



## Policy

### Aerosol Spray Can Use

#### Summary

This policy describes Seaford Secondary College's commitment to ensuring a safe and healthy working environment for workers, students and visitors to the site.

Table 1: Document Details

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## 1. TITLE

### WHS Policy and Procedure for Aerosol Spray Can use at Seaford Secondary College

## 2. PURPOSE

This policy provides a framework for health and safety issues at Seaford Secondary College relating to the use of aerosol cans at school and applies to all staff, students and visitors.

## 3. SCOPE

Some students and staff have been bringing aerosol cans containing deodorants, body sprays, and antiperspirants to school and have been using these sprays in enclosed classrooms, offices, and in yard areas. Spraying of these types of aerosol cans has resulted in allergic reactions and severe asthma attacks amongst a number of staff and students at this school, as well as a number of 'near miss' incidents.

This policy separates aerosol cans into two groups:

- I. Those containing strong perfumes that are used for personal use (e.g. deodorants, antiperspirants, body sprays, perfumes, hairsprays and hair colour sprays).
- II. Those used for school business to support the curriculum, health and safety and equipment/building maintenance (e.g. art fixative and adhesive sprays, cooking sprays, aerosol paints, insect sprays and repellents, disinfectant sprays, lubricant sprays, line marking sprays).

## 4. POLICY DETAIL

Aerosol cans contain hazardous substances including flammable and irritant chemicals. They are associated with the following hazards:

- Breathing the propellant and other ingredients can be hazardous to health.
- Aerosol cans containing propellant are explosive if crushed or heated.
- Aerosol propellant can be flammable. Use away from heat or sparks.
- A misdirected spray can cause eye injury and chemical burns.

Acute symptoms of aerosol exposure include headache, migraine, nausea, dizziness, shortness of breath, throat irritation and skin rash

### 4.1 Risk Management

Asthma affects 1 in 10 people. Aerosol spray cans are one of the possible triggers for an asthma attack.

When used, the liquid contained in these sprays is emitted into the air under high pressure, creating a fine mist which can spread quite a long way. The chemicals and strong smells in the mist, when inhaled, are what can trigger asthma symptoms and a possible attack. Because of the amount of time the spray stays in the air and the distance it can travel, even spraying some distance from the person with asthma can still lead to problems.

Seaford Secondary College has had a number of incidents of staff members or students having a severe allergic reaction to spray/ aerosol deodorant being used within the school, resulting in severe breathing difficulties and emergency medical treatment. There have also been a number of 'near miss' incidents.



**After investigation of the incidents the following rules, expectations and procedures have been developed:**

#### **4.1.1 Personal Hygiene Aerosol Spray Cans:**

- All personal aerosol cans such as deodorants, body sprays and perfumed sprays are banned from this site and must not be brought to school. This includes all excursions, camps or other onsite or offsite activities and applies to all staff and students.
- Staff bringing personal aerosol spray cans to work will be reminded that they are in breach of site and DEPARTMENT FOR EDUCATION policy.
- Aerosol cans found at school with students will be confiscated. If deemed necessary, bag searches will be conducted by school leaders.
- Confiscated aerosol spray cans will be stored, as per flammable substance requirements, in a locked cupboard.
- Following directions on the cans to 'Keep out of reach of children', confiscated aerosol spray cans will not be returned to students but must be collected by an adult.
- Repeated offences will be treated as endangering people's health and safety by wilful disregard of school rules and will be dealt with by further behaviour management processes as per consistent responses.

