

Carcinogen Application: Risk Management Procedure



HSE-PRO-005a

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This Procedure is to be completed under guidance of James Cook University's Health, Safety and Environment Policy and Procedures which can be viewed via <https://www.jcu.edu.au/policy/health-safety-and-environment>.

Schedule 10 of the *Work Health and Safety Regulation 2011* (Qld) lists chemicals that are Schedule 10 Prohibited or Restricted Carcinogens. These chemicals will only be approved for use at JCU campuses and sites where there is a genuine requirement for analysis or research.

The completed Procedure must be forwarded to Workplace Health and Safety Queensland for approval. Once approved, a copy of the Procedure and the carcinogen permit must be provided to the HSE Biological, Radiation and Chemicals Safety Advisor to notify of the intended use of the Schedule 10 carcinogen and to update the register of approvals.

End User : (Full Name)	
Division:	
College:	
Schedule 10 Carcinogen: (include quantity)	
Specify the Genuine Research the Substance will be used for: (Research name project description)	
Storage Details: (Detail where the product will be kept, quantity to be stored, and precautions)	
Process Description: (Describe in detail how the substance will be used)	
Control measures to Prevent Exposure: (Detail how potential exposure will be controlled, such as by using in a fume cabinet, gloves rated for the substance)	
Maintenance and Testing Procedures for Control Measures: (Detail maintenance programs for controls, such as testing of fume cabinets, inspection of respirators)	

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Atmospheric Monitoring, Biological Monitoring, health Surveillance Program: (Detail if exposure monitoring or health surveillance is required. Detail frequency and type of testing if required.)															
Spills and Emergency Procedures: (Detail types of emergency procedures, detail location and type of equipment, such as respirators or spill kits.)															
Employee Training and Information: (detail training including, induction, training in the use of the substance and the risk management procedure)															
Decontamination and Waste Disposal: (Detail how waste will be stored, cleaning process for equipment (e.g. glassware), and method of disposal (regulated waste company))															
Records to be Kept: (induction, exposure records, exposure letters, usage logs)															
Attachments to be sent with this document: (Attachments for your application to Worksafe Qld)	<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">Item attached:</th> <th style="background-color: #cccccc;">Yes</th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc;">Completed: Form 74 – Application for authorisation to use, handle or store prohibited or restricted carcinogens</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Copy of Carcinogen Exposure Letter Template:</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Copy of Material Safety Data Sheet (MSDS):</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Copy of Personal Carcinogen Usage Log Template:</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Copy of Carcinogen Usage Template:</td> <td></td> </tr> <tr> <td style="background-color: #cccccc;">Copy of Riskware Risk Assessment:</td> <td></td> </tr> </tbody> </table>	Item attached:	Yes	Completed: Form 74 – Application for authorisation to use, handle or store prohibited or restricted carcinogens		Copy of Carcinogen Exposure Letter Template:		Copy of Material Safety Data Sheet (MSDS):		Copy of Personal Carcinogen Usage Log Template:		Copy of Carcinogen Usage Template:		Copy of Riskware Risk Assessment:	
Item attached:	Yes														
Completed: Form 74 – Application for authorisation to use, handle or store prohibited or restricted carcinogens															
Copy of Carcinogen Exposure Letter Template:															
Copy of Material Safety Data Sheet (MSDS):															
Copy of Personal Carcinogen Usage Log Template:															
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Copy of Riskware Risk Assessment:															

Date

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Declaration

I, , agree to exercise my duty in accordance with the [Work Health and Safety Regulations 2011 \(Qld\)](#) and JCU's Health and Safety Management System, [Hazardous Chemicals Procedure HSE-PRO-005](#).

End User

Please submit signed form to the relevant delegate of your Division (Director, Divisional Operations or Dean, Research)

Approval (Initial introduction of a Schedule 10 Carcinogen)

I, the undersigned, consider the above End User is an appropriately qualified person, having the qualifications, experience or standing appropriate to possess the Schedule 10 Carcinogen

Director,
Divisional
Operations

or

Dean,
Research

Please Return to the End User

The form and supporting documents can be:

- Emailed to hicb@justice.qld.gov.au
- Or posted to Health and Hygiene Unit, HICB, Workplace Health and Safety Queensland, PO Box 820, Lutwyche Qld 4030