

Hazardous Substances – **General**

08.01.10

Training employers
should provide >

This is one of a series of information bulletins, which have been written to assist the employer to manage risks from hazardous substances. The bulletins make up a package which reflects the Australian Safety and Compensation Council's ([ASCC](#)) approach to managing workplace hazardous substances.

Employer's duties to provide training

Employers must provide induction and training to all workers who could be exposed to hazardous substances at work.

The type and extent of training and induction is dependent on the risks to health by the hazardous substance. The assessment procedure described in NT WorkSafe information bulletin [08.01.08](#) provides further information on the assessment of risks to health, from working with hazardous substances.

The employer must keep records of induction and training. This includes the names of workers receiving training, the course outline and details of training providers. Induction and training records must be kept for 5 years.

Who needs training

The people who need induction and training are:

- workers who could be exposed to hazardous substances at work;
- workers who supervise others who work with hazardous substances;
- new workers;
- workers who are performing particular work for the first time; or
- workers who need a refresher.

What training is needed?

A hazardous substances induction and training program should include the following elements:

- appreciation of the duties of suppliers, the employer and employees under the [Workplace Health and Safety Regulations](#);

putting safety first >



- understand what a hazardous substance is;
- container labels - how to understand them;
- Material Safety Data Sheets (MSDS) - how to access them and how to understand them;
- information about the hazardous substances (health effects, routes of entry into the body, the risk involved with the particular work and the degree of exposure);
- the hazardous substances assessment process and how workers can contribute;
- the correct use and maintenance of control measures;
- the proper use and fitting of personal protective equipment;
- work practices and procedures for the safe use, handling, processing, storage, transportation, clean-up and disposal of hazardous substances.

Remember: Make sure induction and training records are held in a safe place as they must be kept for 5 years.

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