#### **4.1.2 School Business Aerosol Spray Cans:**

Use of all other aerosol cans is restricted and can be only used under the following conditions:

- Risk management strategies must be in place for any aerosol sprays used as part of school business.
- Aerosol cans should only be used if no other options are available or feasible
- Aerosol cans must be on the DEPARTMENT FOR EDUCATION Approved Chemicals List.
- Aerosol cans must be stored correctly following the Hazardous Chemicals Code of Practice
- Aerosol cans must have a Safety Data Sheet (SDS) available
- Aerosol cans should not be used in the presence of other staff and students or when other staff and students are likely to enter an enclosed area.
- If aerosol can spraying is required in enclosed spaces such as classrooms and offices this should be done before 8:00am or after school hours.
- If an aerosol spray must be used during the day for a lesson they must be used outside (eg cooking or art) or with an appropriate extraction unit (eg Tech Studies/Science).
- If an aerosol spray must be used inside during the day for other reasons (eg maintenance or disinfecting) people in the area must be advised first. People entering the area must also be warned of the use of sprays before they enter.
- Workers using the spray cans must be familiar with, and wear, any recommended Personal Protective Equipment (PPE) and ensure that directions are followed on the can in regards to spraying.
- Aerosol spray cans, excluding cooking sprays, must not be used around food or drink.

#### **4.2 Management Process**

- Only approved chemicals contained in the DEPARTMENT FOR EDUCATION Approved Chemicals List are to be used at DEPARTMENT FOR EDUCATION workplaces
- All staff are responsible for ensuring that aerosol cans are not used at school.
- Students will be briefed on the policy and reasons. A PowerPoint presentation will be available to assist teachers to do this. The PowerPoint will be located on the School G drive under WHS.
- To maintain and support hygiene; staff, students and their families will be provided with information about acceptable alternative hygiene products that can be safely used at school e.g. roll-on, crystal and stick



deodorant/antiperspirants, hygiene wipes, etc. Students and staff can use spray deodorants before leaving home

- A letter to parent/carers will be distributed explaining school policy and rules
- Information will also be placed on the school web site.
- The information letter will be included in the transition packs for new students coming to SSC
- Signage and posters will be placed in each classroom and office.
- Information on the Seaford Secondary College Aerosol Policy will be included in induction information for all workers, volunteers and contractors.

## 5. ROLES AND RESPONSIBILITIES

**Table 1 Roles and Responsibilities**

Role	Authority/Responsibility for:
Site Manager/Principal	<p>Must ensure:</p> <ul style="list-style-type: none"><li>▶ This Policy &amp; Procedure is implemented</li><li>▶ Application is made to Health and Safety Services for approval to introduce a non-approved hazardous chemical into the workplace</li><li>▶ Unused or obsolete chemicals are disposed of in the appropriate manner, as defined by Section 6.13 Safe Disposal of Hazardous Chemicals of the Hazardous Chemicals Procedure.</li><li>▶ Hazardous chemicals are identified and labelled appropriately at all sites. Refer to ChemWatch® for the preparation of compliant Globally Harmonised System (GHS) labels.</li><li>▶ All risks of exposure to aerosols are identified and risk controls implemented to ensure the health and safety of school community in consultation with DEPARTMENT FOR EDUCATION workers, the HSR and HSC.</li><li>▶ DEPARTMENT FOR EDUCATION workers at risk of exposure are provided with information, instruction and training in standard precautions.</li><li>▶ Control measures are implemented to eliminate or reduce the likelihood of harmful exposure. e.g. allocating resources for storage facilities, signage, removal of hazardous substances, provision of PPE</li><li>▶ The least hazardous products have been purchased for the task.</li><li>▶ Safety Data Sheets (SDS) are reviewed annually and updated as needed</li><li>▶ SDSs for hazardous chemicals are stored in close proximity to workers who are required to use chemicals.</li><li>▶ Support workers by ensuring they receiving appropriate treatment when exposed to an aerosol substance</li><li>▶ Maintain confidentiality of personal information where required.</li><li>▶ Provide appropriate personal protective equipment (PPE) where required.</li><li>▶ All injuries and incidents relating to the exposure to hazardous chemicals are recorded on Incident Response Management System (IRMS) within 12 hours of the occurrence.</li></ul>

**Workers**

Must:

