Carcasses and other solid waste should be labelled.

Emergency Arrangements

- If a significant spill occurs, the area should be evacuated immediately. Trained personnel only should be called in to clean up the spill.
- The following procedure should be implemented in the case of an exposure to a staff member or student:
 - Report contamination immediately to the laboratory supervisor or laboratory manager
 - Report the incident after medical treatment (if required) has been administered
 - Treat skin or other contact by washing the area with cool water for at least 5 minutes
 - Check the Material Safety Data Sheet for other requirements

7 Supporting Documents

- [Victorian Department of Human Services, Drugs and Poisons Controls in Victoria](#)
- (as above) – [Industrial and Educational Permits](#)
- [Drugs, Poisons and Controlled Substances Regulations 1995](#)
- [Drugs, Poisons and Controlled Substances Act 1981](#)
- [Standard for the Uniform Scheduling of Drugs and Poisons \(Commonwealth Government\)](#). The Standard for the Uniform Scheduling of Drugs and Poisons (SUSDP) and its Amendments contain the decisions of

the National Drugs and Poisons Schedule Committee (NDPSC), regarding the classification of drugs and poisons into Schedules for inclusion in the relevant legislation of the States and Territories.

8 Auditing

Health and safety audits and inspections are a normal part regulatory enforcement and internal good practice. In an audit or inspection the following may be referenced:

- Poisons Register
- Permits and Poisons Control Plan
- Training records