

Policy and Procedure Register updates

Summary of changes to:

Chemical management procedure

1. Reason for new/updated policy or procedure (select all that apply)

- | | | |
|--|---|--------------------------------|
| ☐ Change of policy/procedure requirements | ☒ Audit/review recommendation | |
| ☐ Change to legislation/delegations | ☒ Due for review | ☐ Other |

The Chemical management procedure has been reviewed and updated as part of the Department's regular review cycle, and in response to Internal Audit recommendations. The updates aim to clarify roles, responsibilities, and process expectations for managing chemical risks, ensuring effective and sustainable implementation. Training requirements and their frequency have also been defined to support this process.

2. Summary of changes

Chemical management processes

The procedure does not introduce any changes to existing chemical management processes or systems, as these are governed by health and safety regulatory requirements. Instead, the content has been simplified and/or clarified where necessary to reduce misinterpretation and streamline existing processes.

Training

Training requirements and frequency have been clarified. The key change is to make the existing 45-minute chemical management training **mandatory for specific roles**, including those listed on the Chemical management plan, chemical users, and their supervisors/line managers. Refresher training is required every 3 years.

The requirement for local induction is not new; however, previously schools and workplaces needed to develop their own induction. A resource for local annual chemical induction (online course – approximately 15 minutes) will now be provided to support schools to inform staff about on-site chemical hazards.

Governance and compliance changes

The governance and monitoring section has been refined to reduce administrative burden by more clearly aligning with existing health and safety compliance processes. Key changes include:

- Introduction of two new roles: Governance and monitoring responsibilities have been assigned to two new roles that were not in place when procedure was last reviewed:
 - Health and safety coordinator responsibilities: These roles will now support compliance efforts and assist school leaders to improve the implementation of the procedure.
 - School Supervisors' performance monitoring: Responsibilities for monitoring compliance have been clarified, with Assistant Regional Directors removed from this role. School supervisors will now oversee performance monitoring to address non-compliance and support school improvement.

These refinements aim to address ongoing challenges schools face managing chemical tasks due to competing demands and resourcing constraints.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☒ Yes ☐ No

If yes, select the type of change: (select all that apply)

☒ Revised responsibilities

☒ New/additional responsibilities

☒ Removed responsibilities

Position title	Summary of change	Page#
ADG HR	Role has been removed from the procedure. Governance responsibilities devolved to RDs/School Supervisors.	3 13
Regional Directors/ Directors	Responsibilities simplified. Governance and monitoring requirements have been updated to provide specific guidance on the tools to use to maintain oversight of compliance monitoring activities. Workload is minimised as this method of assurance is already used by regions through HSW Committee review of scorecard and ASA performance.	3 13
School supervisors	This is an additional role that was not in place at the time of procedure roll out (2021). A new governance responsibility has been added that helps this role to support performance improvement in schools when procedural implementation gaps are identified through ASA performance.	3 13
Principals/Managers of business units	Responsibilities have been simplified and a more strategic approach has been introduced to verify ongoing procedure implementation, ensuring principals can demonstrate their due diligence. Principal governance and compliance monitoring workload is simplified by clarifying what tools (CMPs and ASA) can be used for verification. Workload is also reduced as most existing 'current state' compliance monitoring activities are devolved to supervisors/line managers and the HSW Committee role. Training is optional for these roles.	2 13

Supervisors/Line managers	Responsibilities have been revised to simplify and clarify. Adjustments have been made to clarify how annual review responsibilities occur. To make review easier, a new review tool will be provided. The use of the tool is optional, particularly if a workplace has already established local review processes.	2 13
Health and Safety Advisors (HSAs) / [NEW] Workplace Health and Safety Coordinator (WHSC) roles	New role added in response to Government initiative. These roles support principals/managers to verify implementation of the chemical management procedure in the workplace. How this may be achieved is articulated through specific examples.	2 and 13
Local HSW Committee / forum	Governance and monitoring responsibilities have been simplified but remain unchanged.	3 and 13

4. Communication and support for implementation

Communication to support schools/workplaces with the implementation of the updated procedure will include:

- Communication with Regional Senior Health and Safety Consultants and HR Directors for dissemination to networks across regions
- Targeted messages through relevant health, safety and wellbeing discussion lists
- Communication through ConnectED
- A communication plan has been developed as an audit action to support implementation of procedural updates.

Communication to key external stakeholders

- Consultation/meeting and/or email advising of updates

Implementation of the revised procedure will be supported by:

- Updates to the chemical management guideline and chemical management resources
- Introduction of a new (optional) chemical management review tool that allows schools to self-assess progress in implementing the procedure and identify areas for improvement via an action plan.

For further assistance, please contact:

- Policy/procedure contact:
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