- ▶ Comply with WHS legislation and the requirements of this procedure.
- ▶ Assist the site manager in identifying appropriate safety measures when handling or working with hazardous chemicals as part of the risk management process.
- ▶ Take all necessary precautions, including using personal protective equipment (PPE), to protect themselves when working with hazardous chemicals.
- ▶ Actively support and participate in WHS consultation activities in relation to hazardous chemicals.
- ▶ Ensure personal aerosol spray cans are not used at school by students or others
- ▶ Ensure students are aware of the health risks associated with use of aerosol spray cans
- ▶ Report all aerosol related injuries to the site manager and seek appropriate first aid / medical treatment as soon as possible.
- ▶ Ensure that all injuries and incidents relating to the exposure to aerosol sprays are recorded on an ED155 within 12 hours of the incident

**HSR (Health & Safety Representative)**

In accordance with Section 68 of the WHS Act, HSRs have powers and functions. They are to:

- ▶ Represent the workers in the work group in matters relating to work health and safety.
- ▶ Monitor the measures taken by DEPARTMENT FOR EDUCATION in compliance with this Act in relation to workers in the work group.
- ▶ Investigate complaints from members of the work group relating to work health and safety.
- ▶ Inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of DEPARTMENT FOR EDUCATION.

**WHSC (Work Health & Safety Committee)**

In accordance with Section 77 of the WHS Act, the functions of a health and safety committee are:

- ▶ To facilitate co-operation between DEPARTMENT FOR EDUCATION and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work.
- ▶ To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace.
- ▶ Any other functions prescribed by the regulations or agreed between DEPARTMENT FOR EDUCATION and the committee.

**Students**

Must comply with site WHS requirements in regards to use of aerosol spray cans at



Seaford Secondary College.

<b>Visitors</b>	Must comply with site WHS requirements in regards to use of aerosol spray cans at Seaford Secondary College.
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<b>Volunteers/contractors</b>	Must comply with site WHS requirements in regards to use of aerosol spray cans at Seaford Secondary College.
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## 6. Monitoring, Evaluation and Review

- This policy will be reviewed and evaluation every 12 months
- HSR's, site leaders and staff will monitor use and effectiveness of policy.
- Site managers must ensure that workers and others are consulted and provided with any necessary information, instruction, training and supervision to ensure the use of aerosol cans is managed safely and the risk controls are effective.

## 7. Definitions and Abbreviations

**Table 2 - Definitions and abbreviations**

Term	Meaning
<b>ADG Code</b>	<p>Australian Code for the Transport of Dangerous Goods by Road and Rail, 7th edition, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website:</p> <p><a href="http://www.ntc.gov.au/filemedia/Publications/ADG7October2011.pdf">http://www.ntc.gov.au/filemedia/Publications/ADG7October2011.pdf</a></p> <p>This definition is in accordance with "Managing Risks of Hazardous Chemicals in the Workplace Code of Practice"</p>
<b>Aerosol</b>	<p>A substance (as an insecticide or medicine) dispensed from a pressurized container as an aerosol.</p>
<b>Aerosol Spray</b>	<p>Aerosol sprays contain a chemical product and a propellant that are packed under pressure. When the nozzle is pressed, the product and propellant are released from the container in a fine mist or directed spray.</p>



<b>Aerosol Spray – Personal use</b>	Aerosol spray cans used as deodorants, antiperspirants, body sprays, perfumes, hairsprays and hair colour sprays.
<b>Aerosol Spray – School business</b>	Aerosol spray cans used for school business to support the curriculum, health and safety and equipment/building maintenance including: Art fixative and adhesive sprays, cooking sprays, aerosol paints, insect sprays and repellents, disinfectant sprays, lubricant sprays, line marking sprays
<b>Competent Person</b>	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
<b>DEPARTMENT FOR EDUCATION</b>	The Department for Education and Child Development
<b>DEPARTMENT FOR EDUCATION specifications</b>	Include guidelines, fact sheets, standards or any other guidance material for the safe use and management of chemicals developed and approved by DEPARTMENT FOR EDUCATION and available on the DEPARTMENT FOR EDUCATION website.
<b>Delegated worker</b>	Are DEPARTMENT FOR EDUCATION workers who are not officers or site managers but have the responsibility to manage or oversee specified activities in their position descriptions that involve limited management and control of plant, fixtures and substances e.g. Project Managers, Project Officers, asset support staff, design and technical studies coordinators, laboratory technicians, grounds and maintenance persons etc.
<b>GHS</b>	<p>‘Globally Harmonized System of Classification and Labelling of Chemicals, 3rd Revised Edition’, published by the United Nations as modified under Schedule 6 of the WHS Regulations.</p> <p>This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”</p>





**Hazard** A situation or thing that has the potential to harm people, property or the environment. The GHS covers physicochemical, health and environmental hazards for hazardous chemicals.

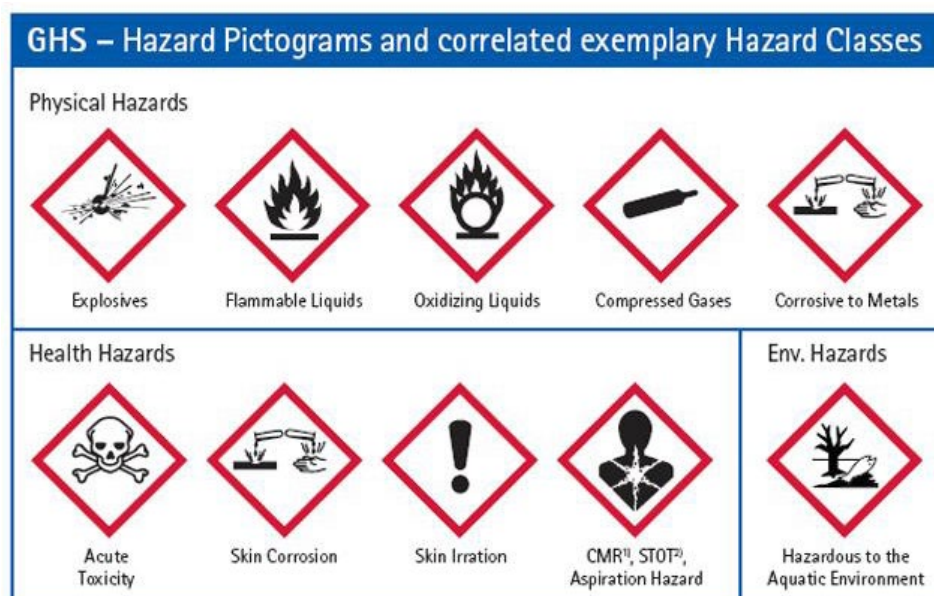
**Hazardous Chemical** A substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulations), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:

- (a) acute toxicity—oral—category 5;
- (b) acute toxicity—dermal—category 5;
- (c) acute toxicity—inhalation—category 5;
- (d) skin corrosion/irritation—category 3;
- (e) serious eye damage/eye irritation— category 2B;
- (f) aspiration hazard—category 2;
- (g) flammable gas—category 2;
- (h) acute hazard to the aquatic environment—category 1, 2 or 3;
- (i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4;
- (j) hazardous to the ozone layer.

Note: The Schedule 6 tables replace some tables in the GHS.

This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”

**Hazard Pictograms** Means a graphical composition, including a symbol plus other graphical elements, that is assigned in the GHS to a hazard class or hazard category.





<b>Hazard Statement</b>	Means a statement assigned to a hazard class or hazard category describing the nature of the hazards of a hazardous chemical including, if appropriate, the degree of the hazard.
<b>Health and Safety Committee (HS Committee)</b>	Means an established committee for the purposes of facilitating consultation and cooperation between a PCBU and workers in accordance with Division 4 of the <i>Work Health and Safety Act 2012</i> .
<b>Health and Safety Representative (HSR)</b>	Means an elected Health and Safety Representative in accordance with Division 3 of the <i>Work Health and Safety Act 2012</i> .
<b>IRMS</b>	Incident Response Management System
<b>Must/Will</b>	Indicates that a process is a legislative, Australian Standard or DEPARTMENT FOR EDUCATION specification requirement.
<b>PPE</b>	Personal Protective Equipment
<b>Safety Data Sheet (SDS)</b>	Means a document that describes the identity, properties (that is to say chemical and physical properties and health hazard and environmental hazard information), uses, precautions for use, safe handling procedures and safe disposal procedures of a hazardous chemical.
<b>Should/Shall</b>	Indicates a recommended course of action. If this recommendation is not adopted then an equivalent or higher standard of health and safety shall be provided by another method.
<b>Site Manager</b>	Any person who has the responsibility, management or control of a DEPARTMENT FOR EDUCATION workplace or work unit. This includes but is not limited to Executive Directors, Regional Directors, Directors, Principals, Managers and Supervisors.
<b>SOPs</b>	Safe Operating Procedures
<b>Substance</b>	<p>A chemical element or compound in its natural state or obtained or generated by a process:</p> <ul style="list-style-type: none"><li>▶ Including any additive necessary to preserve the stability of the element or compound and any impurities deriving from the process, but</li><li>▶ Excluding any solvent that may be separated without affecting the stability of the element or compound, or changing its composition.</li></ul> <p>This definition is in accordance with “Managing Risks of Hazardous Chemicals in the Workplace Code of Practice”</p>

**WHS Act***Work Health and Safety Act 2012***WHS  
Regulations**

Work Health and Safety Regulations 2012

**Worker**s.7 of the *Work Health and Safety Act 2012* states:

A person is a *worker* if the person carries out work in any capacity for a person

conducting a business or undertaking, including work as—

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- ... a person of a prescribed class.

## 8. SUPPORTING DOCUMENTS

- » Work Health and Safety Act 2012
- » Work Health and Safety Regulations 2012
- » Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
- » Labelling of Workplace Hazardous Chemicals Code of Practice
- » Guidance on the Classification of Hazardous Chemicals under the WHS Regulations.
  
- » Work Health Safety and Injury Management Policy
- » DEPARTMENT FOR EDUCATION Risk Management Policy
- » Risk Management Framework
- » Hazard Management Procedure
- » Purchasing and Supply Procedure

## 9. References

- » Asthma Foundation of S.A
  
- » Asthma Australia



## Appendix

### Appendix 1 – Parents/Caregivers Letter

Asthma affects 1 in 10 people. Aerosol spray cans are one of the possible triggers for an asthma attack. Exposure to aerosol sprays can also cause headache, migraine, nausea, dizziness, shortness of breath, throat irritation and skin rash

When used, the liquid contained in these sprays is emitted into the air under high pressure, creating a fine mist which can spread quite a long way. The chemicals and strong smells in the mist, when inhaled, are what can trigger asthma symptoms and a possible attack. Because of the amount of time the spray stays in the air and the distance it can travel, even spraying some distance from the person with asthma can still lead to problems.

Seaford Secondary College has had several instances of a staff member or student having a severe allergic reaction to spray/ aerosol deodorant being used within the school, resulting in severe breathing difficulties and emergency medical treatment.

After investigation and consultation, a Seaford Secondary College Aerosol Spray Can Use Policy and Procedure has been developed to protect the health and wellbeing of students, staff, and visitors. The policy can be accessed through the school website. The following rules, expectations and procedures are put in place:

- **All personal hygiene aerosol spray cans such as deodorants, body sprays, hair sprays and perfumed sprays are banned from this site and must not be brought to school.** This includes all excursions, camps or other onsite or offsite activities.
- Aerosol cans found at school with students will be confiscated. If deemed necessary, bag searches will be conducted by school leaders.
- Confiscated aerosol spray cans will be stored, as per flammable substance requirements, in a locked cupboard.
- Following directions on the cans to 'Keep out of reach of children', confiscated aerosol spray cans will not be returned to students but must be collected by an adult.
- Repeated offences will be treated as endangering people's health and safety by wilful disregard of school rules and will be dealt with by further behaviour management processes.

Students are encouraged to observe good hygiene practices including showering regularly, wearing clean uniform and applying deodorant before leaving home. **Acceptable alternative hygiene products that can be safely used at school include roll-on, crystal and stick deodorant/antiperspirants, or hygiene wipes.**

We appreciate your understanding and support to ensure a safe and healthy working environment for all students, staff and visitors to the Seaford Secondary College.